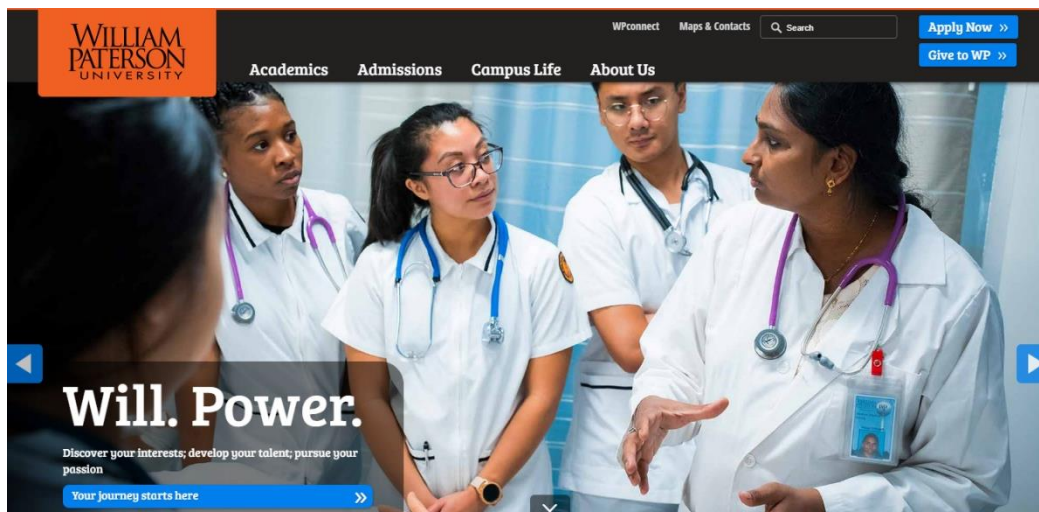


How to Create a Testing Center Request



Step 1:

Access the William Paterson University website's home page

www.wpunj.edu

Step 2, Option 1:

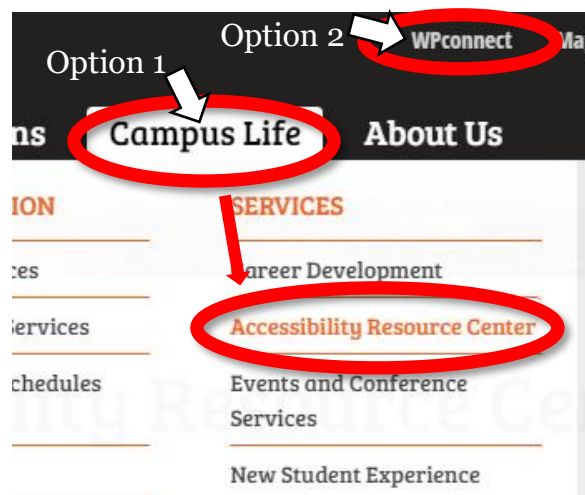
HOVER your cursor over the Campus Life tab on the top of the page.

CLICK on *Accessibility Resource Center* under the Services option on the drop-down menu.

OR

Step 2, Option 2:

CLICK on *WPconnect* at the top of the screen.

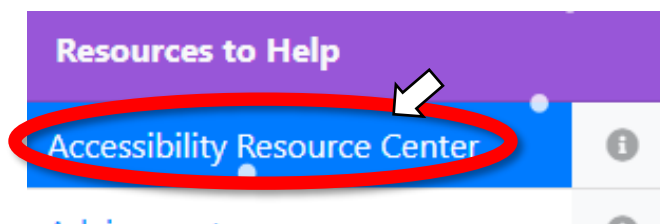


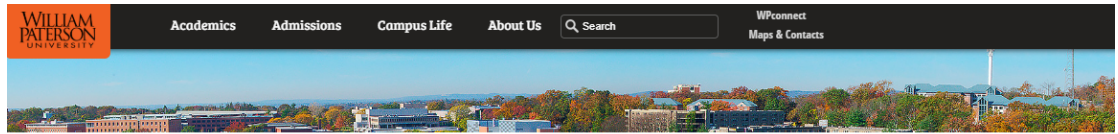
CLICK on *Login* on the top right of the screen. The page will then open a login screen.

FILL IN your student username and password and CLICK *Login*.

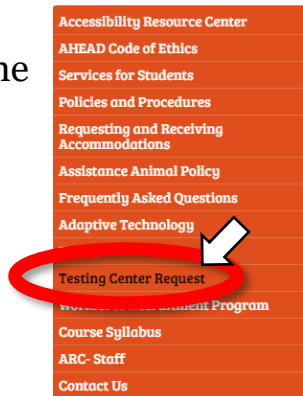
From the WPconnect Portal, SCROLL DOWN until you see the Resources to Help heading.

CLICK on *Accessibility Resource Center* under the Resources to Help heading.





Step 3:
CLICK on *Testing Center Request* on the menu on the left-hand side of the screen.



Accessibility Resource Center

The Mission of the Accessibility Resource Center (ARC) is to assist students with documented disabilities by providing reasonable accommodations and services that ensures equal access to all programs, activities, and related benefits of the University's educational and professional programs.

The Accessibility Resource Center works in collaboration with students to determine appropriate reasonable accommodations based upon the individualized needs of the student. ARC acts as a resource and works in cooperation with faculty and other university departments. We strive to empower, support and guide our diverse community in achieving, promoting and fostering independence, self-advocacy and success.

Accessibility Resource Center is committed to providing access for all students with documented disabilities to all programs, activities and related benefits of the University's educational and professional programs, in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (1990, as amended in 2008) and applicable state law.

Student Information

Student ID # :

Name :

Email Address :

Phone :


Course Information

Course Name (i.e College Writing):

Course Number & Section (i.e ENG 1000-01):

Professor Name:

Test Information

 Test/Exam Date

Time

Special Instructions (check all that apply)

☐ Blue Book/Lined Paper

☐ Internet Access /Online Test

☐ Open notes/books (please specify)

☐ Formula Sheet (please specify)

☐ A class lecture or activity is scheduled to follow this test/quiz

☐ Other

Step 4:
FILL OUT the request form.

DOUBLE CHECK to make sure you've filled out everything correctly.

Step 5:
Once completed, CLICK the Submit button on the bottom of the request form.

