

## Eagle Accommodate Part 2

Please find your initial guide to learning about the new testing procedures through the Disability Support Services case management system.

You will first follow this [link](#) to access the single sign on portal. Please use your Wake Tech login credentials. You should then be guided to the Student Home Screen.

1. **Home Screen** – Your home screen will continue to show the latest announcements from DSS in the News Feed section. The menu bar on the left-hand side of the screen will allow you to navigate to accommodations, appointments, documents, testing, and more. To enter the test request portion of the system, navigate to “Test Scheduling”.

**EAGLE ACCOMMODATE**

Home  
Accommodations  
Appointments  
Documents  
Resources  
Surveys  
Test Scheduling  
Calendar  
Profile

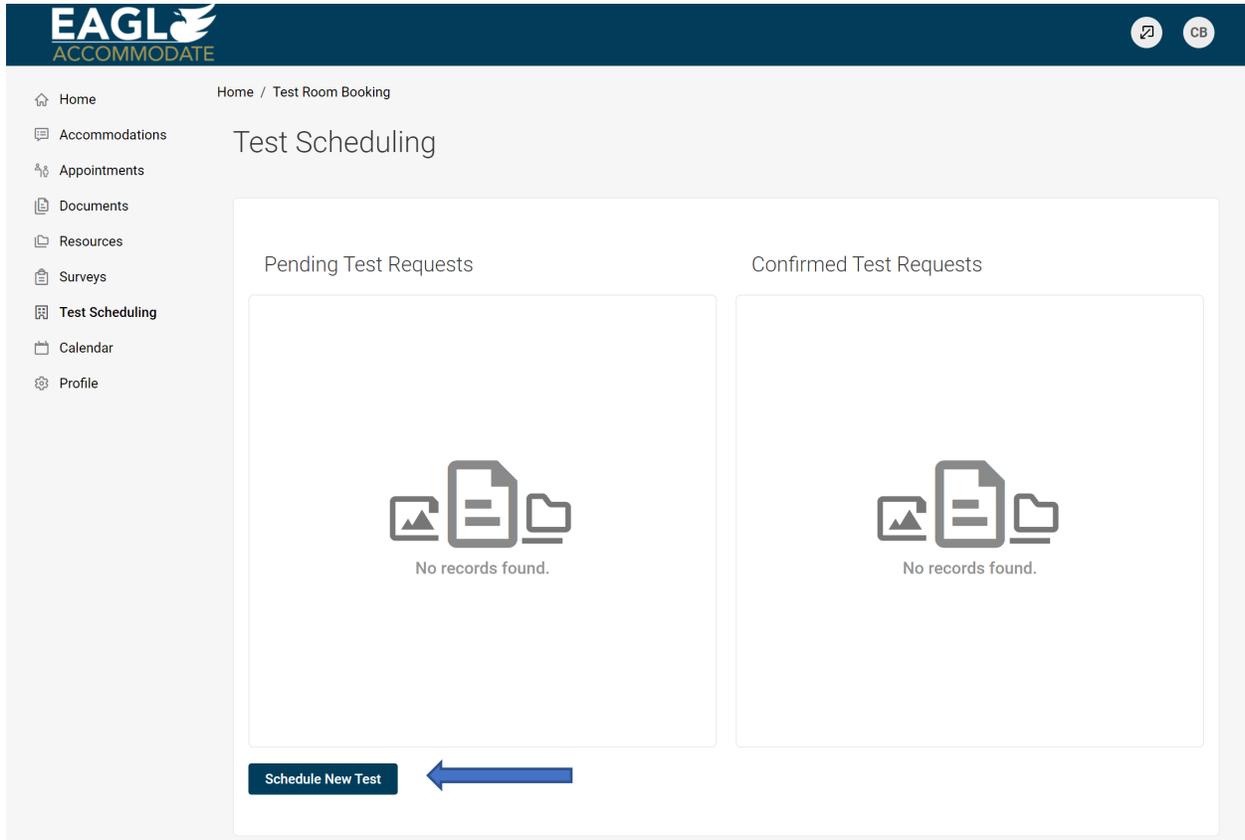
News Feed

[Welcome to the Student Eagle Accommodate Portal](#)

We are happy to introduce you to our new DSS case management system, Eagle Accommodate! Here you will find information on your approved accommodations, how to make your semester accommodation requests, study session and Coordinator appointment requests.

