**Exam Booking Instructions**

* Log in to <https://luc-accommodate.symplicity.com/>
* Select Testing Room
* Select New Booking Request
* Follow the instructions at the top of the page
	+ Select Course
	+ Select Date
	+ You do not need to change the hours
	+ Select YES for the extended time calendar
	+ Select Campus
	+ Optional: if you are approved for specific testing accommodations, please select them in Specific Accommodation Required section (example: computer for typing, computer for text to speech, etc.)
* Available seats will populate on the right side of the screen, please be sure to select the appropriate start time!
* A confirm Exam Booking pop up will appear; please verify the details you submitted are correct!
* Select Submit Request

**Step by step with screenshots**

* Log in to Accommodate
* Select Testing Room



* Select New Booking Request



* Follow the instructions at the top of the page
	+ Select Course
	+ Select Date
	+ You do **not** need to change the hours
	+ Select **YES** for the extended time calendar
	+ Select the length of the exam



* Select Campus
* Optional: if you are approved for specific testing accommodations, please select them in Specific Accommodation Required section (example: computer for typing, computer for text to speech, etc.)
* Available seats will populate on the right side of the screen, **please be sure to select the appropriate start time!**



* A confirm Exam Booking pop up will appear; please verify the details you submitted are correct!





* Select Submit Request



Please reach out to the Student Accessibility Center with any questions regarding exam booking.

**Student Accessibility Center**

**Sullivan Center for Student Services, Suite 117**

**(773) 508-3700**

**sactesting@luc.edu**