



Student Scheduling Guide for Testing Center Appointments

PART A: Making Your Appointment

Don't Forget: Bring Student ID to your appointment

STEP 1. Go to <http://www.registerblast.com/metrostate>. RegisterBlast is the Testing Center's scheduling system.

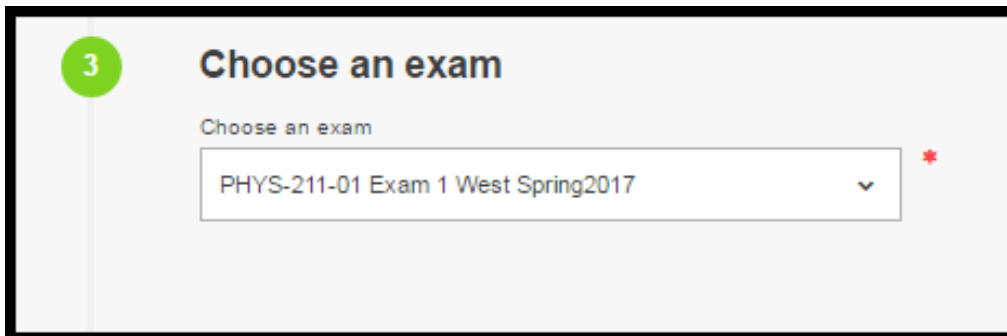
STEP 2. Select the location for your exam: **Saint Paul**

The screenshot shows a web form titled "1 Select Our Location". Below the title is a label "Select Our Location" followed by a dropdown menu. The dropdown menu is currently set to "-" and has a red asterisk to its right. The menu is open, showing a list of options. The option "Saint Paul Campus Testing Center" is highlighted in blue.

Then choose the Academic Subject Area of your course (e.g. WRIT, MATH, ECON, etc.).

The screenshot shows a web form titled "Choose a group". Below the title is a dropdown menu. The dropdown menu is currently set to "-" and has a red asterisk to its right. The menu is open, showing a list of academic subject areas. The option "ACCT-Accounting" is highlighted in blue.

STEP 3. Select your course and exam from the drop-down list (see example below). Your exam should be listed by course name and number, exam name, instructor's last name, and semester year.

