TEST BOOKING ON ACCOMMODATE

- 1. Open your web browser and enter the link <u>https://gvsu-accommodate.symplicity.com/</u>
- 2. Select student in the options displayed



3. Log in using your banner login details – username and password

Connecting to Sign in with your account to access EIS	
GRANDWILLEY	
GVSU Central Authentication Service	
Username plajidef@mail.gvsu.edu	
Keep me signed in	
Next	
Having trouble signing in? Knowledge Base Articles	

Connecting to Constant	
Verify with your password ())))))))))))))))))))))))))))))))))))	
Password	

4. On the home page, in the navigation pane to the left click on 'Test Request' as highlighted in the image below. If the test request is not visible, kindly submit a semester request and reach out to your advisor.

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ᢙ Home□ Accommodation	News Feed	··· Shortcuts	
 Åð Appointment ☑ Documents ☑ Resources 	There are currently no announcements or notifications to display.	> Document Library > My Activity Summary	
Note-Taker Network Transcription Files Surveys Test Requests	Accessibility Services Management System	Privacy Policy Terms of	<u>Use</u>
🗋 Calendar			
https://gvsu-accommodate.symplicity.com/st	udents/index.php?s=testing_room_booking&mode=list		

5. Click "New Testing Request"

	Grand Valley State Universit	τι		FO
	Home Home	ome / Test Room Booking Alternative Testing Rooms		
	Appointment	Pending Testing Requests	Approved Test Requests	
	 Note-Taker Network Transcription Files Surveys Test Requests Calendar Profile 	No records found.	No records found.	
		New Testing Request		
6.	Select your cou	rse		

GRAND VALLEY STATE UNIVERS	STX	FO
Image: Second	Home / Test Room Booking Alternative Testing Rooms	FO
	Start by choosing a single search filter	

7. Provide the day(s), time(s) you're available to take your exam using the date and time range features. Once complete click "Check Availability".

GRAND VALLEY STATE UNIVERS	SITY.		FO
 Ihome Ican Accommodation Appointment Documents Resources Note-Taker Network Transcription Files Surveys Test Requests Calendar Profile 	Digital Forensics and Investigations (CIS 617 01) Date Range 2024-01-22 to 08 00 am Clear to 05 00 pm Clear Final Exam Yes No Override Course Length If you choose to override the length of your course your approved accommodation time will be calculated based on the time you choose a length of 10 minutes, your alternative test request will be for 20 minutes). Yes No Building	Start by choosing a single search filter	

8. Select the available day and time that works best with your schedule. For example Monday January 29, 2024 at 8.15am

GRANDVALLEY STATE UNIVE	RSTY		FO
යි Home	Home / Test Room Booking		
E Accommodation	Alternative Testing Rooms		
åổ Appointment	, atomicative resulting reserve		
Documents	(for example, if you are approved for double time and you choose a	∼ Monday, Jan 29, 2024	â
C Resources	length of 10 minutes, your alternative test request will be for 20 minutes).	The Blue Connection (205)	8:15 am
🗠 Note-Taker Network		(15 of 15 slots available)	
Transcription Files	Building	The Blue Connection (205)	10:30 am
🖹 Surveys	~	(15 of 15 slots available)	
ITest Requests	Room(s)	The Blue Connection (205)	1:00 pm
📛 Calendar		(15 of 15 slots available)	
Profile		The Blue Connection (205)	3:00 pm
	The Blue Connection (205)	(15 of 15 slots available)	
		✓ Tuesday, Jan 30, 2024	
		The Blue Connection (205) (15 of 15 slots available)	8:15 am
	1 of 1 selected	(13 01 13 51013 available)	
	Days of the Week	The Blue Connection (205) (15 of 15 slots available)	10:30 am
	Sun		
	Mon	The Blue Connection (205)	1:00 pm
	L] Tue	(15 OF 15 SIOLS AVAIIADIE)	

9. You will receive a pop up to confirm your booking. Scroll past the exam field and select the appropriate accommodations and resources needed during your exam.



10. Before submitting your exam request, please add any additional details in the space provided. Once complete, click "Submit Request".

GRANDVALLEY STATE UNIV	ERSTY,	FO
⇔ Home	Home / Test F Confirm Exam Booking ×	
Accommodation	Altern	
තුරි Appointment	Scantron/Bubble Sheet	
Documents	Course Enlarged Print	24
P Resources	Digital I Blasse enter any additional information	8:15 am
🖆 Note-Taker Network	about the accommodations or resources you are requesting (word processor,	
Transcription Files	Date Ran program/version, print font and size)	10:30 am
🖺 Surveys	2024-0	
🕅 Test Requests		1:00 pm
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Profile	08	3:00 pm
	to	
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	05	8:15 am
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	If you choose to override the length of your course your approved The Blue Connection (205)	1:00 pm
	accommodation time will be calculated based on the time you choose (15 of 15 slots available)	

11. One the test is submitted; it will be visible under the pending request as shown in the image below. You will receive a confirmation via email for your exam request submission.

Grand Valley State Universi	DY.		FO
GRANDWALLEY STATE UNIVERSIT Image: State Darivers Image: State Darivers <th>me / Test Room Booking Alternative Testing Rooms Pending Testing Requests I results T(The Blue Connection (205) : Digital Forensics and Investigations January 29, 2024 8:15 am The Blue Connection 4152 Calder Dr. Allendale, MI Extended time (2.0 times) New Testing Request</th> <th>Approved Test Requests</th> <th></th>	me / Test Room Booking Alternative Testing Rooms Pending Testing Requests I results T(The Blue Connection (205) : Digital Forensics and Investigations January 29, 2024 8:15 am The Blue Connection 4152 Calder Dr. Allendale, MI Extended time (2.0 times) New Testing Request	Approved Test Requests	

12. Upon approval by your professor, the test will show under the approved test request.

For any inquiries send an email to olajidef@mail.gvsu.edu

Thank you