

# Booking a Test Online Through Accommodate: Guide for Students

Access Link: <https://bellarmine-accommodate.symplicity.com/>

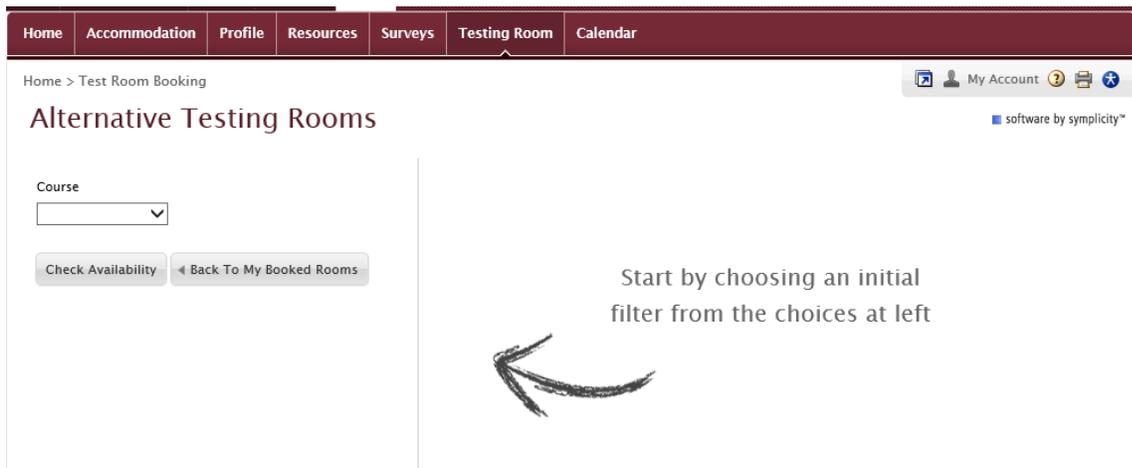
Your page after logging in will look like this:

The screenshot shows the user interface of the Accommodate system. At the top is a dark red navigation bar with tabs for Home, Accommodation, Profile, Resources, Surveys, Testing Room, and Calendar. Below the navigation bar, a welcome message reads "Welcome, Ima Sample." The main content area is divided into two columns. The left column is titled "NEWS FEED" and contains a message: "There are currently no announcements or notifications to display." The right column is titled "SHORTCUTS" and lists several links: "My Activity Summary", "Account Created", "Personal Profile", "Academic Profile", and "Privacy Settings".

Click on the Testing Room tab and click the “New Booking Request” button.

The screenshot shows the "Alternative Testing Rooms" page within the Accommodate system. The navigation bar at the top is the same as in the previous screenshot, but the "Testing Room" tab is selected. The page title is "Alternative Testing Rooms" and the breadcrumb trail is "Home > Test Room Booking". In the top right corner, there are links for "My Account", a help icon, a printer icon, and a star icon. Below the title, there are two columns: "PENDING BOOKING REQUESTS" and "APPROVED BOOKING REQUESTS". Both columns contain the message: "You have no pending room requests at this time." and "You have no approved room requests at this time." respectively. At the bottom left of the page, there is a button labeled "New Booking Request".

You will need to select the course you are booking the test for from the drop down menu and then click “Check Availability”.



Next, you will be able to use filters to determine what available bookings exist.

### Alternative Testing Rooms

The screenshot shows the 'Alternative Testing Rooms' page with several filters applied. The 'Course' dropdown menu is set to 'American Writers'. The 'Date Range' is set to '2017-08-21' to '2017-09-04'. The 'Time Range' is set to '8:00 am - 4:30 pm'. The 'Building' dropdown menu is set to 'Library-Student Success Center B02'. The 'Room(s)' section shows a list with 'Testing Center' selected. The 'Days of the Week' section has checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, all of which are unchecked. At the bottom, there are two buttons: 'Refine Results' and 'Back To My Booked Rooms'.

Select the date and time range you would like to search for availability.

Select “Library- Student Success Center B02”.

Select “Testing Center”.

You can narrow your search by days of the week.

When you make adjustments to your preferences, you will need to click the “Refine Results” button in order for them to be reflected in the time slots listed.

## Monday, Aug 28, 2017

8:30 am [Testing Center](#)  
8:45 am [Testing Center](#)  
9:00 am [Testing Center](#)  
9:15 am [Testing Center](#)  
9:30 am [Testing Center](#)  
9:45 am [Testing Center](#)  
10:00 am [Testing Center](#)  
10:15 am [Testing Center](#)

On the right side of the search parameters, date and time options will populate. Because we require 5 days of notice to book an exam, it will only begin showing you dates and times 5 days out. If you need to take your exam sooner than the date options provided, consult with your instructor to see if alternate arrangements can be made within their department.

Once you select your desired testing date and time from the availability list, a “Confirm Exam Booking” box will appear. After reviewing this information, click the “Submit Request” button.

**Confirm Exam Booking**

<b>Testing Room*</b>	Testing Center
<b>Course*</b>	American Writers ()
<b>Exam*</b>	<input type="text"/>
<b>Testing Date*</b>	August 28, 2017
<b>Testing Time*</b>	8:30 am
<b>Length*</b>	270
<b>Notes</b>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>

### What happens next?

- Your professor will receive notification of your booking request and will need to approve the request no less than 24 hours prior to the testing date/time.
- Once the Testing Center is notified of your approved booking request, they will ensure you have a seat reserved in the Testing Center. Your test will not officially be scheduled in the Testing Center until your professor has reviewed and approved your booking request.
- Arrive for your test in the Testing Center (B-Level of Library) on the approved date at the approved time.

## How do I view/cancel/reschedule a booking request that I have submitted?

You can review the status of your booking requests at any time by logging in and clicking on your “Testing Room” tab. This tab will show you your pending requests and your approved requests. You can also cancel or reschedule a booking request here.

### Alternative Testing Rooms

■ software by simplicity™

#### PENDING BOOKING REQUESTS

#### APPROVED BOOKING REQUESTS



#### Testing Center

American Writers Test

August 28, 2017 8:45 am

@ **Library-Student Success Center B02**, 2001 Newburg Rd

Louisville, KY 40205 US

✕ Cancel

Reschedule

You have no approved room requests at this time.

New Booking Request