

# Accessibility Services Portal - Test Booking - Quick Reference Guide for Students

<p><b>Logon</b></p> <ol style="list-style-type: none"> <li>Go To <a href="http://accessibility.bowvalleycollege.ca/">http://accessibility.bowvalleycollege.ca/</a></li> <li>To begin the logon process, click Book a test in LSS (you will be prompted to logon)</li> </ol>	
<p>If you see "Accessibility Services Portal" in the sign in window,</p> <ol style="list-style-type: none"> <li>Click Sign In</li> </ol> <p>OR</p>	
<p>If you see multiple choices in the sign in window,</p> <ol style="list-style-type: none"> <li>Select "Accessibility Services Portal"</li> <li>Click Sign In</li> </ol>	
<ol style="list-style-type: none"> <li>Select Student Login</li> </ol>	
<ol style="list-style-type: none"> <li>Enter your MyBVC sign in information (username and password) Example: jdoe@mybvc.ca</li> <li>Click Sign In</li> </ol>	
<p>If you've forgotten your Login or password, contact the Help Desk</p>	<p>Contact the Help Desk or call (403)410-1611 or 1-866-615-8923 toll free 8:00 a.m. - 9:00 p.m. Monday - Friday 8:30 a.m. - 4:30 p.m. Saturday. or email to: <a href="mailto:HelpDesk@bowvalleycollege.ca">HelpDesk@bowvalleycollege.ca</a></p>

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Requesting Accommodated Tests	
<p>To get started, click Next</p>	<p><a href="#">Welcome</a>  <a href="#">Select course</a>  <a href="#">Class test date and time</a>  <a href="#">Choose accommodations</a>  <a href="#">Select your test time</a>  <a href="#">Confirm and complete</a></p> <h3>Welcome to LSS Test Booking</h3> <p>Welcome to LSS Test Booking. This website will help you book a space to write your test in LSS. You may stop this process at any time by clicking "Cancel" at the bottom of each page.</p> <p>Your instructor will receive an email with the time &amp; location of your test.</p> <p>You will need the following information to book your test:</p> <ol style="list-style-type: none"> <li>1. The name of the class and your instructor's name</li> <li>2. The date, start time and duration of the test</li> <li>3. You must book a minimum of five (5) business days before the test date</li> </ol> <p>Click the 'Next' button below to get started.</p> <p style="text-align: right;"><input type="button" value="Next"/> <input type="button" value="Cancel"/></p>
<p>Select from your list of available courses, Then click Next</p>	<p><a href="#">Welcome</a>  <a href="#">Select course</a>  <a href="#">Class test date and time</a>  <a href="#">Choose accommodations</a>  <a href="#">Select your test time</a>  <a href="#">Confirm and complete</a></p> <h3>Select course</h3> <p>Please select the course you would like to schedule a test for from the list below.</p> <p><b>Course Info</b></p> <p>Courses: <input type="text" value="Interpersonal Relationships And Communication Skills COMM1101 TRAD 17JANMNR73"/></p> <p style="text-align: right;"><input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/></p>
<p>Fill in the information for your test. You must put in the date and time of the test. For class test duration, do not include your extra time, only put in the amount of time the class writes the test. If you have extra time as an accommodation, the portal will add it. Click Next</p>	<p><a href="#">Welcome</a>  <a href="#">Select course</a>  <a href="#">Class test date and time</a>  <a href="#">Choose accommodations</a>  <a href="#">Select your test time</a>  <a href="#">Confirm and complete</a></p> <h3>Class test date and time</h3> <p>Class test duration must be without extra time.</p> <p>Please specify when the test is taking place. Enter class test duration in minutes.</p> <p><b>Specify a date and time</b></p> <p>Date of class test: <input type="text"/></p> <p>Time of class test: (eg. 9:30 am) <input type="text"/></p> <p>Class test duration: <input type="text" value="0"/> (hours) <input type="text" value="0"/> (minutes)</p> <p style="text-align: right;"><input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/></p>
<p>Check the accommodations that you need for your test, then click Next</p>	<p><a href="#">Welcome</a>  <a href="#">Select course</a>  <a href="#">Class test date and time</a>  <a href="#">Choose accommodations</a>  <a href="#">Select your test time</a>  <a href="#">Confirm and complete</a></p> <h3>Choose accommodations</h3> <p>Listed below are the accommodation(s) that have already been approved for you by your counsellor. Please check off the accommodation(s) that you feel are necessary for this test.</p> <p><b>Available accommodations</b></p> <p>* note: Only accommodations with a check will be used for your test booking.</p> <p><input type="checkbox"/> Extended Time (2.0x)  <input type="checkbox"/> Read and Write Gold  <input type="checkbox"/> Dragon Naturally Speaking</p> <p><input type="button" value="Check all"/> <input type="button" value="Check none"/></p> <p style="text-align: right;"><input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/></p>
<p>A date and time will appear. If this date is correct, then click Next</p>	<p><a href="#">Welcome</a>  <a href="#">Select course</a>  <a href="#">Class test date and time</a>  <a href="#">Choose accommodations</a>  <a href="#">Select your test time</a>  <a href="#">Confirm and complete</a></p> <h3>Select your test time</h3> <p>Please select a date and time from the list of available dates and times below. If none of the date/times in the list below will work for you then please contact us to see if alternate arrangements can be made. We can be reached at jbrunelle@bowvalleycollege.ca or come to LSS.</p> <p><b>Available dates &amp; times</b></p> <p>Note: if none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.</p> <p><input checked="" type="radio"/> Thursday March 16 . 9:10 AM to 11:10 AM</p> <p>A spot was found for you to write your test; please click the 'Next' button below to continue scheduling your test.</p> <p style="text-align: right;"><input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/></p>

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<p>Review your information, and if it is correct</p> <p>check the acknowledgement box,</p> <p>then click Finish</p>	
<p>You will then receive this acknowledgement and you will get an email to your MyBVC email with your test booking.</p>	
<p>Need more assistance?</p>	<p>Call (403)410-1400 or 1-866-428-2669 toll free and ask for Accessibility Services Monday - Friday or email to: <a href="mailto:accessibility@bowvalleycollege.ca">accessibility@bowvalleycollege.ca</a></p>