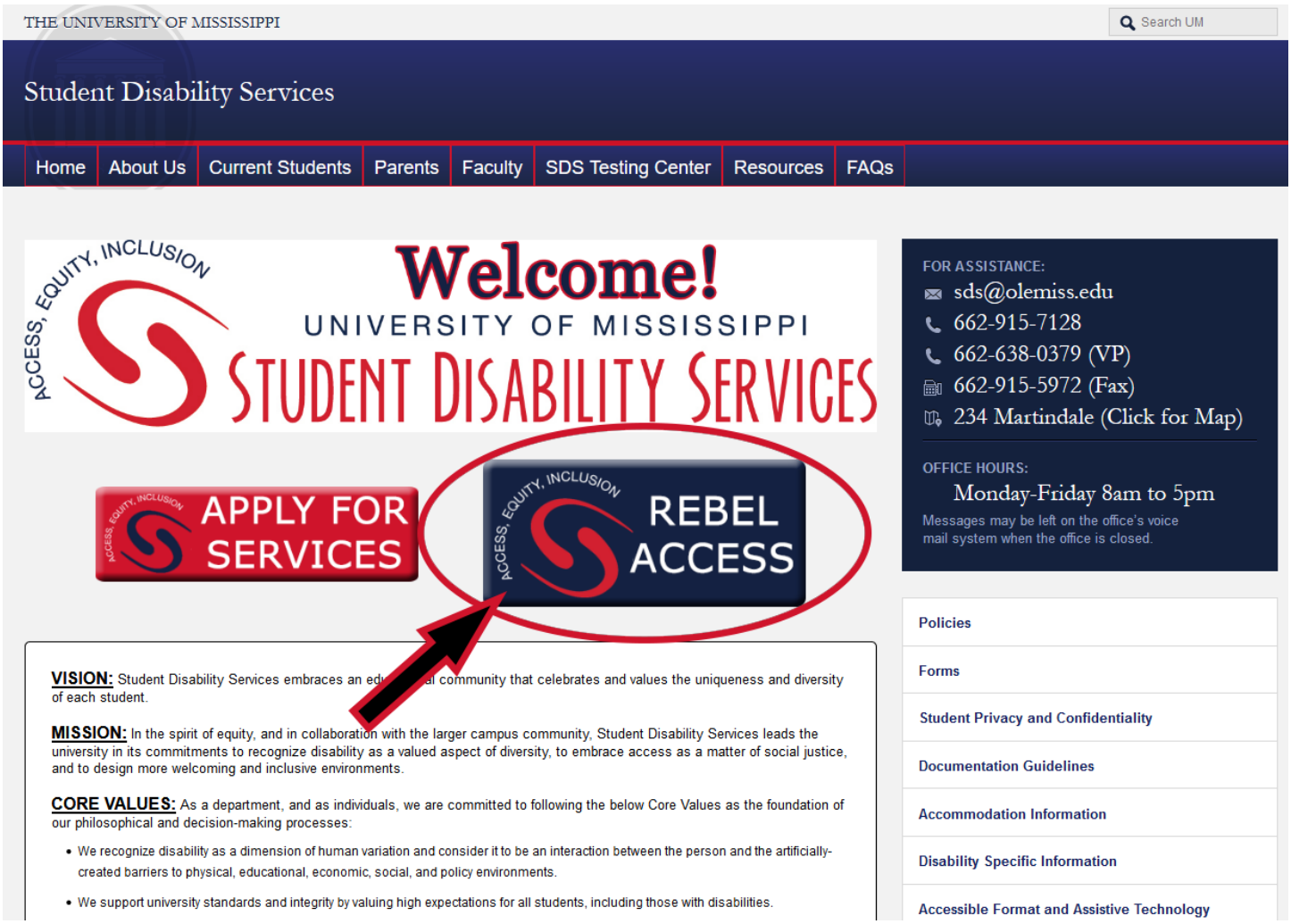
UNIVERSITY OF MISSISSIPPI
STUDENT DISABILITY SERVICES

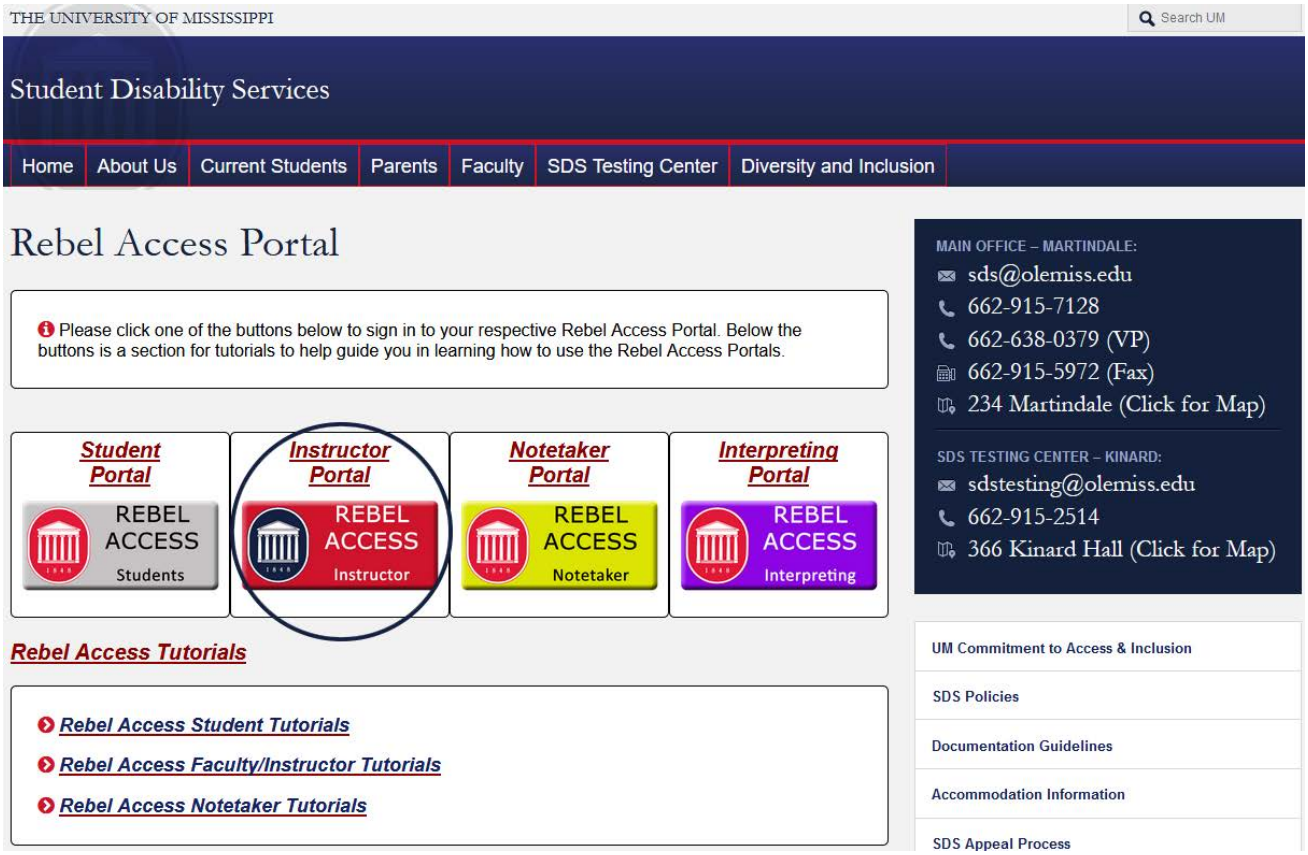
Tutorial

How to Complete the Testing Agreement
Instructor/Faculty

Step 1: Visit the SDS website, and select the "**Rebel Access**" button.

