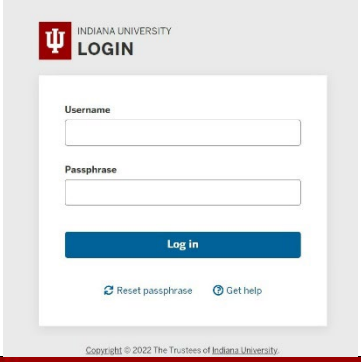
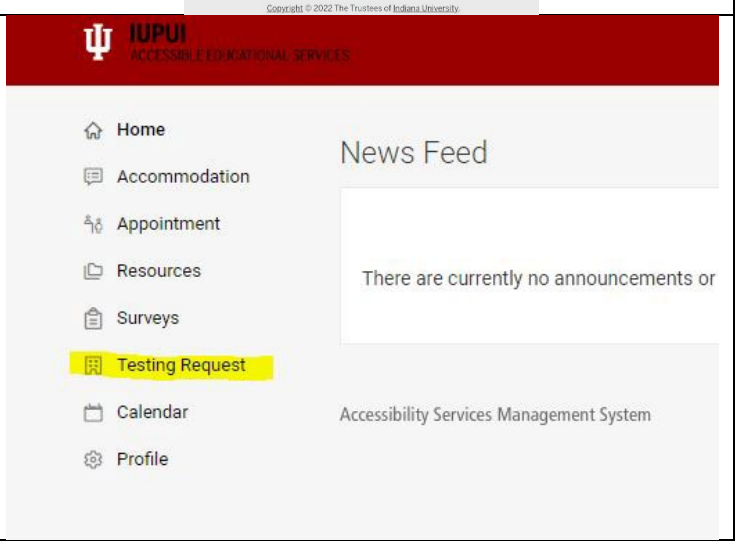
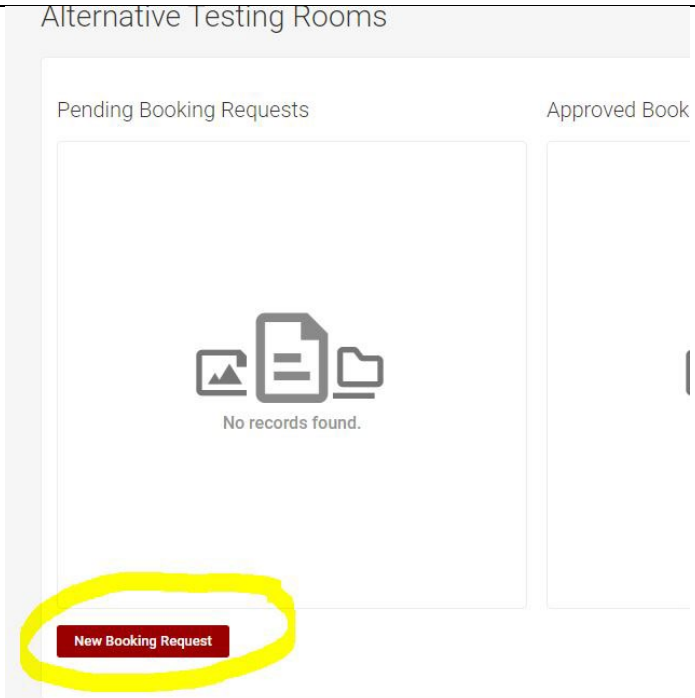
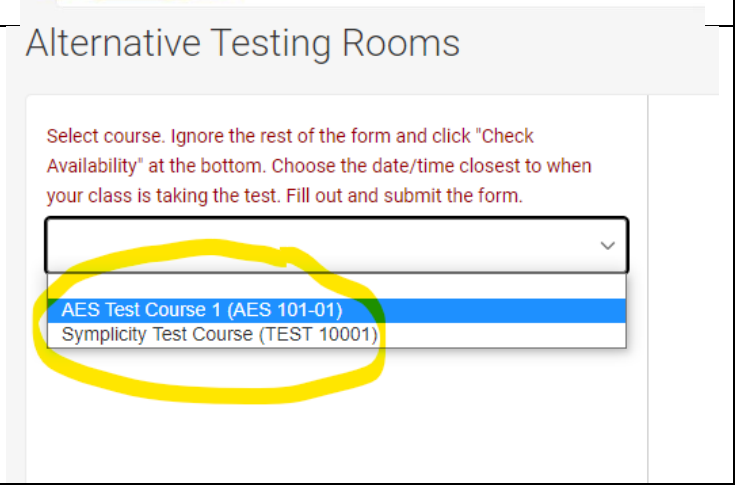
IUPUI | ADAPTIVE EDUCATIONAL SERVICES
DIVISION OF DIVERSITY, EQUITY AND INCLUSION

