

How to Reserve a Seat in the Testing Center

Please try to fill out the form **2-3 business days** (M-F Days) before you are taking the test. This ensures we are able to plan for everyone's academic adjustments and keep the Testing Center a quiet and distraction reduced environment. **You can use a phone, tablet, or computer to complete the form.**

- 1) Go to www.niagaracc.suny.edu/access
- 2) Select the button for the campus testing



- 3) Fill out the following sections in order:
 - Phone number
 - Select class CRN from dropdown (fields in box will auto-fill for you now)
 - Enter date of test
 - Enter time YOU will be coming to the Testing Center to take your test.
 - o This may differ from class time if the amount of time you need to take for a test will overlap with another scheduled class.
 - Check you agree to Testing Center Procedures
 - Click Next
 - E-sign your name and click Submit.

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