

How to Book an Exam Room

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|   | **Instructions**  | **Notes**  |
| 1  | Login to Accommodate   <https://coppin-accommodate.symplicity.com>  | Use your Coppin Credentials to login  |
| 2  | On the left side, select “Testing Room”  |   |
| 3  | On the bottom left select “New Booking Request”  |   |
| 4  | Select “ Course” then “Check Availability  |  |
| 5  | Select the “Date Range”  | **Only select a date**. **DO NOT** select any other modifiers (times, days etc). You will receive a message that indicates that there is no availability  |
| 6  | Complete the questionnaire, then select “Submit Request”  |   |