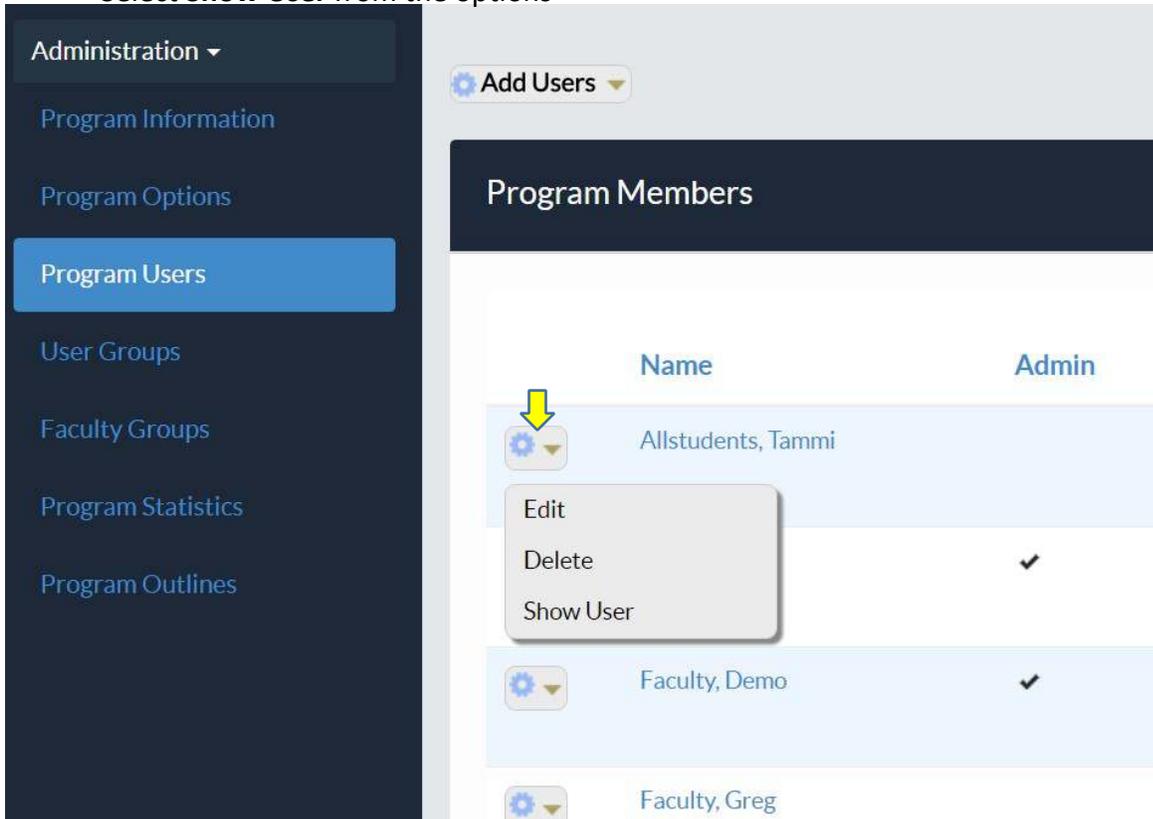


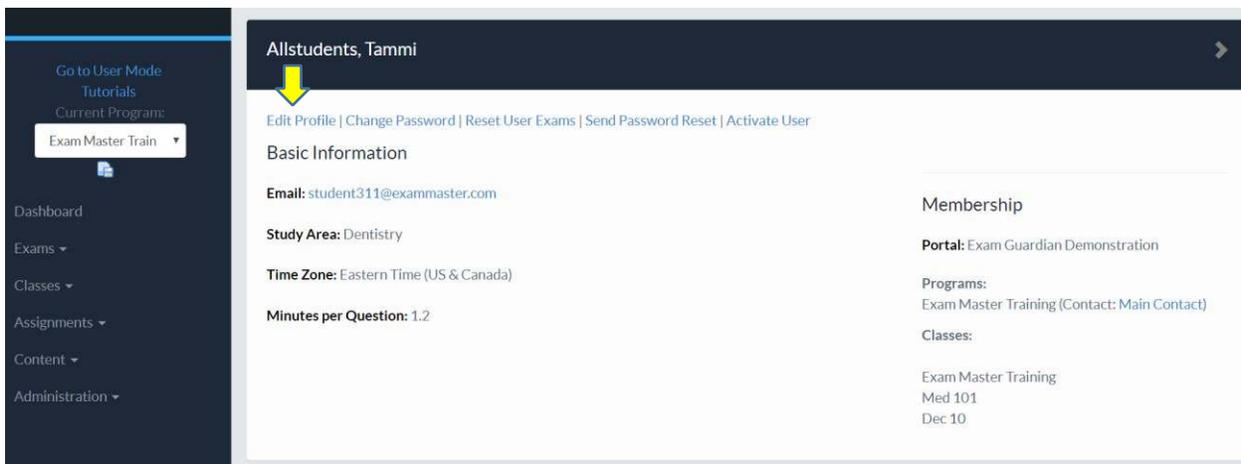
Setting Special Accommodations Document

1. Click **Administration**
2. Select **Program Users**
3. Click the **blue gear** to the left of the end user's name you want to provide special accommodations
4. Select **Show User** from the options



Name	Admin
 Allstudents, Tammi	
	✓
 Faculty, Demo	✓
 Faculty, Greg	

You will then be directed to this page:



Allstudents, Tammi

[Edit Profile](#) | [Change Password](#) | [Reset User Exams](#) | [Send Password Reset](#) | [Activate User](#)

Basic Information

Email: student311@exammaster.com

Study Area: Dentistry

Time Zone: Eastern Time (US & Canada)

Minutes per Question: 1.2

Membership

Portal: Exam Guardian Demonstration

Programs:
Exam Master Training (Contact: Main Contact)

Classes:
Exam Master Training
Med 101
Dec 10

5. Select **Edit Profile**

First Name *

Last Name *

Email *

State

Time Zone *

Study Area *

Student ID

Override Default Minutes per Question

Allow Marketing Emails
Check this box to receive non-system and update emails. These emails may include marketing about new features, upcoming events that Exam Master may be attending, as well as surveys. Your email address will not be made available to any individual or company outside of Exam Master Corporation as per the EM OnLine Licensing Agreement.

Qualifies for Accommodations

* Required

6. Select **Qualifies for Accommodations**

Qualifies for Accommodations

Extension Direction

Extension Factor

* Required

Qualifies for Accommodations

Extension Direction

Extension Factor

* Required

1.5
2.0
3.0

7. Select the **Extension Direction** (Start/End)

*This option indicates whether you want their extra time to begin before the exam (Start) or after (End)

8. Select the **Extension Factor** (1.5, 2.0, 3.0)

*This option sets how much additional time will be allotted for the user

9. Click **Save** after each update