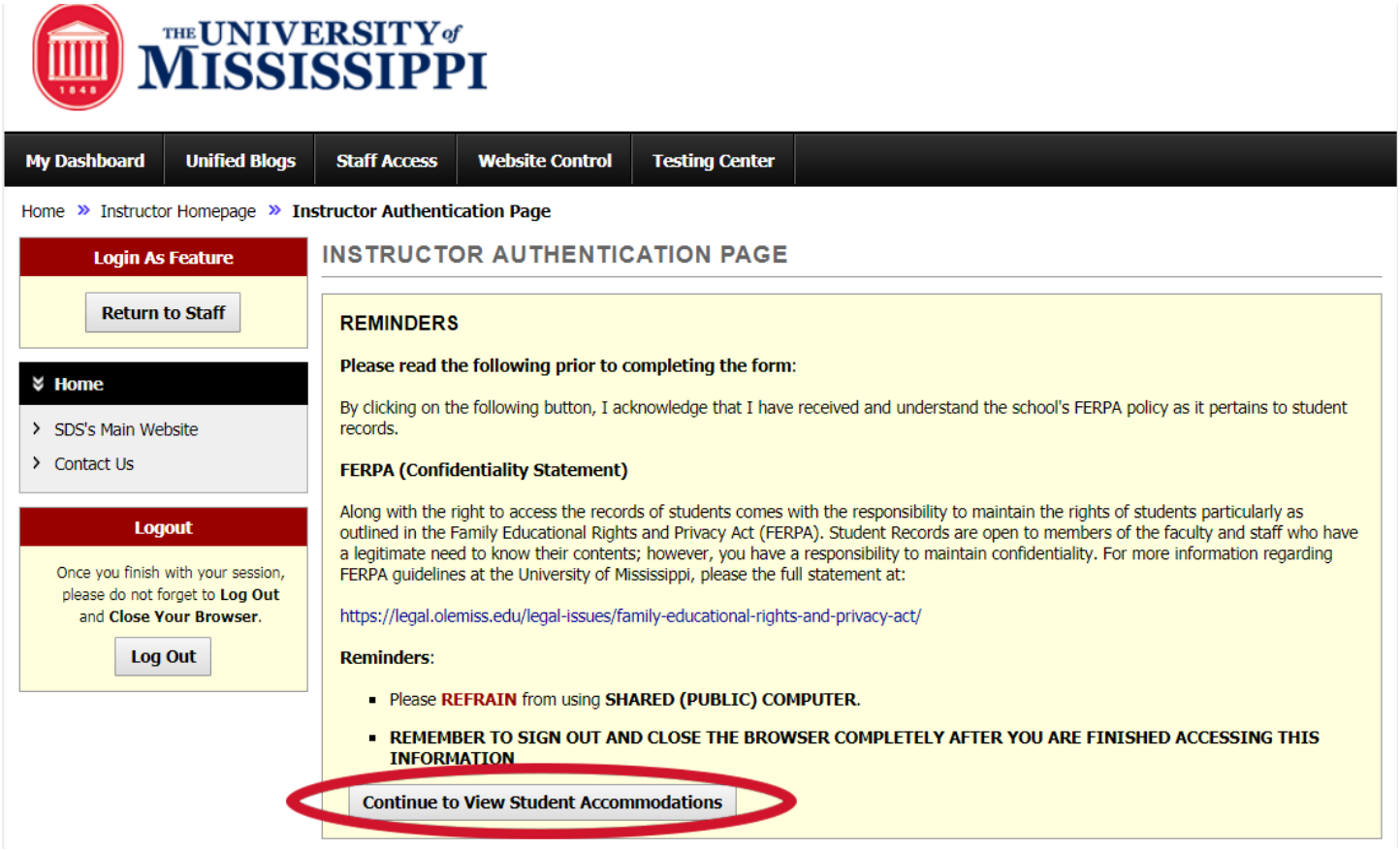


Step 2: On the Rebel Access Portal page, select the "**Rebel Access Instructor**" button.

