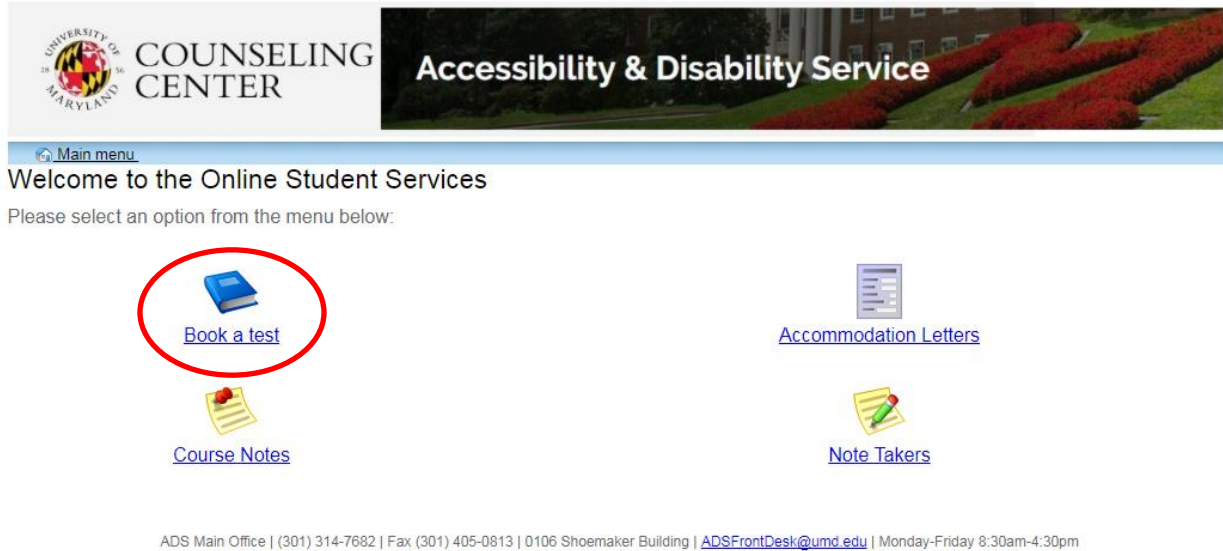


How to Cancel Your Testing Reservation

1. Select "Book a Test" From the Main Menu



UNIVERSITY OF MARYLAND COUNSELING CENTER

Accessibility & Disability Service

[Main menu](#)

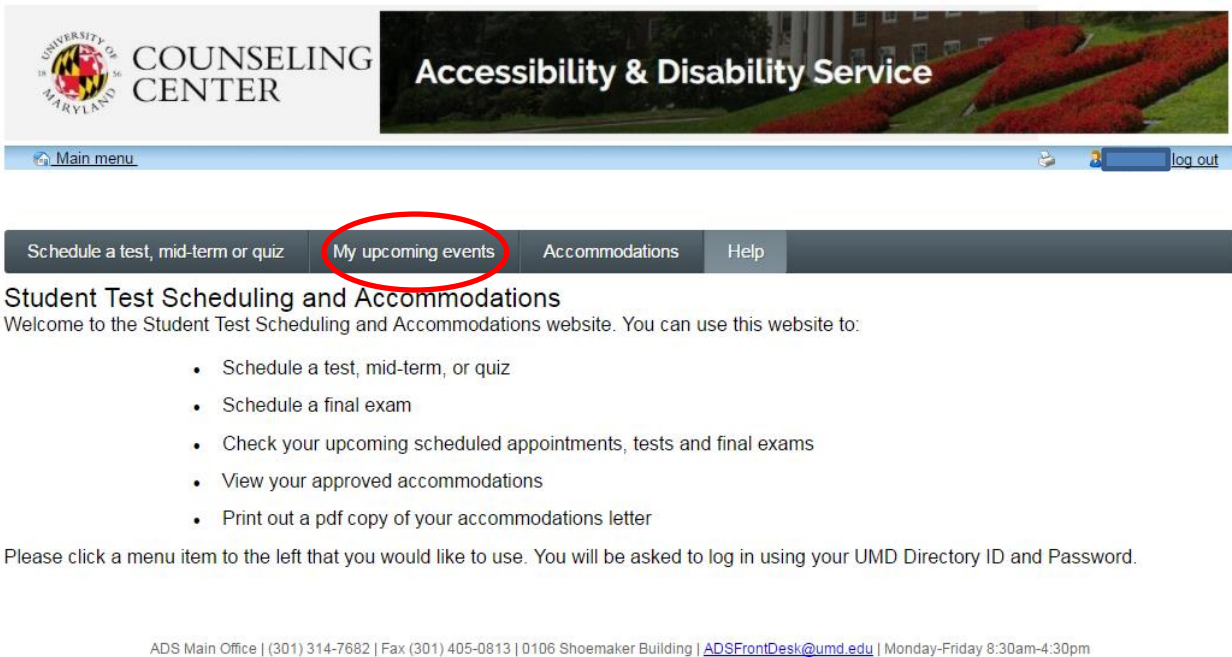
Welcome to the Online Student Services

Please select an option from the menu below:

