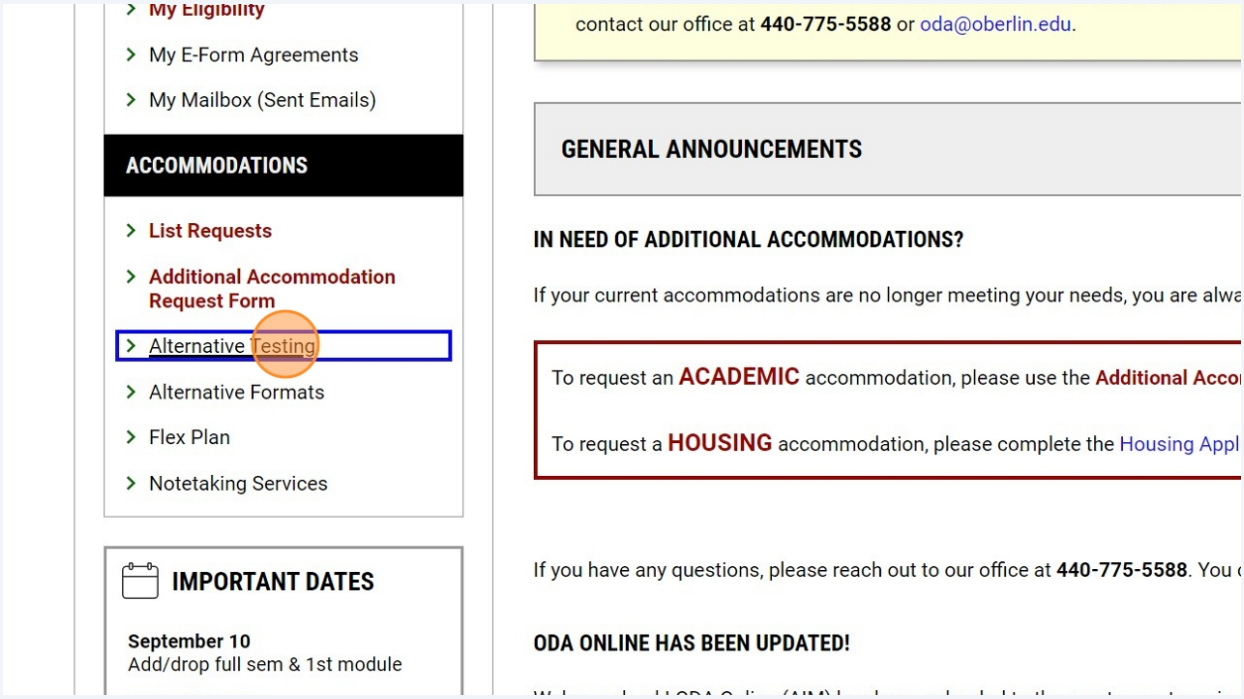
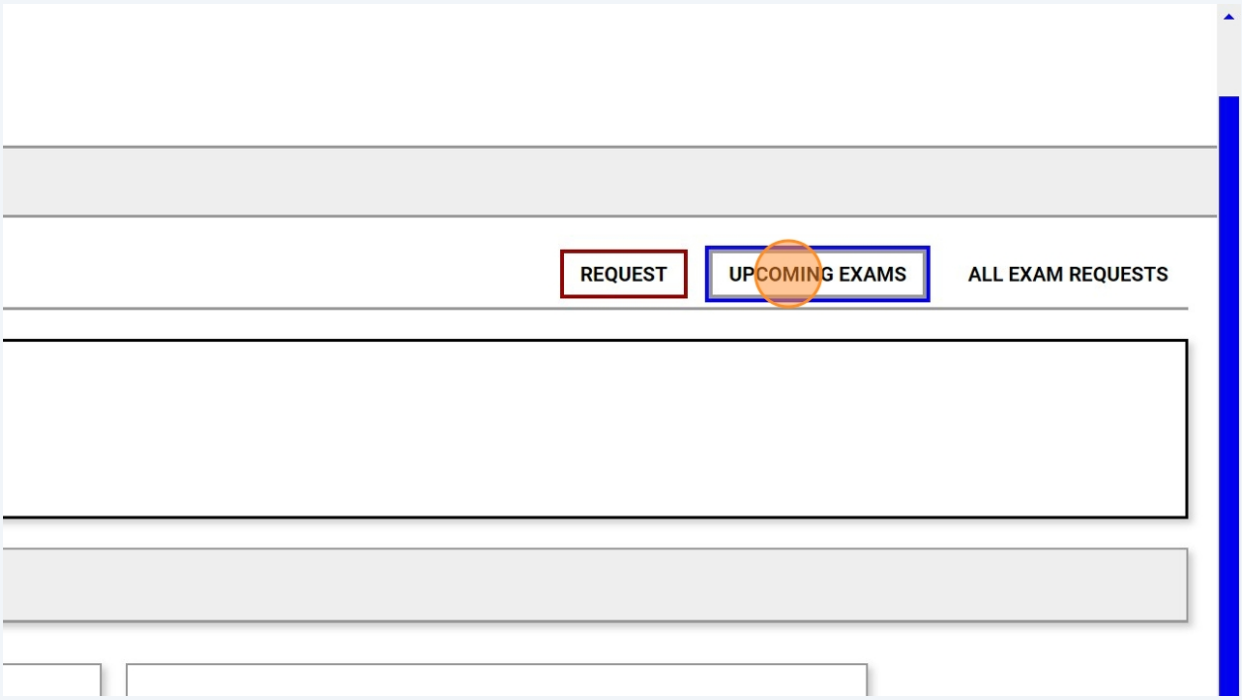
How To Edit or Cancel an Exam Request in ODA Online