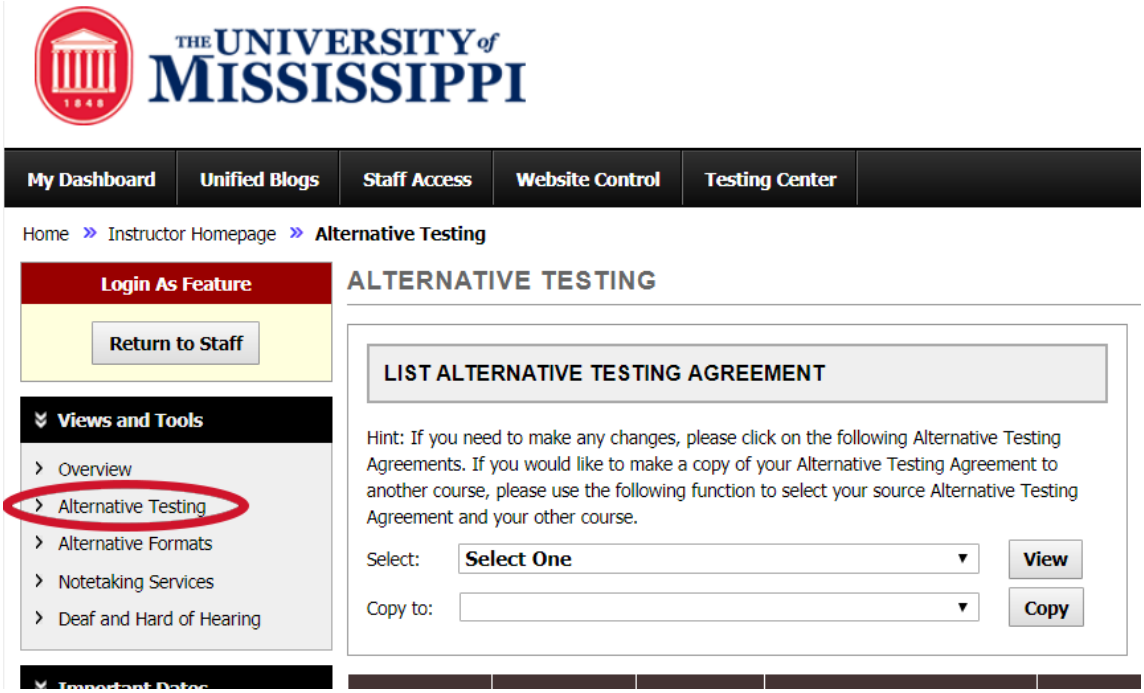


Step 3: Sign in to Rebel Access using your Web ID information.

Step 4: On the "**Instructor Authentication Page**", read the reminders, FERPA, and click "**Continue to View Student Accommodations**."

