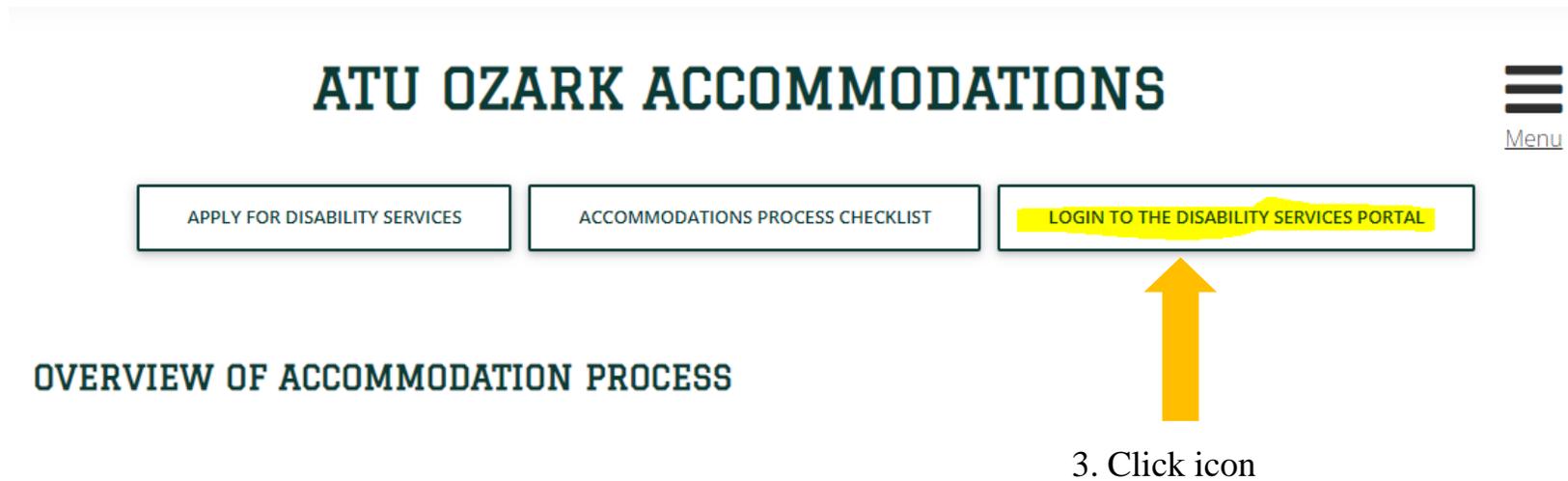


How to Schedule Exams

1. Go to the Student Success Center website at <https://www.atu.edu/ozark/ssc>.
2. Click on the icon labeled “Accommodations & Testing Services”.
3. Click on the icon labeled “Login to the Disability Services Portal”



4. Enter your OneTech username and password in the appropriate fields.
5. Click the “Sign In” icon to proceed to the Student Dashboard.

WELCOME TO ONLINE SERVICES

Sign In Information

Username*:

Password*:

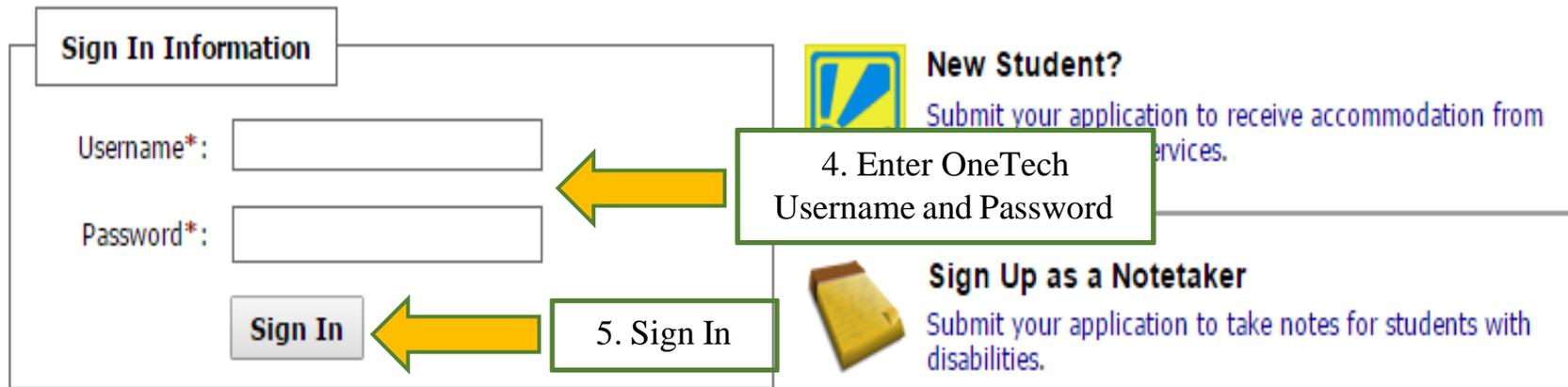
Sign In

4. Enter OneTech Username and Password

5. Sign In

New Student?
Submit your application to receive accommodation from services.

Sign Up as a Notetaker
Submit your application to take notes for students with disabilities.

The image shows a screenshot of a web page titled "WELCOME TO ONLINE SERVICES". On the left, there is a "Sign In Information" section with two input fields: "Username*" and "Password*", and a "Sign In" button. On the right, there are two links: "New Student?" with a blue icon and "Sign Up as a Notetaker" with a yellow notepad icon. Two yellow arrows point from the "Sign In" button to the "Sign In" text in the annotation box, and another yellow arrow points from the "Sign In" text in the annotation box to the "Username*" input field. A green box highlights the "Sign In" text, and another green box highlights the "4. Enter OneTech Username and Password" text. A line connects the "Sign In" button to the "Sign In" text in the annotation box.

6. Once you have logged into the system. On the left hand side under “My Accommodations” click “Alternative Testing”.

- My Accommodations
 - > Information Release Consents
 - > My Eligibility
 - > List Accommodations
 - > Alternative Testing
 - > Alternative Formats
 - > Notetaking Services
 - > Deaf and Hard of Hearing
 - > My E-Form Agreements
 - > My Signup List
 - > Agreements with Instructors



6. Click Here

7. Select the class you would like to schedule an exam for from the drop down box. Then click “Schedule an Exam” to continue your request.

ALTERNATIVE TESTING

[Overview](#) [Submit Alternative Testing Agreement](#)

Alternative Testing Agreement(s)

Below is the list of all alternative testing agreement(s) submitted through the system. If you cancel a alternative testing agreement and you would like to re-activate the contract, please contact our office.

Select Class:

B. Click Here

A. Select Class

8. Complete the "Exam Detail". Then "Add Exam Request".

Exam Detail

Request Type*: **Select One** ▼

A. Request Type of Exam

[View: Exam Schedule Availability](#)

Date*:

B. Enter the Date

Hint: Enter date in the following format Month / Day / Year (i.e. 12/31/2010).

Time*: **Select** ▼ **Select** ▼

C. Enter the Time

Services Requested*

D. Select the Accommodations Needed

Computer

Extra Time 1.50x

Mark responses on hard copy of quiz/exam

Minimum Distraction

Additional Note:

Add Exam Request

E. Add Exam Request

9. The system will notify you that you have successfully submitted your request.

EXAM REQUEST

[List All Exams](#) [View Contract](#) [Other Exams for the Current Class](#) [Add Exam Request](#)



SYSTEM UPDATE IS SUCCESSFUL



System has successfully processed your request.

10. Scroll down the page to check the status of your request. ATU-Ozark Disability Services will review and approve your request. An email will be sent to your instructor informing them of your scheduled exam.

UPCOMING EXAM REQUEST(S) FOR THE CURRENT CLASS

Exam - Friday, September 16, 2016 at 09:00 AM

[Modify Request](#) [Cancel Request](#)

Status: **Processing**



A. Status of Request

Request Entered on Tuesday, September 13, 2016 at 02:55:10 PM