Students should discuss Accommodation Letters with each instructor at the beginning of the semester to determine which accommodations are needed and how they will be provided. Students and instructors should discuss which testing accommodation option will be used: testing accommodations provided by instructor, use of departmental testing space, or reserving space at the new Campus Testing Center or in the SSD Assistive and Education Technology Center.

**Students only need to use the SSD Testing Module if they will be testing in the Campus Testing Center or in the SSD ATEC Lab. Students taking tests directly with instructors or within departmental testing spaces do not need to go through the Testing Module reservation system.**

1) On the **Welcome to the Online Student Services** page, click on the **Schedule a test or exam** module to request a test with the Campus Testing Center.

![Welcome to the Online Student Services](image1)

2) Scroll down to read the information on the **Welcome to the SSD Student portal** page.

![Welcome to the SSD Student Portal](image2)
Students should have already confirmed with their instructors that they need to test in the CTC or SSD ATEC Lab. **If students have not had this conversation, they should stop here and talk with their instructors before submitting a test request.**

3) Navigate to the top of the page and click on the **Schedule a test, mid-term or quiz** tab.
4) Once the instructor and student have confirmed the test request date/times the student should navigate to the **Online Test Request Module**, scroll to the bottom of the page, and click on the **next** button to start the test request process.
5) In the Select Courses section students should choose the course they are scheduling the test for and click on next. (If a course is not listed, it means the student has not received an Accommodation Letter for that course and therefore cannot use accommodations for that course. (See the Using Accommodations page for instructions on requesting Accommodation Letters: https://diversity.utexas.edu/disability/using-accommodations/).

6) Navigate to the date of class test and enter the agreed upon date and time. **Class test duration** is the time the class is allotted to take the test (accommodated time will be calculated later). At the bottom of the page click next to enter accommodations.
7) In the Choose Accommodations to be used section click on the accommodations the student would like to use for the test. Click **next** to continue to confirm the test time.

8) Choose the agreed upon test time and click **next** to confirm the test request.
9) Review the test request and confirm all information is accurate. Before submitting the test request, read the policy statement, and click the check box in acknowledgement in order to submit the test request. The test request will not be submitted until the student has clicked on the **Submit Testing Request** button.

10) Students’ next step is to remind the instructor to confirm the test request in the SSD Instructor Portal before the 5 business (1 week) confirmation deadline.
Cancel or view testing requests on the **My upcoming events** page:

To cancel a test request, navigate to the event listing table and go to the options column. In the options column students can cancel test requests. If a student is unable to cancel their test request, email [campustesting@utlists.utexas.edu](mailto:campustesting@utlists.utexas.edu).