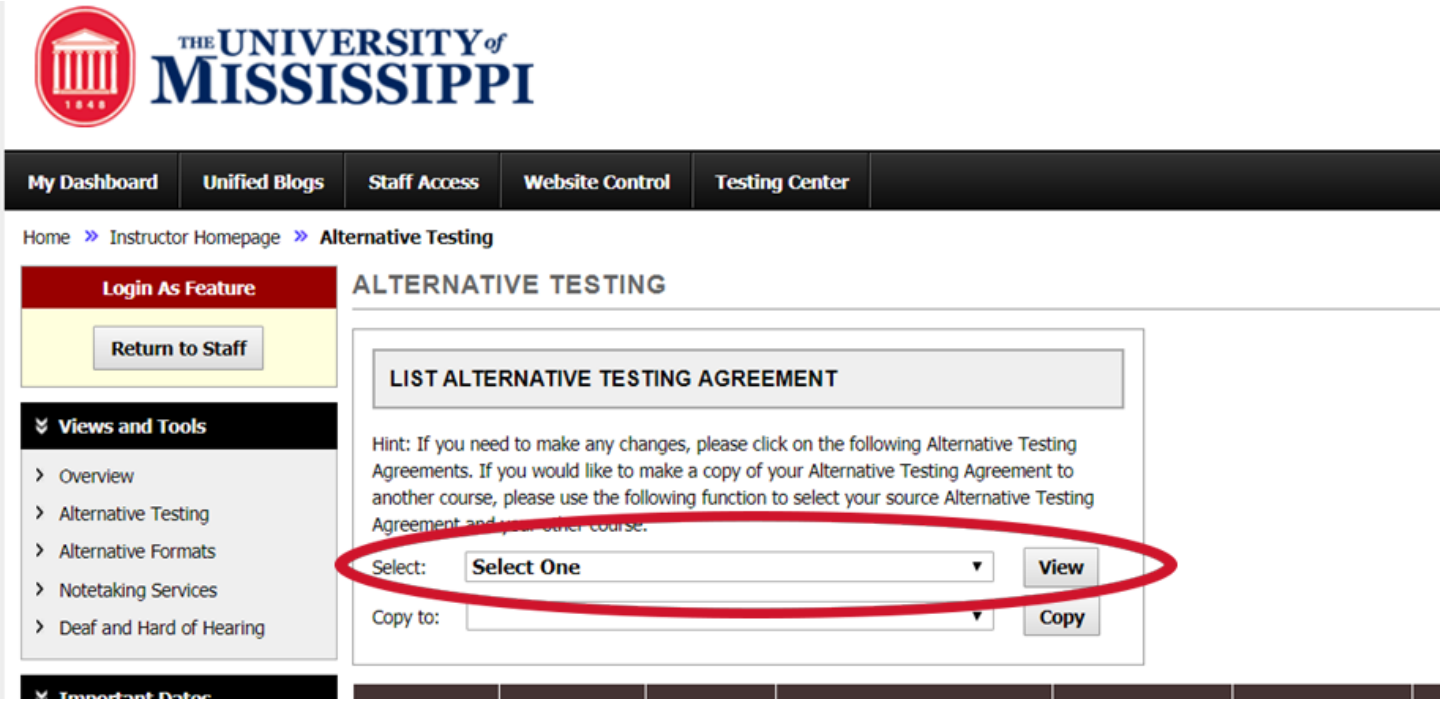


Step 5: On the left hand side, under "**Views and Tools**", click "**Alternative Testing**."



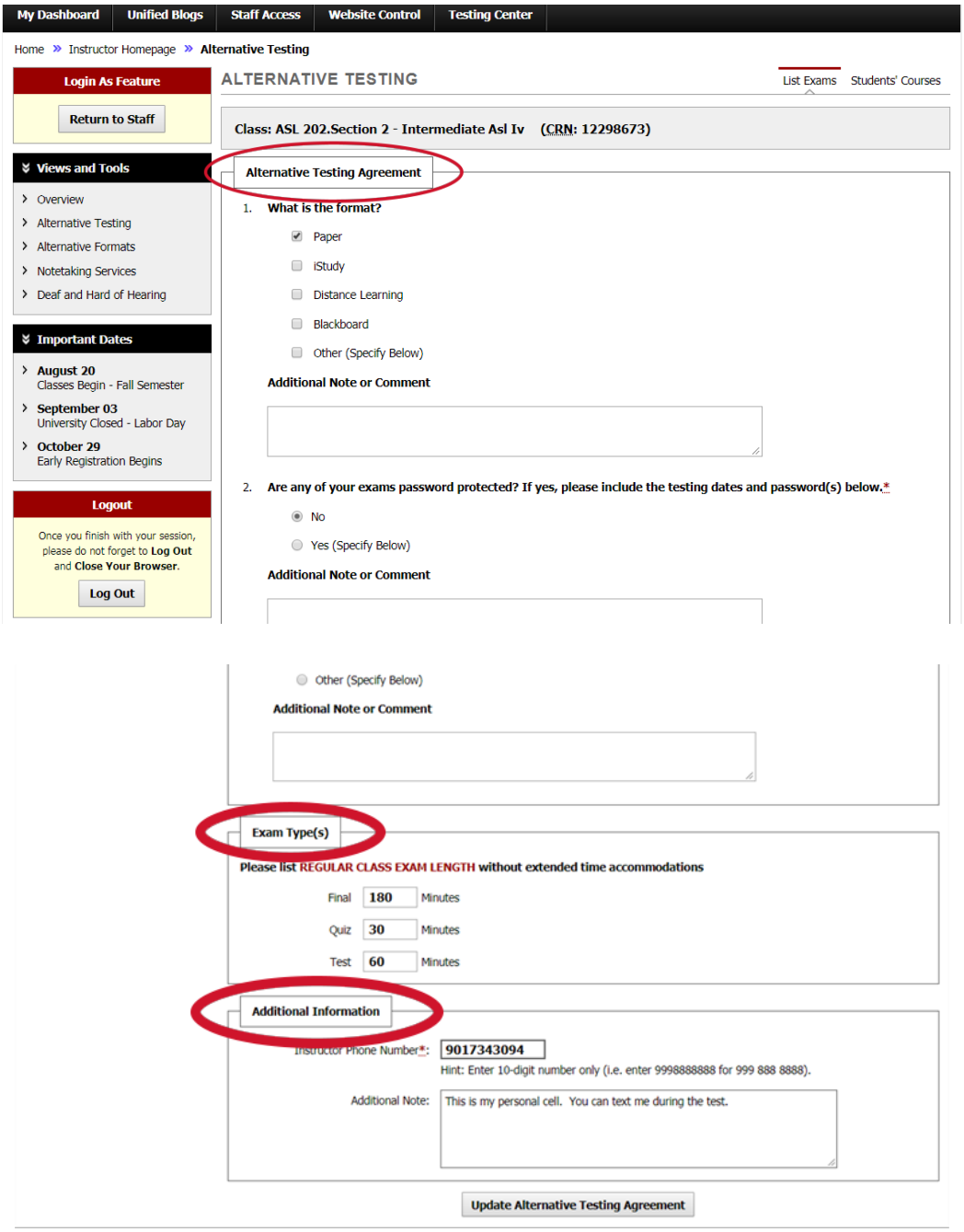
Step 6: Fill out the SDS Testing Agreement by selecting a specific course under "**List Alternative Testing Agreement**" and submit by clicking "**View**."

