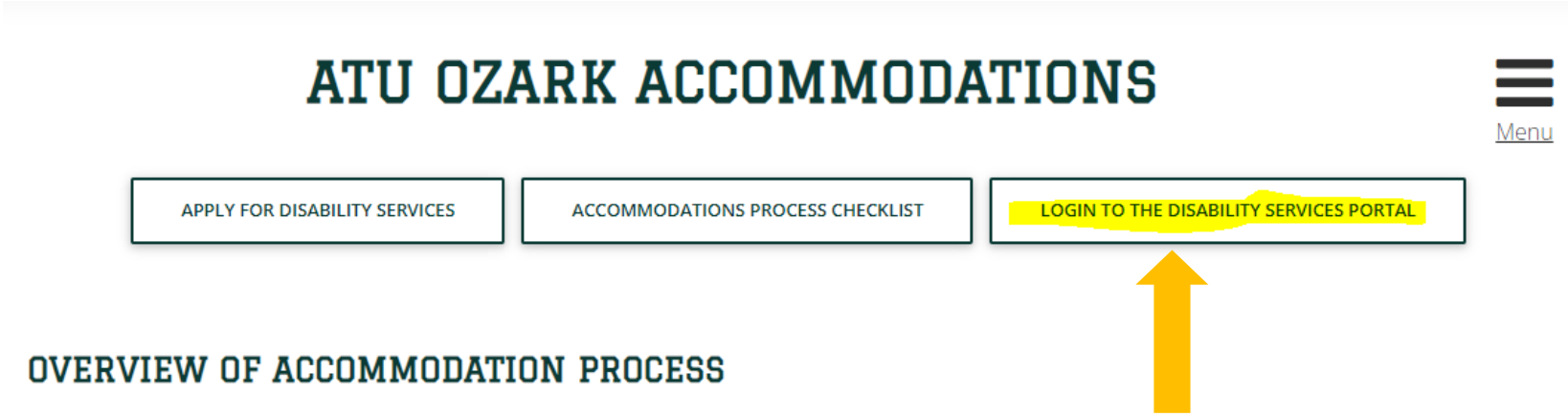
How to Schedule Exams

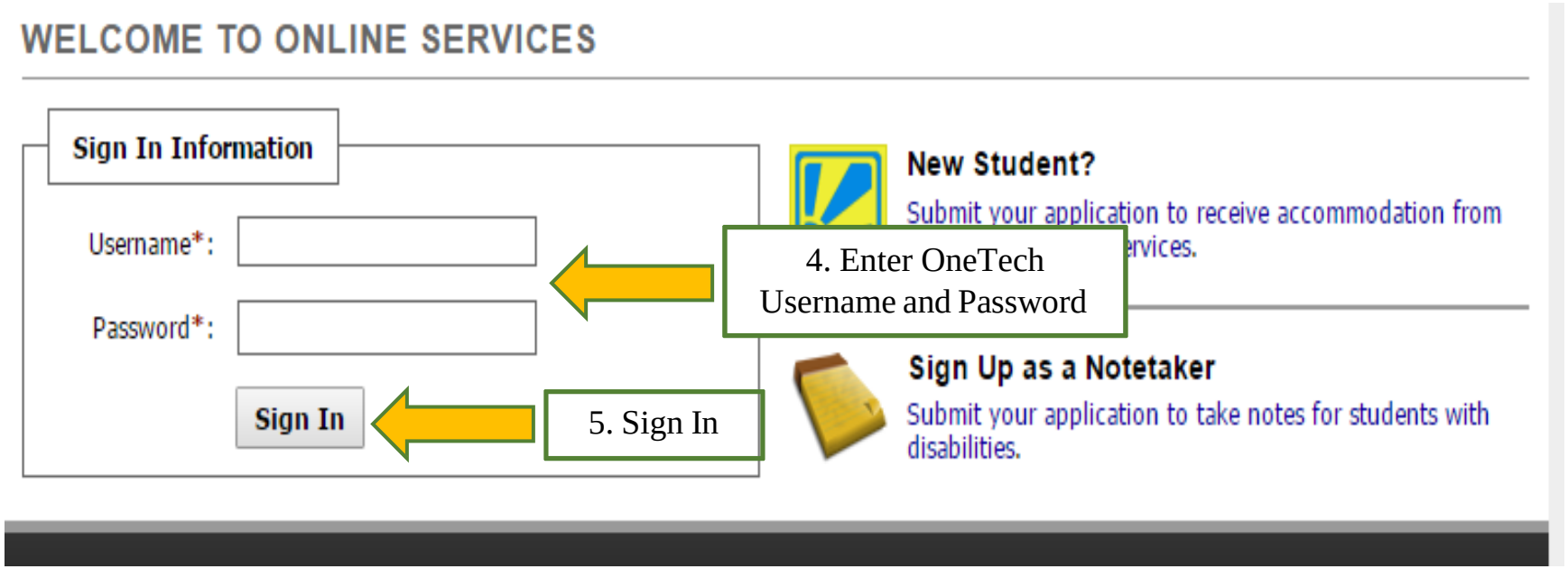
1. Go to the Student Success Center website at https://www.atu.edu/ozark/ssc .
2. Click on the icon labeled “Accommodations & Testing Services”.
3. Click on the icon labeled “Login to the Disability Services Portal”