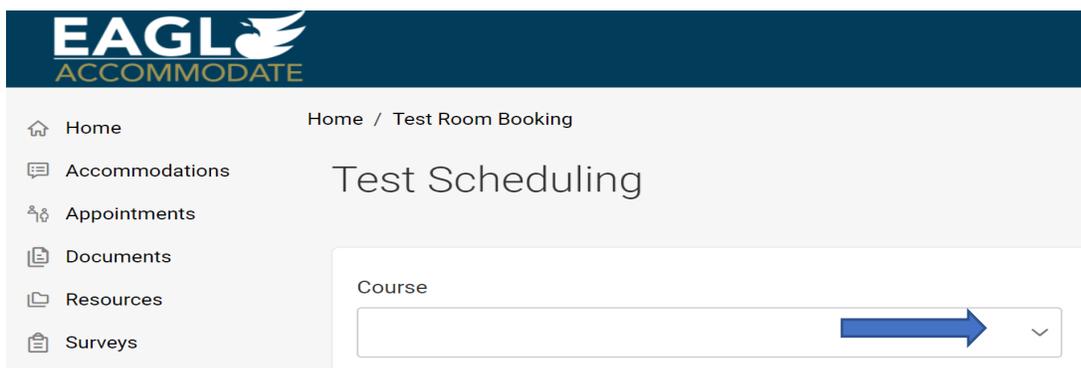
We hope that you find this system user friendly and welcome your feedback.

- 2. Test Scheduling** – The test scheduling dashboard will show you all of your pending and confirmed test requests. To create a new request, navigate to the bottom of the dashboard and select, “Schedule New test”.



The screenshot shows the EAGL ACCOMMODATE Test Scheduling dashboard. The header includes the EAGL ACCOMMODATE logo and a user profile icon labeled 'CB'. The breadcrumb trail is 'Home / Test Room Booking'. The main heading is 'Test Scheduling'. On the left is a navigation menu with items: Home, Accommodations, Appointments, Documents, Resources, Surveys, Test Scheduling (highlighted), Calendar, and Profile. The main content area is divided into two columns: 'Pending Test Requests' and 'Confirmed Test Requests'. Both columns contain an icon representing a document and folder, with the text 'No records found.' below it. At the bottom left of the 'Pending Test Requests' column, there is a blue button labeled 'Schedule New Test' with a blue arrow pointing to it from the right.

- 3. Course Selection** – Navigate to the drop-down menu under, “Course,” and select the course you would like to schedule a test for.



The screenshot shows the EAGL ACCOMMODATE Test Scheduling dashboard. The header includes the EAGL ACCOMMODATE logo and a user profile icon labeled 'CB'. The breadcrumb trail is 'Home / Test Room Booking'. The main heading is 'Test Scheduling'. On the left is a navigation menu with items: Home, Accommodations, Appointments, Documents, Resources, and Surveys. The main content area features a form with a label 'Course' above a text input field. A blue arrow points to the right side of the input field, which contains a small downward-pointing chevron icon, indicating a drop-down menu.

- Course Selection** – Once you have made your course selection, several options will populate. You need to first select the date range that your test can be taken. In the “Time Range” section, you will enter the amount of time the class is allowed to take the test. The system will then calculate your extended time based on the accommodation your Coordinator saved to your profile. (Please note that DSS will only approve test requests that are scheduled during the time your class is taking the test unless there are extenuating circumstances.)

**EAGL ACCOMMODATE** CB

Home / Test Room Booking

Home / Test Room Booking

Test Scheduling

Course  
Biology (BIO 202-001)

Date Range  
2022-06-03 Select to 2022-06-03 Select

Time Range  
11 00 am Clear  
to  
01 00 pm Clear

Override Course Length  
If you choose to override the length of your course your approved accommodation time will be calculated based on the time you choose (for example, if you are approved for double time and you choose a length of 10 minutes, your alternative test request will be for 20 minutes).  
 Yes  no

Testing Campus

Location

Check Availability Back To My Booked Rooms

Start by choosing a single search filter

5. **Course Selection – Override Course Length** – You may use this option if you know that the allotted class testing time will be different from the regular course time. If you select yes to override the automatic course length feature, the system will ask you to enter the class testing length.

01 ▾ 00 ▾ pm ▾ Clear

**Override Course Length**  
If you choose to override the length of your course your approved accommodation time will be calculated based on the time you choose (for example, if you are approved for double time and you choose a length of 10 minutes, your alternative test request will be for 20 minutes).

Yes  no

**Class Testing Length**

6. **Testing Campus & Specific Accommodation** – Select the campus you wish to test on and add the accommodation(s) that you would like to use on the test. Please note that if your class is in-person, you will need to select the campus your class is located on. When you select “add” to pick your accommodations, a pop-up screen will open, and you can choose one or all of your available **testing** accommodations.

10 minutes, your alternative test request will be for 20 minutes).