NOTE: An agreement must be filled out for each class that will be utilizing the SDS Testing Center. If you are teaching multiple classes and/or multiple sections of a class with the same testing parameters, you can list each class with the section under "**Copy to:**" and click "**Copy**" *before* clicking "**View**."



Step 7: Complete the questions under the following headings:

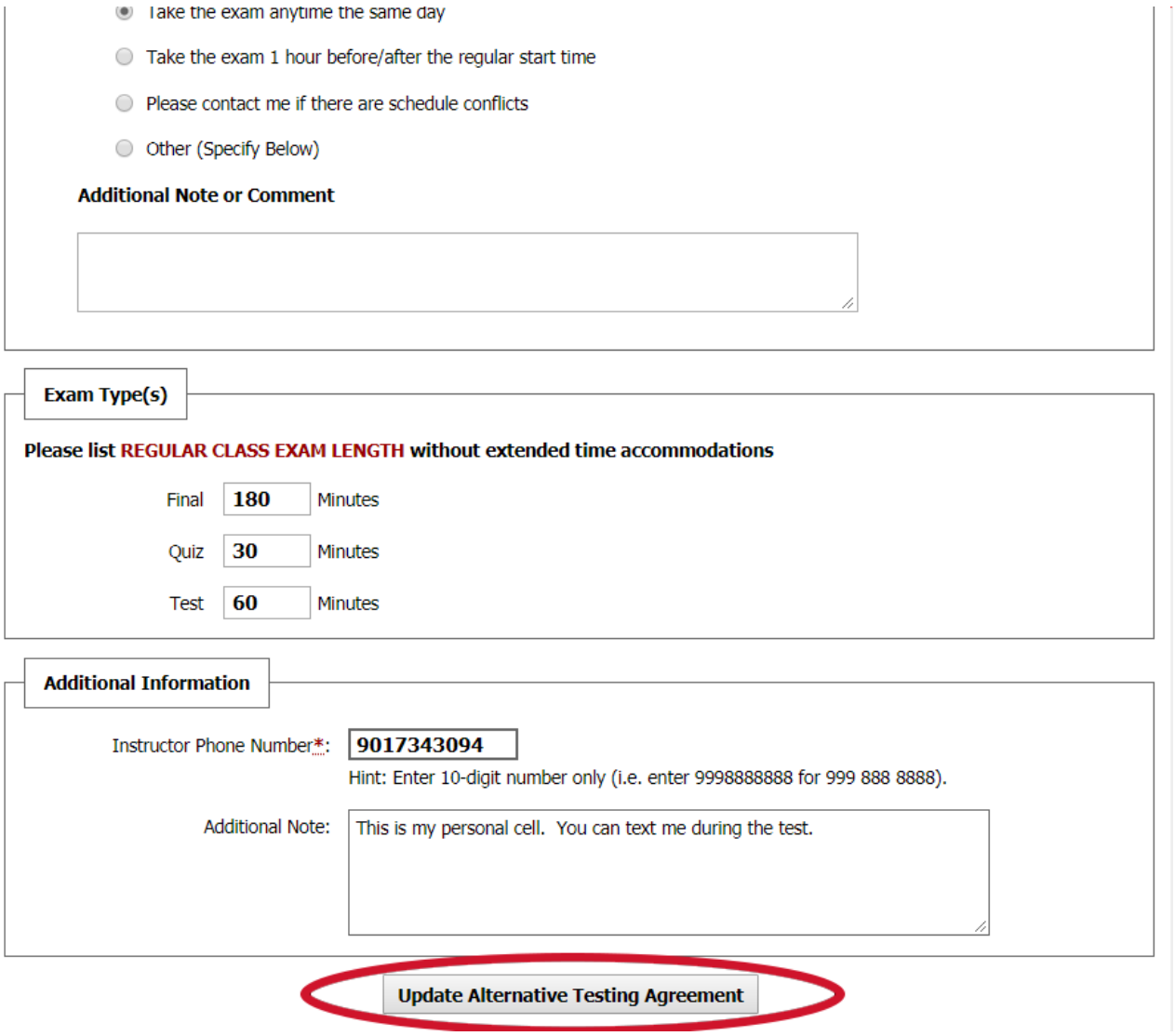
- "**Alternative Testing Agreement**"
- "**Exam Type(s)**"
- "**Additional Information**"