Editing an Exam Request

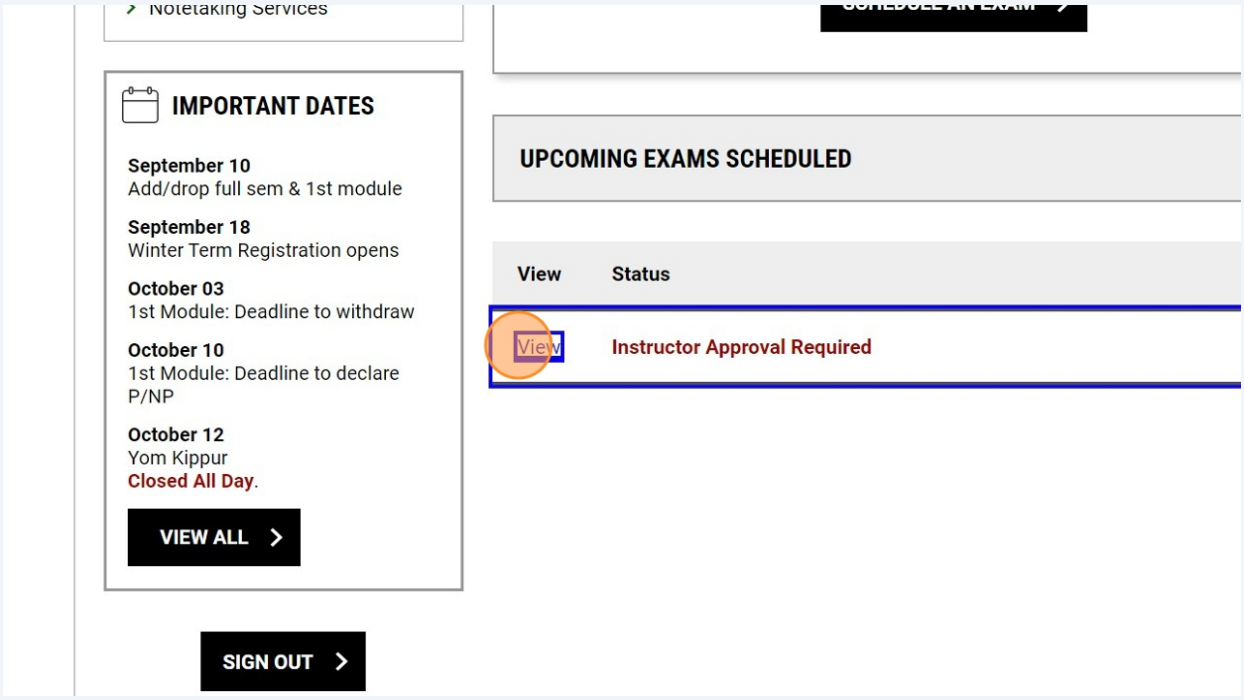
1 Once you log in to your ODA Online portal, click "Alternative Testing" on the left-hand menu.



