Instructions for myODA: How-To Schedule Exams

ODA recommends that you schedule exams at least two (2) business days in advance. This is to ensure 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 homepage OR by using the QR Code below:
   of usm.edu/oda.

   ![QR Code](image)

2. Sign In using SOAR Username (w123456) and Password. To change your SOAR Password please go to campusid.usm.edu.

   ![Sign In Information](image)

3. In the left menu “My Accommodations”, click “Alternative Testing”.

   ![My Accommodations](image)

4. Select a specific class in the drop-down menu that appears.
5. Click “Schedule an Exam”.

6. Select Request Type (Exam, Midterm, Final or Quiz) in the dropdown menu that appears.

7. Enter the date you wish to schedule the exam for (mm/dd/yyyy).

8. Enter the time from the drop-down menus.

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

10. Add additional notes if necessary.

11. Click “Add Exam Request”.

12. NOTE: If you are scheduling an exam within the next 5 days, you will need to scroll down after clicking “Add Exam Request” and fill out the Late Exam Request field.

   *The drop down “Reason” menu and the box checking for validating the late exam request policy are required fields.*

You will receive 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 your university email account.