Instructions for myODA: How-To Schedule Exams
The University of Southern Mississippi’s Office for Disability Accommodations (ODA)
Location: Hattiesburg Campus, Bond Hall 114
Phone: 601.266.5024 | Website: www.usm.edu/oda | Email: oda@usm.edu

ODA recommends that you schedule exams at least two (2) business days in advance. This is to ensure that testing space and exams are available. If you need assistance, please do not hesitate to call ODA at 601.266.5024 or email us at oda@usm.edu.

1. Access myODA.
   Go to myODA by clicking the link on the right side of homepage of usm.edu/oda: OR by using the QR Code below:
   
   ![QR Code](QRCodeImage)

2. Login using your USM Credentials.
3. After logging in, please click “Alternative Testing” in the left side menu labeled “My Accommodations”.

4. Select the specific class in the drop-down menu that appears and then click “Schedule an Exam”.

5. Select Request Type (Exam, Midterm, Final or Quiz) in the dropdown menu that appears. If you do not know what type to select, please just select “Exam”.

6. Enter the date (mm/dd/yyyy) and time (from the dropdown menu) you wish to schedule the exam.

7. Check Services Request for Exam (please choose all that apply for the exam being requested).

8. Click “Add Exam Request”.

**NOTE:** If you are scheduling an exam within the next two (2) days, you will need to scroll down after clicking “Add Exam Request” and fill out the Late Exam Request field. The dropdown “Reason” menu and the box checking for validating the late exam request policy are required fields.

9. You will receive a confirmation of the scheduled exam at your university email account (@usm.edu). If an exam needs to be rescheduled or cancelled you will be notified by ODA Staff.