2. Click icon

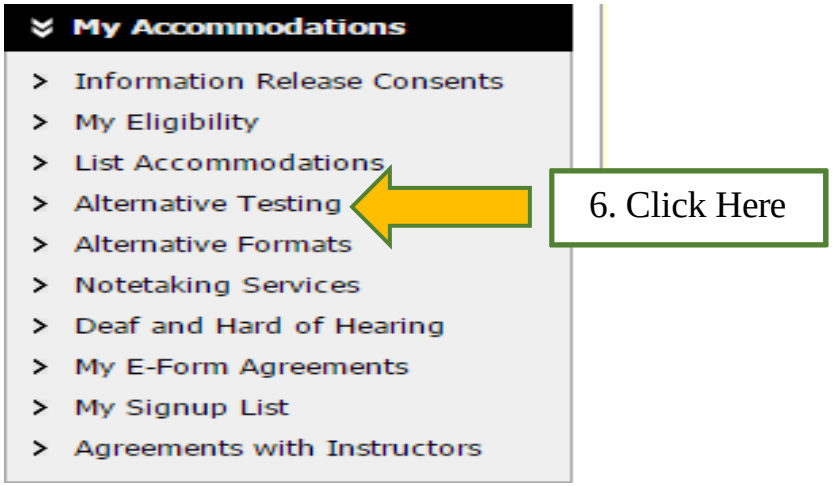


3. Click icon

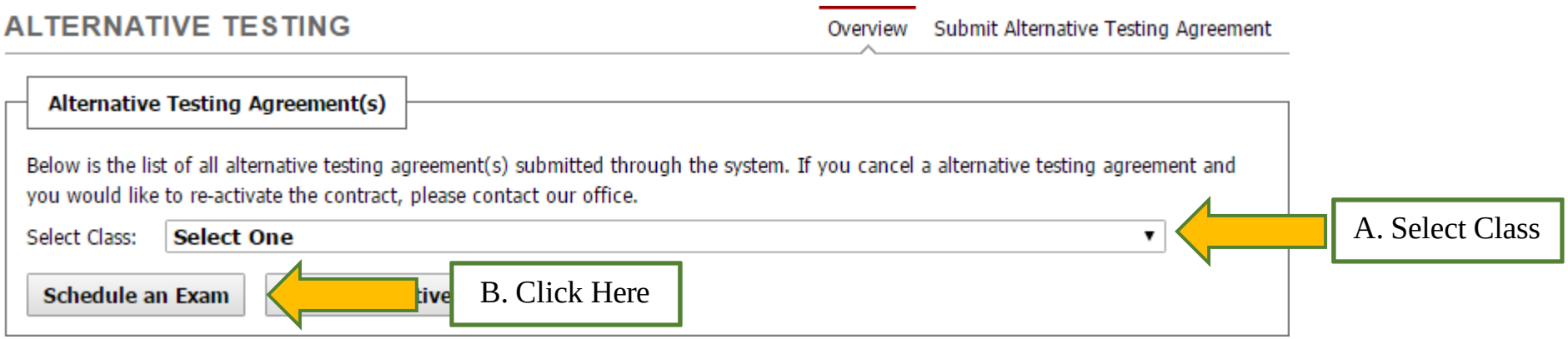
4. Enter your OneTech username and password in the appropriate fields.
5. Click the “Sign In” icon to proceed to the Student Dashboard.



