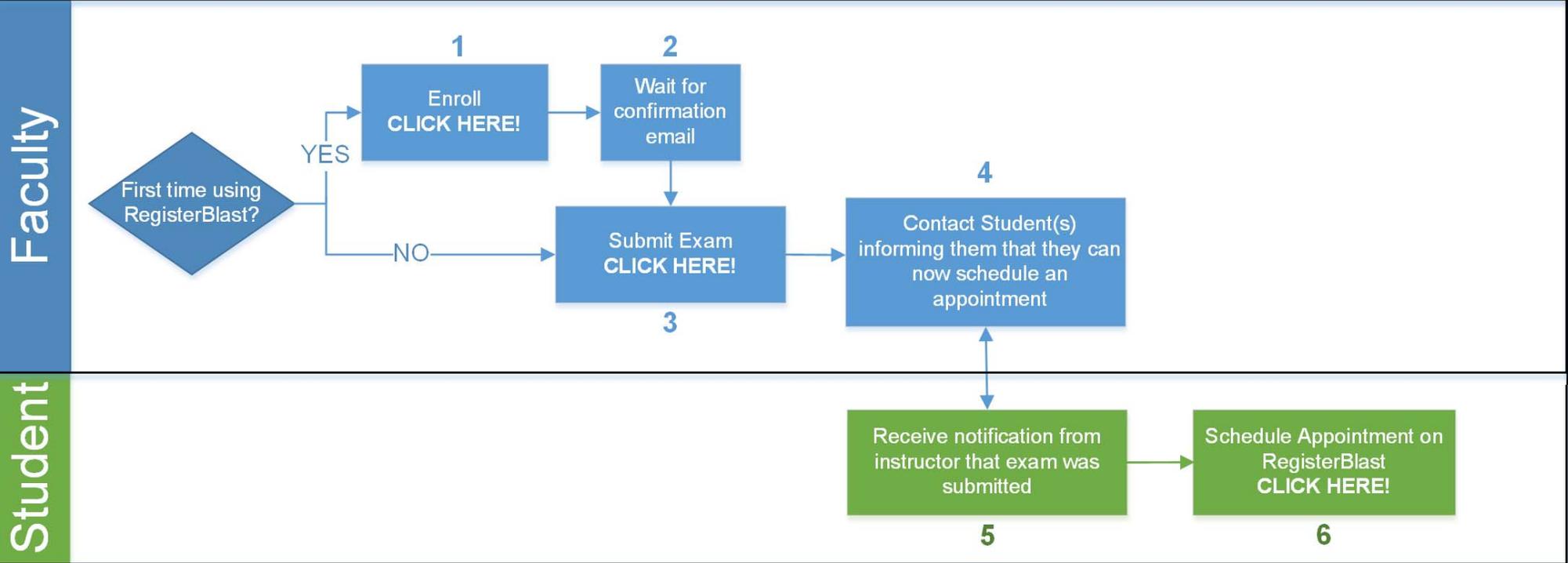


Testing Center Submission and Scheduling Process

The Steps to Follow



FACULTY

- 1 a) By enrolling, faculty create a profile on the RegisterBlast system. Do this only once.
b) If you do not remember whether you are enrolled, ask us to check by sending a request to: Testing.Center@metrostate.edu
- 2 Testing Center will send confirmation email to faculty once enrollment is verified (usually within 2 business days).
- 3 a) If you forget your profile password, click [Reset your Password](#) on the sign-in page.
b) Use this format for naming submissions: Course# ExamName FacultyLastName Semester (e.g., WRIT-101 Exam 1 Thompson Spr2016).
c) Enter the exam duration in minutes (0 min – 210 min). Maximum duration the Testing Center can accommodate is 210 minutes (3.5 hours).
d) Enter the start date and end date for completing exam.
- 4 Appointment options for student(s) appear only after exam is submitted. We recommend you inform student(s) of duration and end date.

STUDENTS

- 5 Exam will not appear as an option for scheduling appointments until faculty submit it.
- 6 You will receive an email confirmation of appointment and a 24 hr advance notice reminder email.