Scheduling a Test at DSS

1. Login to the DSS Student Portal with your UAB username and password.

2. From your dashboard find ‘Alternative Testing’ on the right hand menu.
3. Find the ‘Select Class’ dropdown menu. The classes you have Alternative Testing Agreements for will show up in this list. Select the course you would like to schedule a test for and select ‘Schedule Exam.’

4. In the ‘Alternative Testing Agreement(s) area, you will find a copy of the Alternative Testing Contract for you to review.

**REMEMBER: Tests must be scheduled at least 2 business days in advance.**
5. Below this, complete the Exam Detail form by selecting the Request Type, Date, Time, and Services Requested. The Services Requested will list the testing accommodations for which you are approved. **Please only select the accommodations to plan to use for this test.** Select ‘Add Exam Request’ at the bottom of the page.

6. You should see a message that your request was submitted successfully. You will also receive emails notifying you when you submit your request and when your scheduled test has been approved. Your professor will also receive a copy of the approved request email.