1. Login

Access the Disabled Students Program website at: http://dsp.sa.ucsb.edu/services/ or by clicking on ACCESS SERVICES PORTAL.

2. Application

If this is the first time you’ve logged onto our system, you will be asked which role you would like to use. Click on the Proctor button. You will be taken to a proctor application. Some of the information is already completed based on what is on file with the University. However you will need to include information about your Date of Birth, Middle Name and Ethnicity. Feel free to add any comments that you feel might be relevant to our hiring decision.
Check the box next to the authorization to verify reported information and click the **Submit** button.

After you submit your application, DSP staff will review it and you’ll be notified on a hiring decision typically within 72 hours. Until then, you will receive this message when you log onto our system:
3. Sign Up For Jobs

Once you have been approved to be a DSP Proctor you will need to participate in a brief orientation session, after which you are eligible to accept proctoring assignments. To sign up for a job, click on the **Sign Up For Jobs** tab.

You will see a list of available proctoring requests, sorted by exam date.

Proctor type is shown under the Proctor heading – Active Proctors receive a higher rate of pay than Non-Active proctors because these jobs involve interacting with the student either as a scribe, a reader or a tracker.

Click on the **View** button adjacent to an assignment to view the details of that assignment.
The detailed view of the assignment shows the time at which you are to pick up the exam, the start and end time for the exam and the time at which you are to drop off the exam. It will also show the location of the exam and where to pick up and drop off the exam. Any special notes pertaining to the exam will be displayed in one or more of the boxes at the bottom. There may be one or several students in the same exam room who are to be proctored. Their names are shown at the top. In order to accept an assignment, click the box marked **Sign Up for Job**.

You will be asked to confirm the assignment by checking the box which indicates that this is a final acceptance of the assignment. Once you have agreed to accept an assignment, you must
complete your responsibility by proctoring the exam. You will receive an email confirmation and, in the event additional students are added to the exam, you will receive their information as well. When you have confirmed this agreement, the job will be moved under the tab called My Jobs.

4. My Jobs

When you click on the My Jobs tab, you can see a list of all assignments that you have agreed to proctor:

<table>
<thead>
<tr>
<th>Course</th>
<th>Exam Date</th>
<th>Proctor</th>
<th>Status</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPS 136 / Nash / TR 9:30-10:45</td>
<td>3/1/2009</td>
<td>Adam Smith</td>
<td>Filled</td>
<td>View</td>
</tr>
</tbody>
</table>

To view the details of any assignment, click the View button adjacent to the job. This will present you with all the detailed information about the assignment, including the start and end time for the exam and the time at which you are to drop off the exam. It will also show the location of the exam and where to pick up and drop off the exam.

Any special notes pertaining to the exam will be displayed in one or more of the boxes at the bottom. There may be one or several students in the same exam room who are to be proctored. Their names are shown at the top.

If you need to contact one or more of the students for any reason, click on their name and their email address and phone number will be displayed on a separate page.
If you have notes you wish to leave about the assignment, type them in the box provided and click the add note button. These notes may be viewed by you, the instructor and DSP staff but not the student.

5. Time Sheet

Once you have completed the assignment, return to the job page so that you may complete your time sheet and receive payment for the assignment. Complete the bottom portion of the assignment shown below:
If you were required to begin work earlier than the pickup time for the exam or complete work later than the drop off time for the exam, please indicate your adjusted start and end times in the boxes provided. Check the box certifying that the information you are providing is correct and click the button marked **Complete Exam Accommodation**.

Your payment will be processed in timely manner and you will receive a check for the assignment at your home department or via direct deposit depending on what you set up when you were hired.

If you have any further questions on how to use the DSP System, please contact Raven Cooper at raven.cooper@sa.ucsb.edu or 805.893.6077.