

## HOW TO SUBMIT TEST CONDITIONS AND/OR UPLOAD AN EXAM IN ACCOMMODATE

### To Submit Test Accommodation Conditions:

1. Go to MCCC's website: [www.monroeccc.edu](http://www.monroeccc.edu)
2. Click on Faculty & Staff at the top of the page
3. Click on Disability Services on the left-hand side of the page
4. Click on Faculty Accommodate Portal Link and log in
5. Select Courses/Test Accommodation Reservations
6. Select Your Course
7. Select Testing Accommodation Reservation
8. Select Student Requesting the Accommodation
9. Select Complete Exam Conditions – Note by selecting the complete exam conditions, you will be able to provide the exam conditions and any exam documents if necessary. You will only need to do this once per exam NOT per student. If you have already completed this form and receive an additional request, you can just select the exam from the dropdown

### NOTES:

1. If you have not received a request but would like to proactively provide an exam and conditions, please select the exam tab.
2. Select Add New Exam, provide conditions and submit.

Disability Services  
Founders Hall, F-149  
734-384-4167