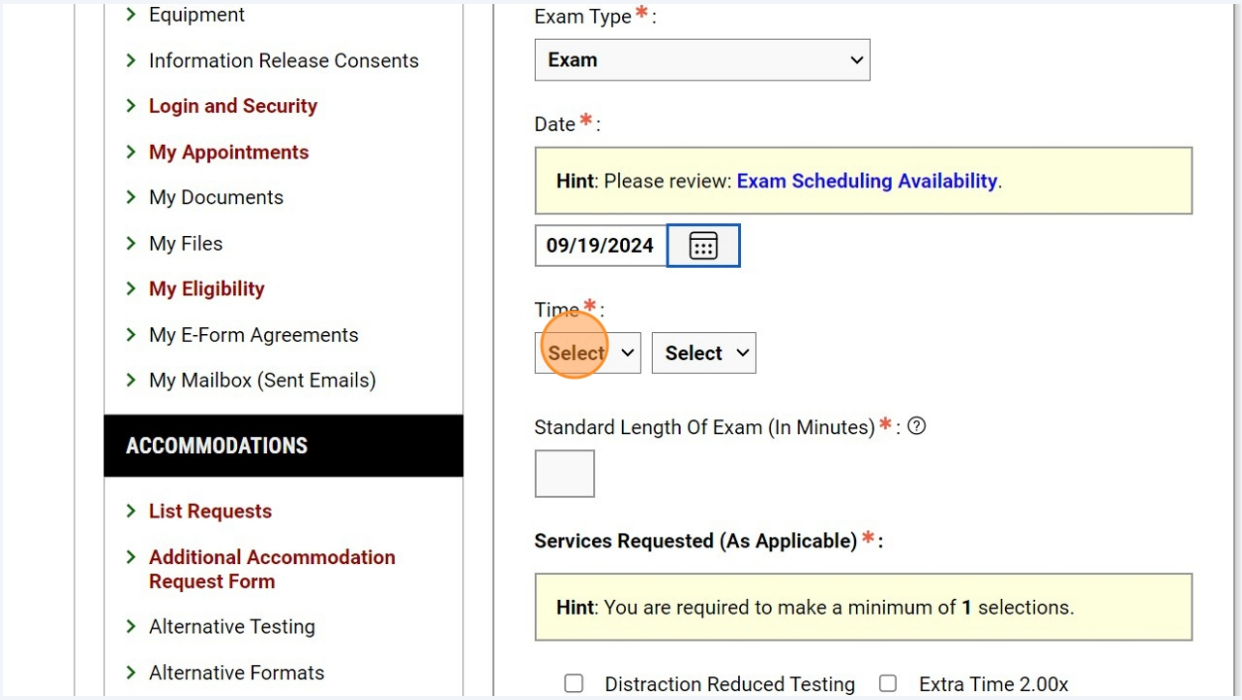
2 Click "UPCOMING EXAMS"