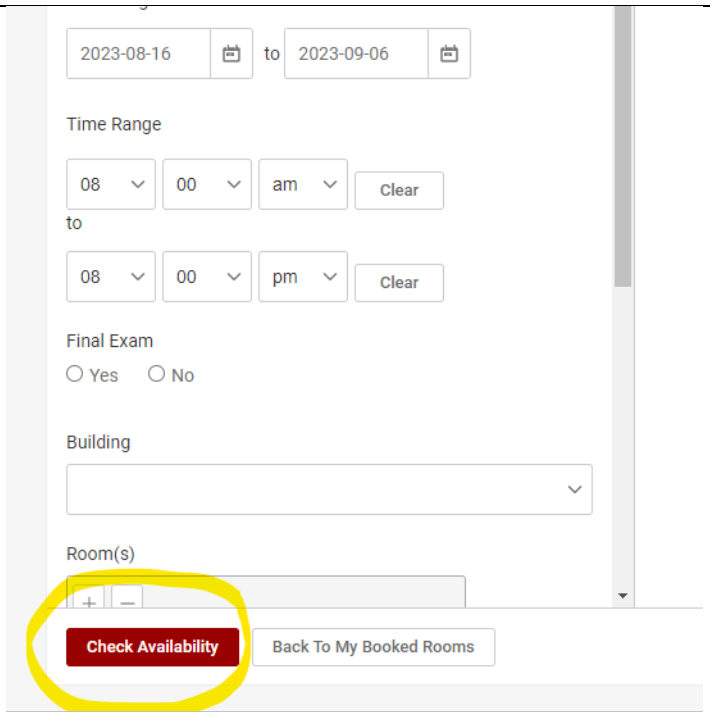
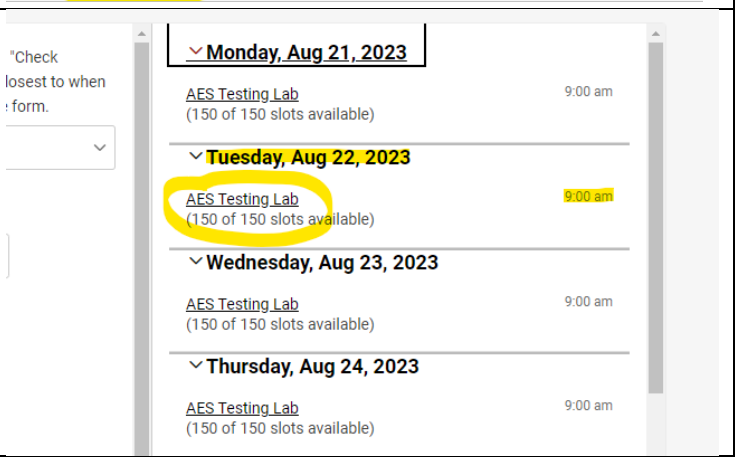
Student Guide to Submitting a Test Request

