How to Schedule Exams/Quizzes/Finals in GB ACCESS

- Log into your GB ACCESS account under **Current Student Login** on the home page (Home Page)

- Under "My Accommodations" select "Alternative Testing"

- In drop down tab, select a course to request testing

- Select "Schedule an Exam"
- Scroll down and fill out the drop-down tabs and boxes accordingly.
- Select "Add Exam Request" and do the following:

   - Please contact your professors and let them know you have signed up for exams.
   - Communicate with your professors (in person or over email) about testing agreement.