Step 8: Then submit by clicking "**Update Alternative Testing Agreement**".

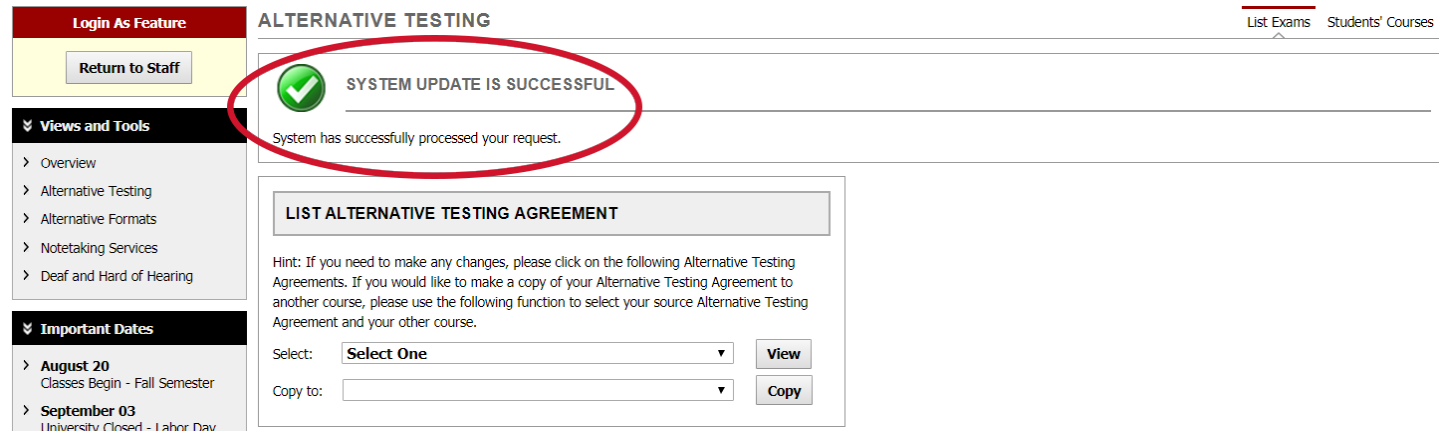
NOTE: When inputting the time your students have to take each final, quiz, and test, ***do not*** **calculate the extended time**. The system will calculate that individually for each student according to their permissible extra time.

Additionally, **only** complete the time box for the types of tests you will give throughout the semester.



Step 9: You will receive a green check mark entitled "**SYSTEM UPDATE IS SUCCESSFUL**."

You will also receive a confirmation email from the SDS Testing Center.



NOTE: Once submitted, changes can be made to the agreement throughout the semester as needed. **Please update your agreement if test dates change**.

Once you have completed and submitted the alternate testing agreement, your student(s) will be able to schedule tests through the Rebel Access Student Portal.

This concludes our tutorial on How to Complete the Testing Agreement Instructor/Faculty.

Questions or Problems? Contact SDS Testing Center!

Call: 662-915-2524

Email: sdstesting@olemiss.edu