USG Student Accommodation Manager (SAM System)

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

First Time Users:

- ❖ Sign in SAM 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:
  - o Course Name (i.e. **BIOL 1107 A; For MCG/DCG Students** "**CLASS YEAR & 1st, 2nd, 3rd, or 4th year**")
  - o Term (ex: Fall, Spring etc.)
  - o Year (ex: 2023)
  - o Instructor Name (i.e. **John Smith; For MCG/ DCG Students: MCG/DCG "Campus" Faculty**)
  - o Location of class (i.e. Summerville, Health Sciences)
  - o Class start time
  - o Class end time
  - o Select the day the class meets (if it is a web course just click save)
  - o Click Save
- ❖ Repeat steps above to add multiple courses
- ❖ Email tds@augusta.edu with the following information
  - o Degree/Major in subject line
  - o Brief email letting us know that you have uploaded your class schedule
  - o 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