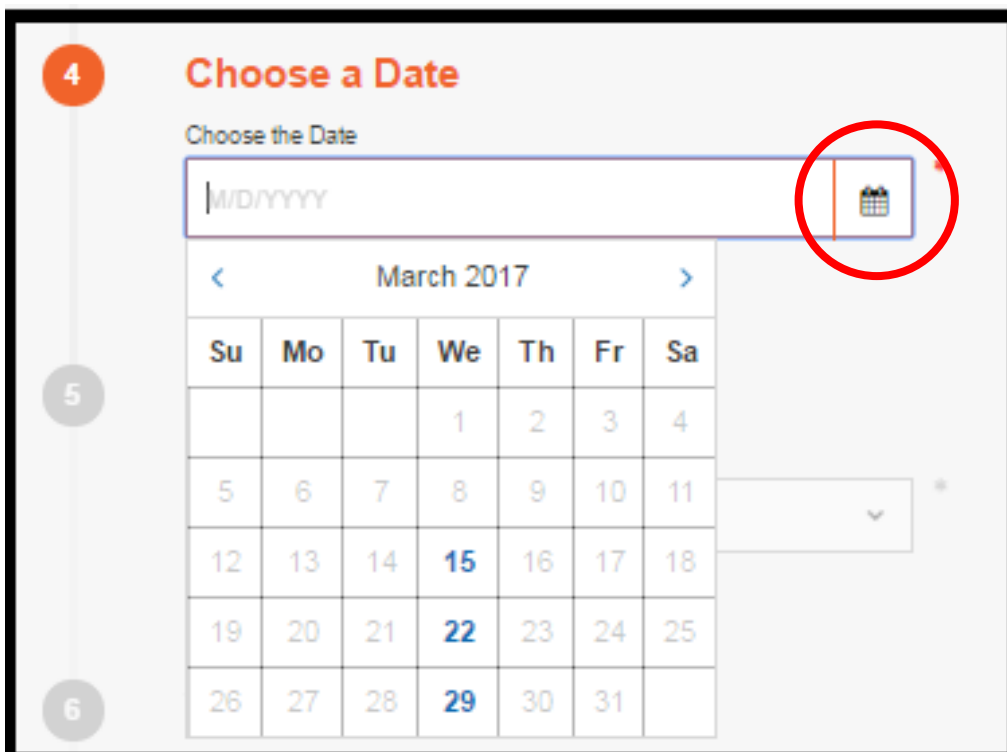


A screenshot of a web interface for selecting an exam. It features a green circle with the number '3' in the top left corner. The main heading is 'Choose an exam'. Below this is a text input field with the placeholder 'Choose an exam'. A dropdown menu is open, showing the selected option: 'PHYS-211-01 Exam 1 West Spring2017'. A red asterisk is located to the right of the dropdown menu.

STEP 4. Choose a date to take the exam by clicking on the calendar icon.

Note: only days the testing center is open will be shown.

Note: only days within the allowed testing window (set by your instructor) will be shown.



A screenshot of a web interface for choosing a date. It features an orange circle with the number '4' in the top left corner. The main heading is 'Choose a Date'. Below this is a text input field with the placeholder 'M/D/YYYY'. A calendar icon is circled in red to the right of the input field. Below the input field is a calendar for March 2017. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. The dates 15, 22, and 29 are highlighted in blue. A dropdown menu is open to the right of the calendar, showing a downward arrow and a red asterisk. On the left side of the interface, there are three grey circles with numbers '5' and '6'.

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

STEP 5. Click on the drop-down menu to select a time.

Note: Only times that allow you to complete the exam before the Testing Center closes will be shown.

5 Choose a Time

Exam Start Time *

(select a date above) ▼

(select a date above)

- 12:00 PM
- 12:30 PM
- 1:00 PM
- 1:30 PM
- 2:00 PM
- 4:00 PM
- 4:30 PM
- 5:00 PM
- 5:30 PM
- 6:00 PM
- 6:30 PM

First Name *

6

STEP 6. Enter *First name, Last name, and E-mail Address* and re-enter *E-mail Address*.

6 Who is taking this exam?

Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.

First Name *

First Name

Last Name *

Last Name

Email *

Email

Verify Email *

Verify Email

STEP 7. Read the Acknowledgement, check the box, and click on Add to Cart.

7 Exam guideline acknowledgement

1. I will use only my own materials as designated by the instructor and staff.
2. I will place all other materials in the areas designated by the test proctors.
3. I will not talk, eat food, or chew gum in the testing room.
4. I will use the restroom before the exam if necessary.
5. When I leave the testing room without permission, my exam is complete.
6. I will not leave the Testing Center with any exams or provided materials.
7. If my exam has a time limit, I am responsible for returning it within the limit. The

I agree to follow the above guidelines

ADD TO CART

STEP 8. Click the on the Complete Register button to schedule the appointment. **A confirmation email will be sent to you.**

Your Cart

PHYS-211-01 Exam 1 West Spring2017 \$0.00
Wednesday, March 15, 2017 12:00 PM

Total exam fees **\$0.00**

COMPLETE REGISTRATION [+ Add Another Exam](#)

PART B: Rescheduling/Canceling an Appointment

STEP 1. Go to <http://www.registerblast.com/metrostate>. Click on **My History** tab at the top. Enter the same E-mail address you used scheduling for your appointment and click **Continue** button underneath the email field.