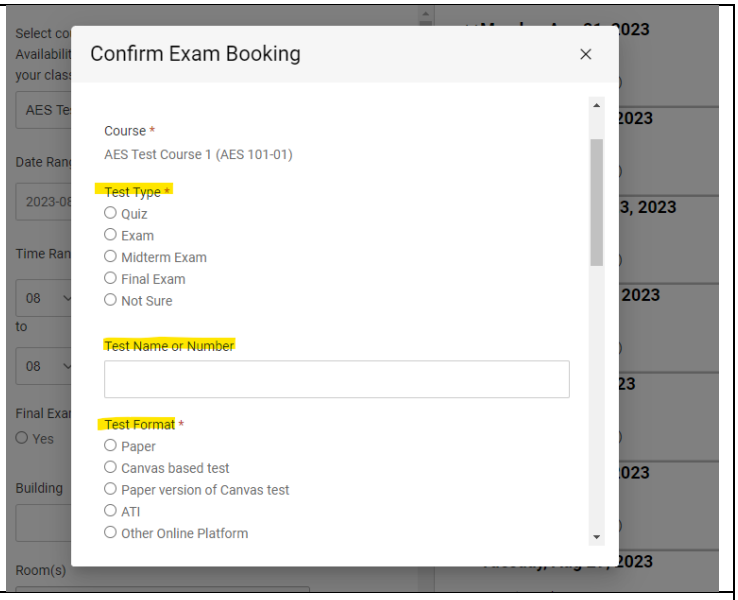
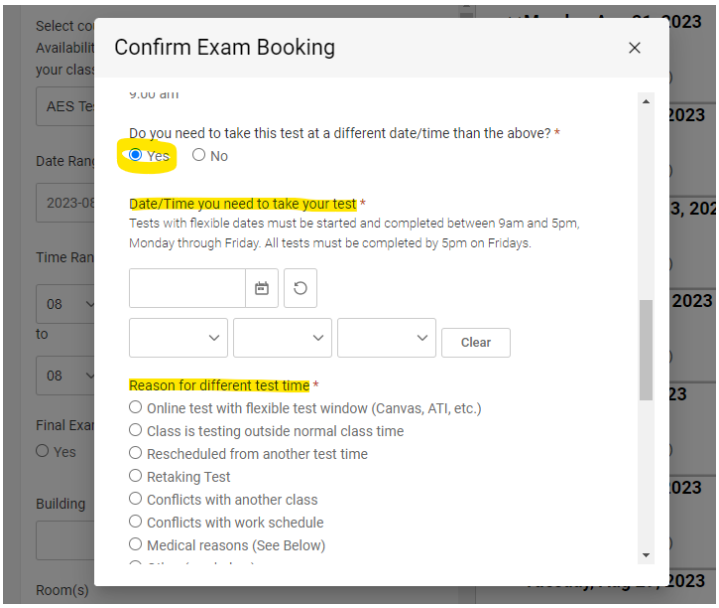
Accommodate is a software application used by Accessible Educational Services at IUPUI. It allows you—the student—to perform several tasks online and at your convenience. This includes submitting a ***Test Request*** which will allow you to take a test/quiz in the AES Testing Lab and use your accommodations.

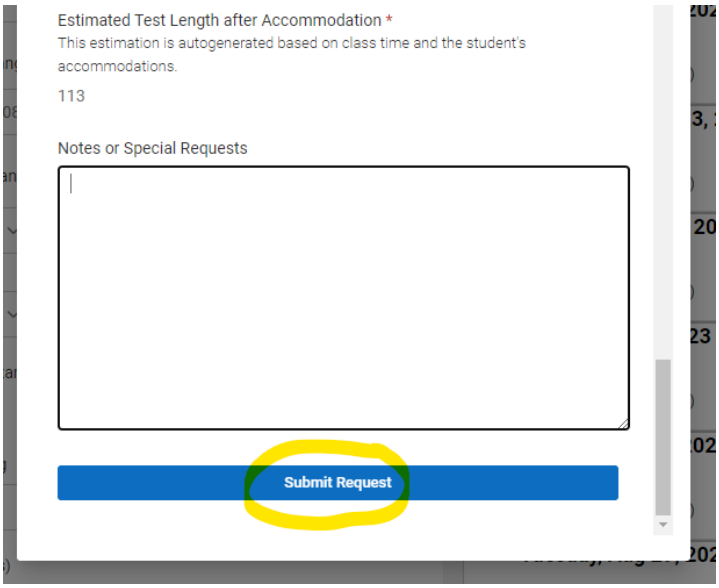
Here are the steps:

Login to Accommodate (https://iupui-accommodate.symplicity.com/students) Using your IUPUI username and password. We recommend that you bookmark this URL.	
Navigate to the menu icon (≡) and Select *Testing Request* .	

Select *New Booking Request*	
Select your course from the drop-down menu	

Ignore the rest of the form and Select *Check Availability*	
The form will automatically fill in the start time of your selected class. If you need a different start time, (approved by your instructor) you can enter that in the form shown below. Please find the date of your test/quiz and select *AES Testing Lab* for that date	

Then fill out the form that pops up. Anything with an asterisk is mandatory.	
Continue to fill out the form and if you need to start your test at a different date/time, please select as shown and answer the prompted questions. Choose the time closest to when your class is set to take the test.	

Once your test request information is filled out, please select *Submit Request*	

Accommodate will then show you your test request in the Pending Booking Requests column. You and your instructor will be sent an email notification with your test request information. Your instructor will need to provide AES with some information, and then AES will review your request and approve. You and your instructor will be notified of the approval in an email. Then your request will move to the Approved Booking Requests Log. You will also get a reminder email one day before the test.

***Please read through your test related emails from us, there are important reminders and procedures that AES will assume that you have read.**

If you need to cancel your test request, please email aesproj@iupui.edu.