Instructions for Requesting Access to Language/Math Placement Tests

1) Click on the link for “Technology Help Request” on the bottom left-hand side of the MyQ homepage (http://computerhelpdesk.quinnipiac.edu/request/)

2) Click Login Now

3) Click on “Add a New Work Order”

4) Complete the electronic form, specifying which placement test you wish to complete. (You may also use this form to report being locked out of a test.)

   Call Back Number: type in your contact number

   From the pull-down menus, select the following (see screen shot, below):

   Is this an emergency?: No

   Type: Blackboard

   Brief Description: Add to placement exam

   Fill in the Full Details box: “I request access to the Spanish Placement Test.”

4) Click “Submit Work Order”.

5) An email confirmation of your request will arrive in your inbox within a minute or so. Notification that you have been given access will arrive within 24 hours.

6) Please note that it will take up to two weeks to determine your correct placement and post it to your record, so be sure to begin the process well before your registration date.