

How to Schedule Exams

1. Go to the Disability Services website at <https://www.atu.edu/disabilities/>.
2. Click on the second icon labeled “Login to the Disability Services Portal”.

HOME

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APPLY FOR DISABILITY SERVICES



2. Click
Here



LOGIN TO THE DS PORTAL

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

WELCOME TO ONLINE SERVICES

The screenshot shows the 'WELCOME TO ONLINE SERVICES' page. On the left, under the heading 'Sign In Information', there are two input fields: 'Username*' and 'Password*'. Below these fields is a 'Sign In' button. On the right, there are two links: 'New Student?' with a blue icon and the text 'Submit your application to receive accommodation from services.', and 'Sign Up as a Notetaker' with a yellow notepad icon and the text 'Submit your application to take notes for students with disabilities.' Two yellow arrows point from the right towards the sign-in fields. The first arrow points to the 'Username*' field and is associated with a box containing the text '3. Enter OneTech Username and Password'. The second arrow points to the 'Sign In' button and is associated with a box containing the text '4. Sign In'.

Sign In Information

Username*:

Password*:

Sign In

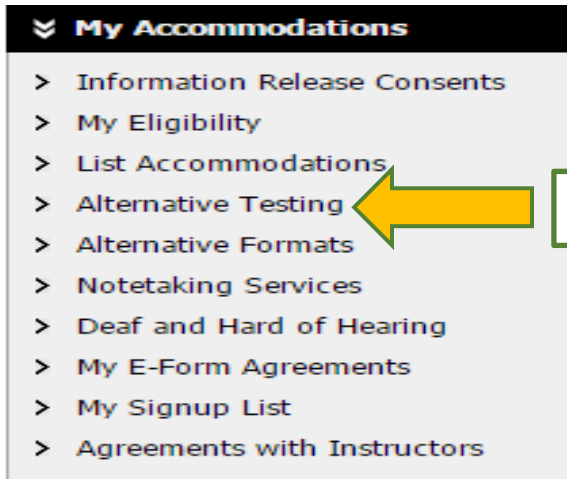
New Student?
Submit your application to receive accommodation from services.

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

3. Enter OneTech Username and Password

4. Sign In

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



5. Click Here

6. 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: **Select One** ▼


[Schedule an Exam](#)

[B. Click Here](#)

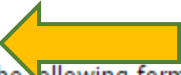
[A. Select Class](#)


7. 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**

<input type="checkbox"/> Computer	<input type="checkbox"/> Extra Time 1.50x
<input type="checkbox"/> Mark responses on hard copy of quiz/exam	<input type="checkbox"/> Minimum Distraction

Additional Note:

Add Exam Request  **E. Add Exam Request**

8. 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.

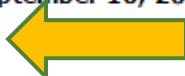
9. Scroll down the page to check the status of your request. The Office of Disability Services will review and approve your request. An email will be sent to your instructor informing them of your scheduled exam.

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