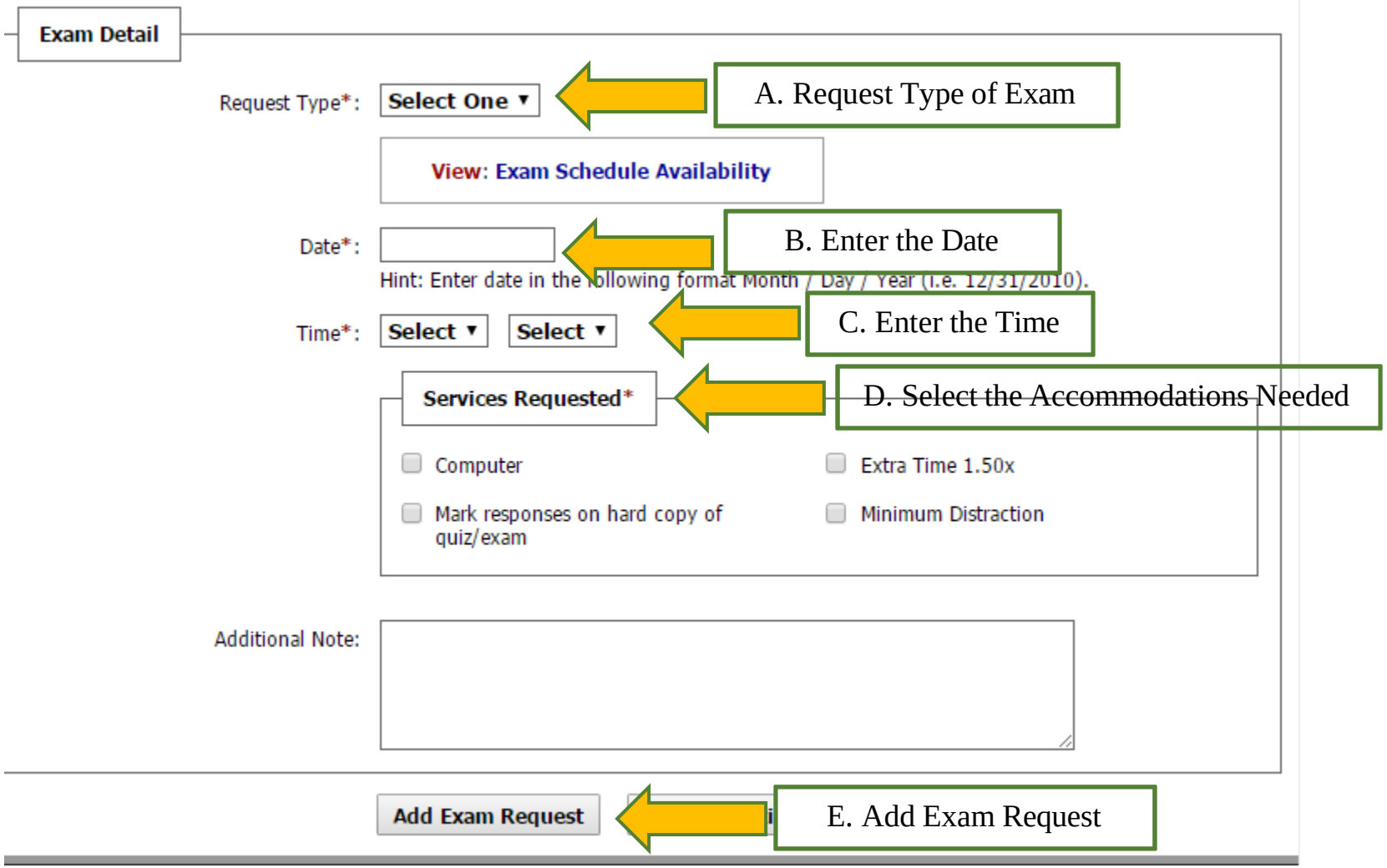
6. Once you have logged into the system. On the left hand side under “My Accommodations” click “Alternative Testing”.