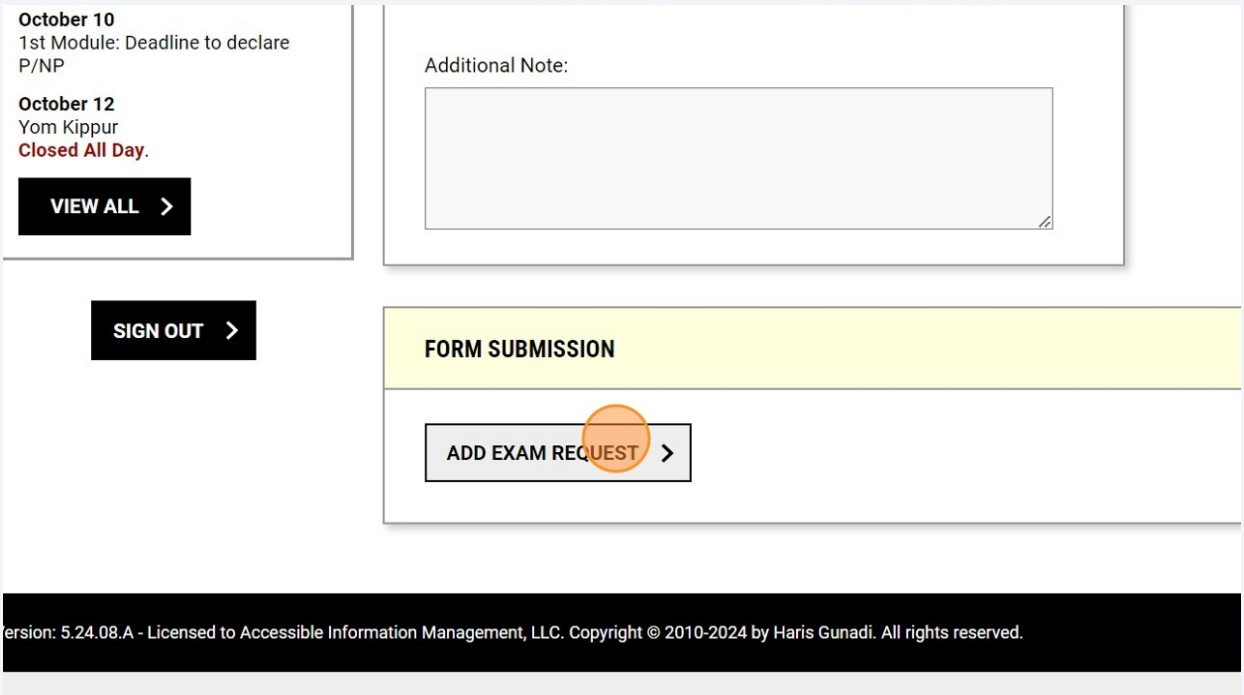
3 If you need to EDIT a scheduled/requested exam, click "View" next to the exam you need to edit.



4 You can edit the request as needed to change exam type, date, time, or the accommodations you are requesting for that exam.

