

## **USG Student Accommodation Manager (SAM System)**

Link: <http://samusg.amac.gatech.edu/samusg/users/login>

### **First Time Users:**

- ❖ Sign in using AU email
- ❖ Use the word “password” for your first time login
- ❖ Change your password

### **Requesting Accommodation Letters:**

- ❖ Select “My Classes” from left column on the home screen
- ❖ Click “Add” in upper right hand corner
- ❖ Enter following information:
  - Course Name (ex: **BIOL 1107 A; For MCG/DCG Students “CLASS YEAR & 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> year”**)
  - Term (ex: Fall, Spring etc.)
  - Year (ex: 2023)
  - Instructor Name (ex: **John Smith; For MCG/ DCG Students: MCG/DCG "Campus" Faculty**)
  - Class start time
  - Class end time
  - Select the day the class meets (if it is a web course just click save)
  - Click Save
- ❖ Repeat steps above to add multiple courses
- ❖ Email [tds@augusta.edu](mailto:tds@augusta.edu) with the following information
  - Degree/Major in subject line
  - Brief email letting us know that you have uploaded your class schedule
  - TDS will notify you when your letters are ready

### **Requesting Tests/Quizzes (ONLY FOR STUDENTS PLANNING TO TEST IN TDS AUGUSTA OFFICES)**

- ❖ Select “My Requests” from left column on home screen
- ❖ Click “Add” in the upper right hand corner
- ❖ Select the class you would like to schedule a test/quiz for
- ❖ Select “Test/Quiz”
- ❖ The status will always be “requested”
- ❖ The “request date” should be the date of the exam **NOT** the day you are entering the request
- ❖ Enter the “Request Start Time” this should be the time the class is taking the exam unless otherwise approved
- ❖ Please be sure to check **ALL** accommodations required for testing
- ❖ Please check “My Upcoming Tests” or “My Requests” to see if your request was approved or cancelled