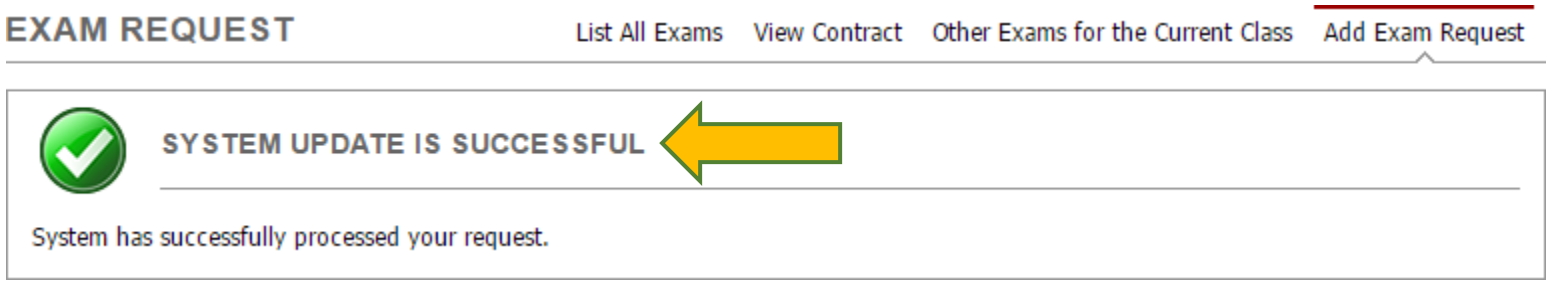
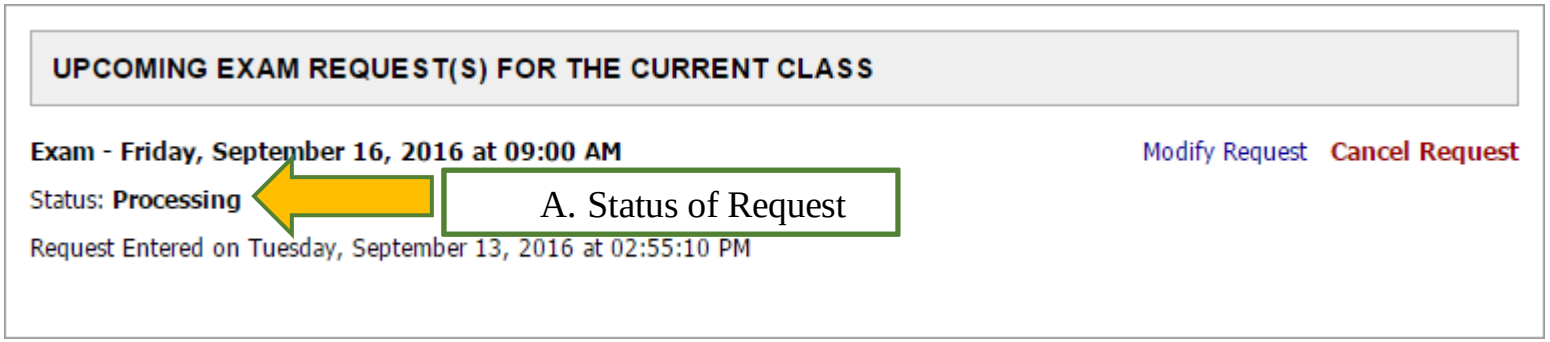
7. Select the class you would like to schedule an exam for from the drop down box. Then click “Schedule an Exam” to continue your request.



8. Complete the “Exam Detail”. Then “Add Exam Request”.



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