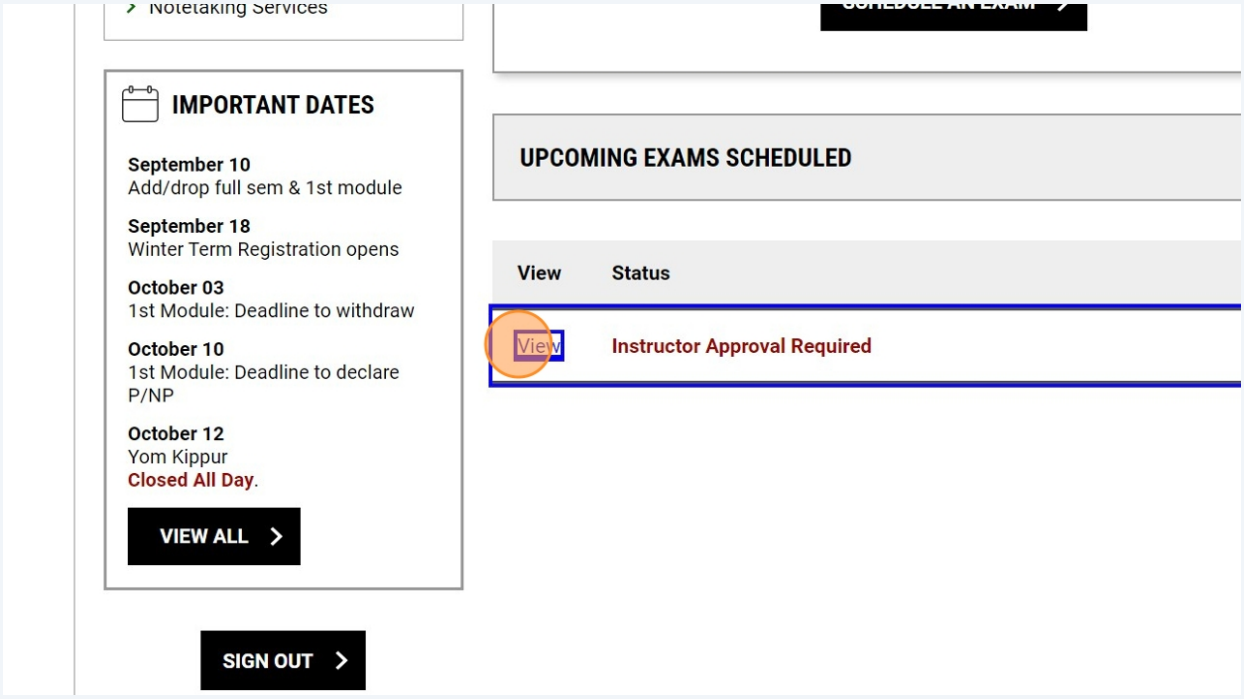


5 Click "ADD EXAM REQUEST" to save the changes

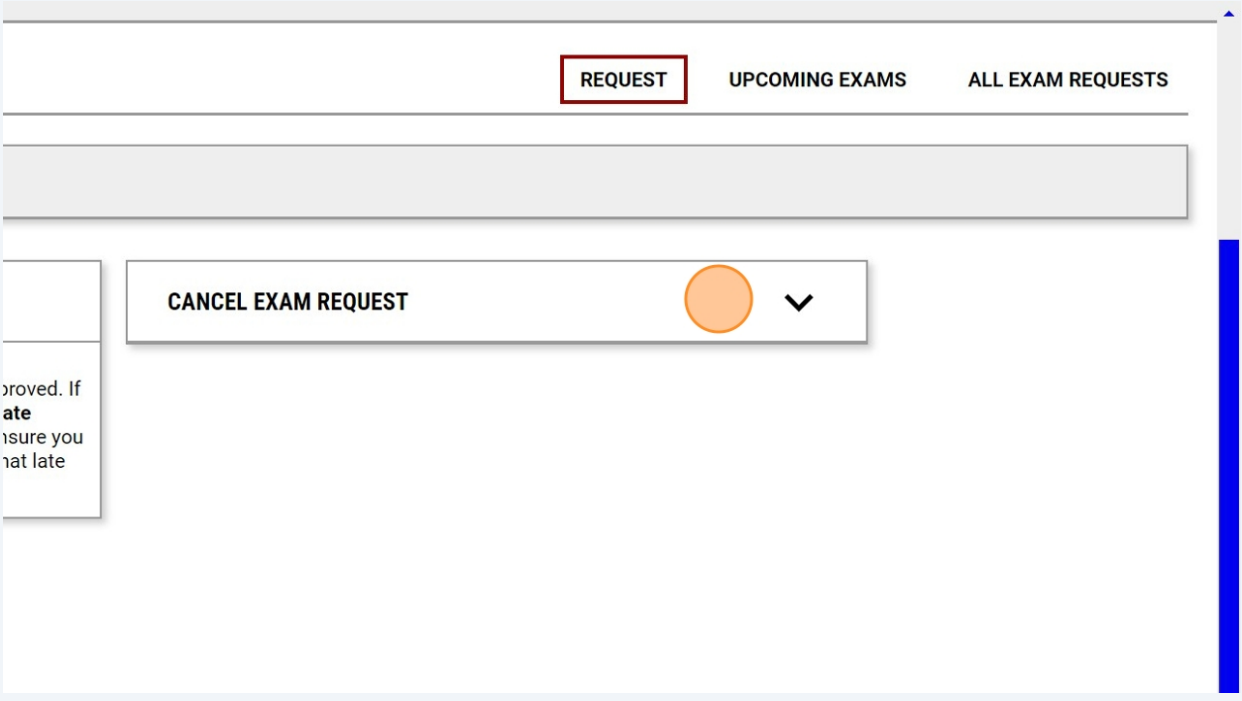


Cancelling an Exam Request

