

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” |  |