Yes  no

**Testing Campus**

Southern Wake Campus ▾

**Specific Accommodation Required**

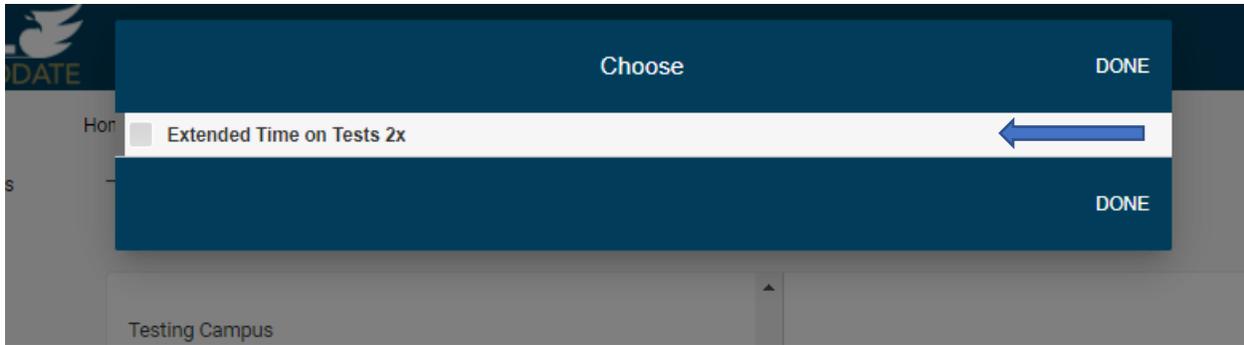
Add...

**Location**

+ - search here

Southern Wake Campus

0 of 1 selected [ [show selected](#) ] [ [show all](#) ]



- Location & Days of the Week** – To view available testing slots, select the appropriate campus, the day you’d like to view, and check availability. All available time slots will populate on the right side of the screen.

### Test Scheduling

Testing Campus  
Southern Wake Campus

Specific Accommodation Required  
Extended Time on Tests 2x Add...

Location  
+ - search here  
 Southern Wake Campus  
1 of 1 selected [ show selected ] [ show all ]

Days of the Week  
 Sun  
 Mon  
 Tue  
 Wed  
 Thu  
 Fri  
 Sat

**Check Availability** | [Back to my Booked Rooms](#)

▼ **Wednesday, Jun 8, 2022**

- [Southern Wake Campus](#) (15 of 15 slots available) 8:30 am
- [Southern Wake Campus](#) (15 of 15 slots available) 8:45 am
- [Southern Wake Campus](#) (15 of 15 slots available) 9:00 am
- [Southern Wake Campus](#) (15 of 15 slots available) 9:15 am
- [Southern Wake Campus](#) (15 of 15 slots available) 9:30 am
- [Southern Wake Campus](#) (15 of 15 slots available) 9:45 am
- [Southern Wake Campus](#) (15 of 15 slots available) 10:00 am

8. **Confirm Exam Booking** – When you select the time slot you'd like to request, a pop-up screen will generate so you can confirm the exam booking. You will need to enter the name of the exam (for example: Exam 3), select whether the request is during the normal class meeting time, and list any notes for DSS staff.

### Confirm Exam Booking

\* indicates a required field

Testing Location \*  
Southern Wake Campus

Course \*  
Biology (BIO 202-001)

Upcoming Exam Name \*

Testing Date \*  
June 08, 2022

Testing Time \*  
11:00 am

Length \*  
Completing this field will cause the page to reload. All fields will retain their values.  
150

### Confirm Exam Booking

Length \*  
Completing this field will cause the page to reload. All fields will retain their values.  
150

End Time  
1:30 pm

Is this request during the normal class meeting time? \*  
 Yes  no

Accommodations Needed  
Uncheck the accommodations that you do not plan to use for this test room booking.  
 Extended Time on Tests 2x

Unavailable Accommodations  
Any available accommodation is allowed in this room.

Additional Notes

9. **Pending Test Requests** – If your request was successfully submitted, you will see it listed under Pending Test Requests in the Test Scheduling dashboard. Once the test is confirmed, you will receive a notification from our office, as well as a testing reminder 24 hours before your scheduled appointment.

## Test Scheduling

The screenshot shows the Test Scheduling dashboard with two main sections: Pending Test Requests and Confirmed Test Requests. The Pending Test Requests section displays one result for Southern Wake Campus Biology, scheduled for June 09, 2022 at 11:30 am. The Confirmed Test Requests section shows "No records found."

**Pending Test Requests**

1 Results

SC Southern Wake Campus

Biology

June 09, 2022 11:30 am

Southern Wake Campus fill this in later Raleigh, NC 2750...

Extended Time on Tests 2x

Schedule New Test

**Confirmed Test Requests**

No records found.

10. **Reschedule or Cancel Test request:** You can reschedule or cancel your test request by looking under the Confirmed Test Requests in the Test Scheduling tab. You will select the three dots on Confirmed test and the reschedule or cancel button will appear.

## Test Scheduling

The screenshot shows the Test Scheduling dashboard with the Confirmed Test Requests section expanded. A dropdown menu is visible, showing options to Cancel or Reschedule the test request.

**Pending Test Requests**

No records found.

**Confirmed Test Requests**

1 Results

SC Southern Wake Campus

Biology

June 08, 2022 8:30 am

Southern Wake Campus fill this in later Raleigh, NC 2750...

Testing Accoms: 2x

SC Southern Wake Ca

Biology

June 08, 2022 8:30 am

Southern Wake Campus fill this in later Raleigh, NC 2750...

Testing Accoms: 2x

Cancel

Reschedule

If you need any assistance, please give us a call at 919.866.5670 or send us an email at [dsstesting@waketech.edu](mailto:dsstesting@waketech.edu).