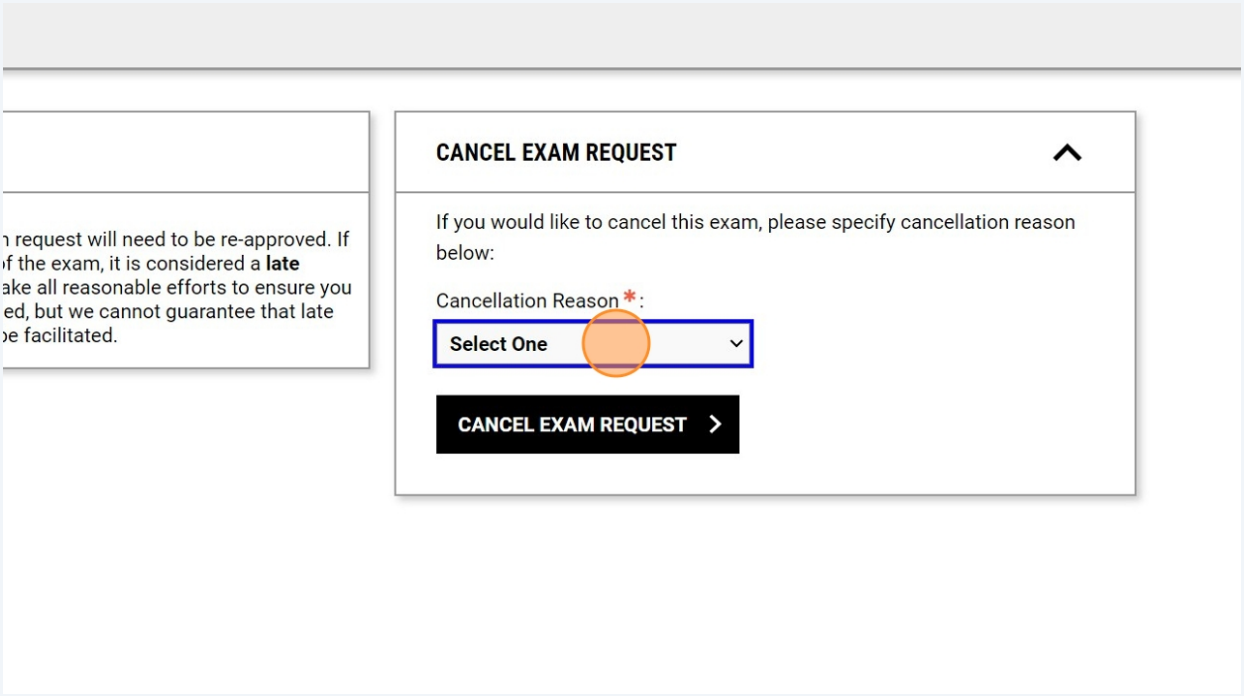
6 If you need to cancel a scheduled/requested exam, click "View" next to the exam you need to cancel.



