Requesting a Test with CTL

1. **<u>Access the Accommodate portal</u>**, https://hws-accommodate.symplicity.com
   a. Select the student icon.
   b. Log in by using your HWS credentials.
      * It may ask for your credentials twice, if you are not already logged into the HWS system.
2. Locate **Testing Room** on the left side of your homepage under Accommodation.
3. Click on **Testing Room**.
4. Click **New Booking Request** at the bottom of the screen.
5. Select the appropriate course from the drop-down menu.
6. Availability criteria will become visible for you to narrow down the search.
7. Please select the availability that most closely matches the scheduled day and time of the exam being given in class. Any changes in time will be managed by CTL and you will be informed.
8. In order to confirm the exam booking you will need to name the exam and select **Submit Request** at the bottom of the pop-up window (i.e., PPOL Exam 1).
9. Once the exam request is approved you will be contacted by CTL.
10. Please notify CTL, ctltesting@hws.edu, regarding any issues with this process.