To submit an accommodated test request:

1. Log-in to the online request using your HSU username & password.

2. Select the class number by clicking on the arrow pointing up (see below); give it couple of moments to load.

3. Click on the calendar icon to select date of your exam. (See below)

4. Select the time of your exam on the drop down menu.

5. Check the required fields after reading the statements

6. Select “Create” only ONCE.

To submit ADDITIONAL test dates for the same class number:

1. Select “Back” from the recent submission.

2. “View Existing Test Dates” when you log-in to the online request (see below).
3. Hover over the Class Number to submit additional test dates.

4. You will see that it took you to the original test request, scroll down and you will find the “Add Row” button below on the right corner. (see image below)
5. You will see the calendar icon on the left corner; select this icon to pick an additional date(s). You may select “Add Row” as many times as needed.

   ![Calendar Icon]

   NOTE: You may NOT select a different time from the original time requested. If you need to change the time, you must create a NEW REQUEST.

6. Select “Submit” once you have added the additional test dates. You may view ALL your requests by selecting “View Existing Test Dates” to see your submissions or “Start Over” to submit another request for a different class number.

**Cancel or Reschedule a Request**

1. Log-in to the online request.
2. Select “View Existing Test Date”

   ![Accommodated Test Request]

   Press “View Existing Test Dates” to see all current test requests for all classes. Press “Start Over” to clear all fields. Scroll down below to add additional dates for this class.

   Test Request # 6421
   Name 
   Student Id 
   *Student Id 
   Student Phone 
   *Class Nbr TC 320 Test Taker 29555
   Instructor Name Bradley, Mike 
   *Date of Test 27-FEB-2017
   *Time You Are Requesting to Take the Test 13:00
   Original Test Length (in minutes) 50
   Student Comment
3. Hover over the “Test Date” you want to cancel and click on the date’s link.

4. Check the box “Cancel” and then select “Submit”

OR

5. If you need to reschedule, then you may cancel by checking the box and then select the new date you need to reschedule your exam by clicking on the calendar icon.

6. You must select “Submit” to save any cancelations or changes.

You will receive an acknowledgment email for every request you submit, including the additional test dates and cancellations.