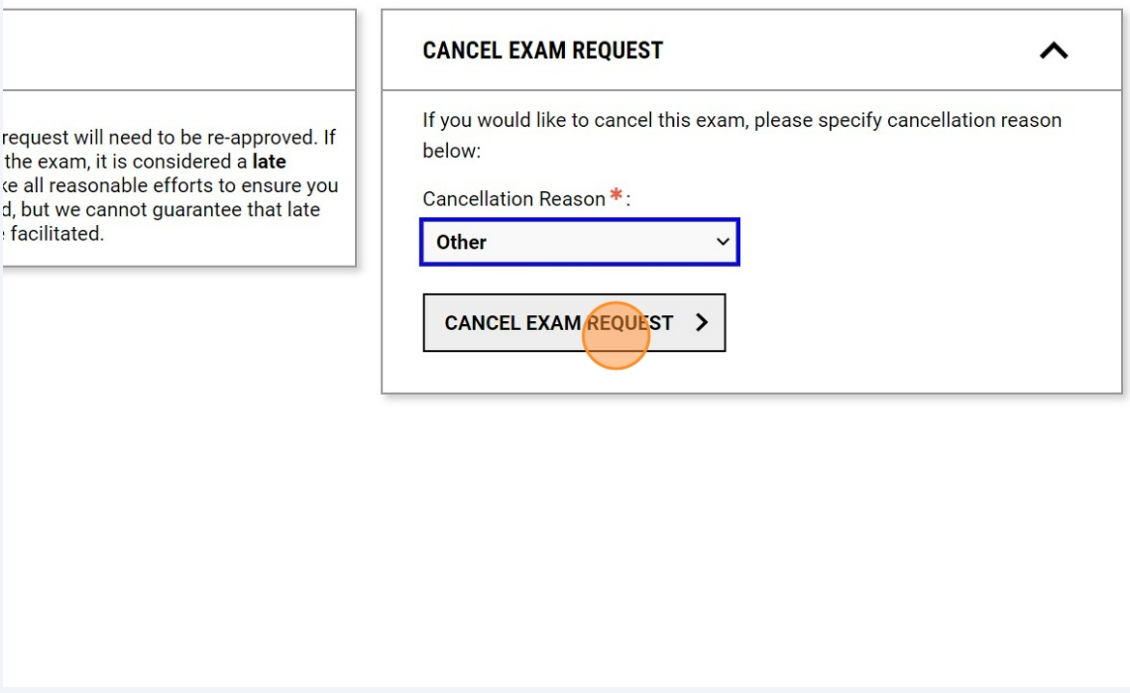
7 Click "CANCEL EXAM REQUEST"



