WNC DISABILITY SUPPORT SERVICES – EXAM REQUEST

From the **DSS Homepage**, select Exam Scheduling and use your **WNC Anywhere credentials to login to your MyDSS account**. Students, enter a "w" followed by your NSHE student ID number. Faculty and staff enter first.last name.

![MyDSS Login Screen](image)

Figure 1 MyDSS Login Screen
Once you login, you will see your student Dashboard with IMPORTANT MESSAGE(S). To the left of IMPORTANT MESSAGE(S), under the My Accommodations section, select the Alternative Testing option.
WNC DISABILITY SUPPORT SERVICES – EXAM REQUEST

Under Alternative Testing Agreement(s), use the dropdown menu to select which class you would like to schedule an exam for, then click the Schedule an Exam button.

Figure 3 Alternative Testing Class Selection
After you click the Schedule an Exam button, **scroll down** until you see the Exam Detail section. In this section, complete the required fields: Select Class, Request Type, Date, Time, Services Requested, and Additional Note (optional). Once you have successfully completed the Exam Detail section, click the Add Exam Request Button.

*Figure 4 Exam Detail and Submission*
WNC DISABILITY SUPPORT SERVICES – EXAM REQUEST

After submitting your exam request, you will be taken back to your Exam Detail homepage, where you will receive confirmation of the system successfully processing your request.

Figure 5 Processing Request Confirmation Screen

Please submit your alternative testing request at least 3 days prior to your scheduled exam or quiz date.

Generally, DSS students test at the same time as the rest of the class, unless there is a time conflict, in which case, an alternate exam time is arranged with instructor approval.

If you have any questions or need assistance please contact the WNC Disability Support Services Office at 775-445-3281.