- [Book a test](#)
- [Accommodation Letters](#)
- [Course Notes](#)
- [Note Takers](#)

ADS Main Office | (301) 314-7682 | Fax (301) 405-0813 | 0106 Shoemaker Building | ADSFrontDesk@umd.edu | Monday-Friday 8:30am-4:30pm

2. Select "My Upcoming Events" within the Test Scheduling and Accommodations Menu



UNIVERSITY OF MARYLAND COUNSELING CENTER

Accessibility & Disability Service

[Main menu](#) [log out](#)

- Schedule a test, mid-term or quiz
- My upcoming events**
- Accommodations
- Help

Student Test Scheduling and Accommodations

Welcome to the Student Test Scheduling and Accommodations website. You can use this website to:

- Schedule a test, mid-term, or quiz
- Schedule a final exam
- Check your upcoming scheduled appointments, tests and final exams
- View your approved accommodations
- Print out a pdf copy of your accommodations letter

Please click a menu item to the left that you would like to use. You will be asked to log in using your UMD Directory ID and Password.

ADS Main Office | (301) 314-7682 | Fax (301) 405-0813 | 0106 Shoemaker Building | ADSFrontDesk@umd.edu | Monday-Friday 8:30am-4:30pm

3. All scheduled exams to be completed within the ADS Testing Office or ADS designated location will be listed in grid format.
 - a. Select "Cancel" for the reservation you want to cancel.

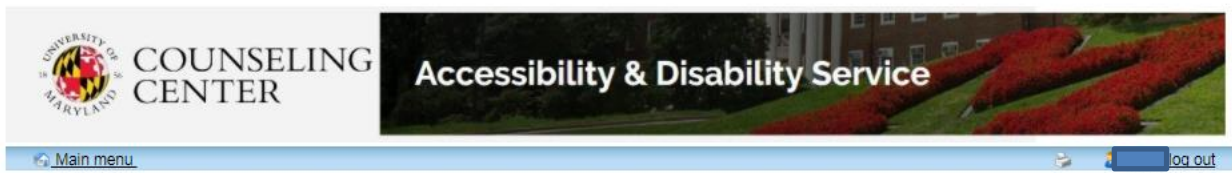
The screenshot shows the website header with the University of Maryland Counseling Center logo and the title 'Accessibility & Disability Service'. Below the header is a navigation bar with links: 'Main menu', 'Schedule a test, mid-term or quiz', 'My upcoming events', 'Accommodations', and 'Help'. The 'My upcoming events' section is active, displaying a table of events. The table has columns for 'Details', 'Date / time', 'Location', 'Status', and 'Options'. One event is listed: 'Exam' at 'University 901 UNIV 901 001' on 'Fri. August 25' from '9:00 AM to 10:30 AM' at a location 'to be determined', with a status of 'Booked Confirmed.'. The 'Options' column for this event contains a 'Cancel' button, which is circled in red. Other buttons like 'Export to Pdf' and 'Refresh' are also visible.

Details	Date / time	Location	Status	Options
Exam University 901 UNIV 901 001	Fri. August 25 9:00 AM to 10:30 AM	to be determined	Booked Confirmed.	Cancel

4. Confirm your Cancellation by Selecting "Ok".

This screenshot shows the same website as above, but with a confirmation dialog box overlaid. The dialog box title is 'dsonline.umd.edu says:' and the text inside asks 'Are you sure you want to cancel this appointment? (this action cannot be un-done)'. There are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red. The background website content is partially visible behind the dialog box.

5. Confirmation you have canceled your testing reservation.



- Schedule a test, mid-term or quiz
- My upcoming events
- Accommodations
- Help

~~My upcoming events~~

Successfully cancelled the appointment.

Your event listing Refresh

Details	Date / time	Location	Status	Options
You don't have any upcoming appointments scheduled.				

Export to Pdf Refresh