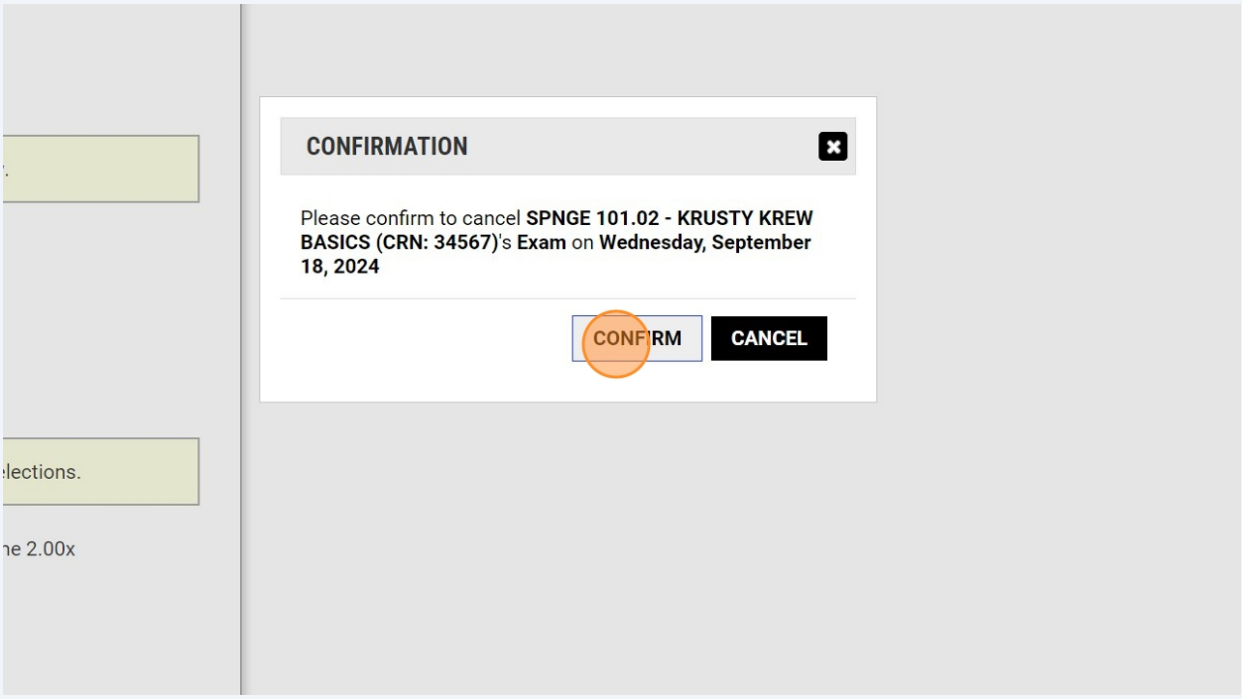
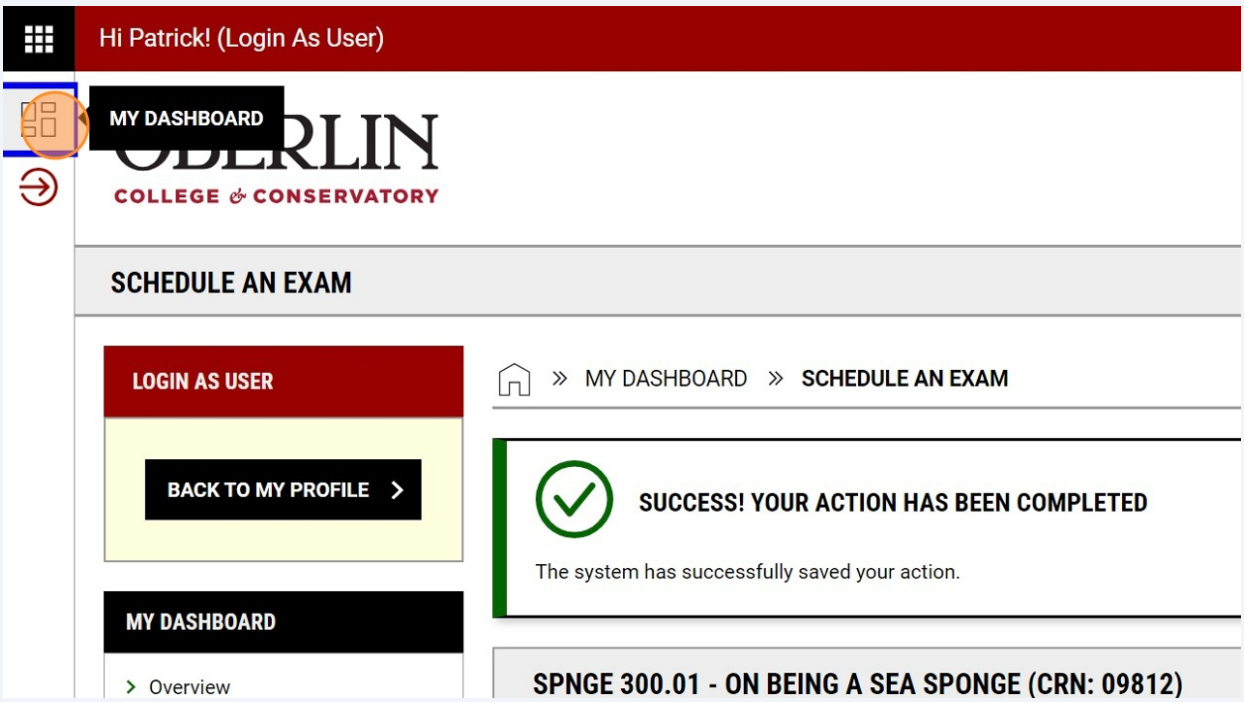
8 Select the reason for the cancellation



9 Click "CANCEL EXAM REQUEST"



10 Click "CONFIRM"



11 Click "MY DASHBOARD" to return to your ODA Online home page