Metropolitan State University

My History

History Request

More Information

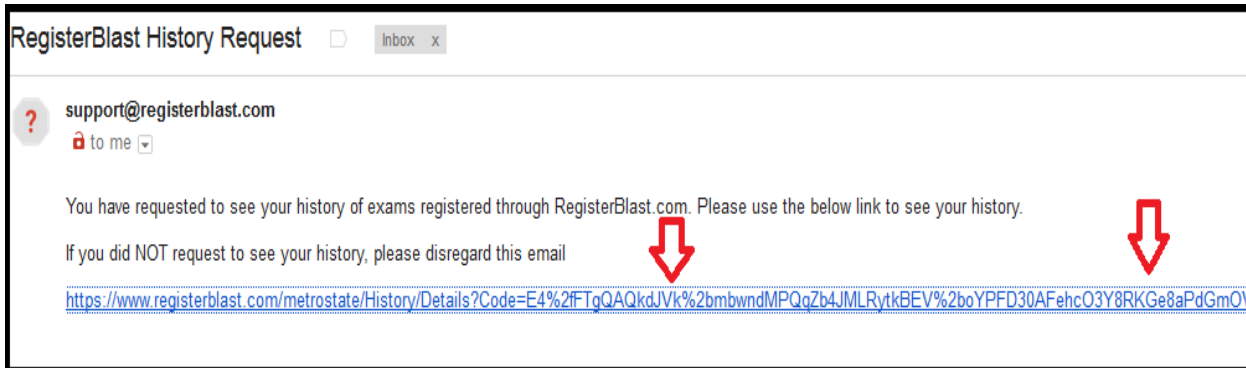
In order to protect your privacy, we require the use of "one time codes" to verify who you are. Please enter your email address below. When you submit your email address, we will send you an email with a link to see your history. This link will be good for 90 minutes.

Email:

CONTINUE

How to Reschedule

STEP 2. You will receive a confirmation email under **RegisterBlast History Request**. Click on the **link** in that email.



STEP 3. This will open a new browser window with your registration history. You can then:

- *View Detail* – select this option to see a summary of your appointment information
- *Reschedule* – select this option to **reschedule** your appointment
- *Cancel* – select this option to **cancel** your appointment

My Exam History

PHYS-211-01 Exam 1 West Spring2017
Wednesday, March 29, 2017 1:00 PM
\$0.00

[View Detail](#)
[Reschedule](#)
[Cancel](#)

PHYS-211-01 Exam 1 West Spring2017
Wednesday, March 15, 2017 12:00 PM
\$0.00

STEP 4. If choosing the Reschedule option, then use the pop-up calendar feature to select a new appointment date (only dates that fall within the testing window set by your instructor will be visible).

1 **Choose a Date**

Choose the Date

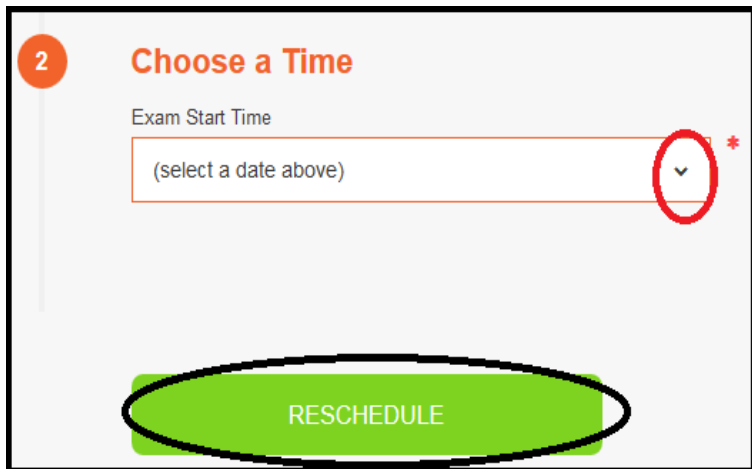
M/D/YYYY

< April 2017 >

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2

STEP 5. Choose a new available **time** using the drop-down menu. Finally, click **Reschedule**. You will receive a confirmation email notifying you of the new test date.



The screenshot shows a user interface for rescheduling an exam. It features a step indicator '2' in an orange circle, followed by the heading 'Choose a Time'. Below this is a form field labeled 'Exam Start Time' containing the text '(select a date above)'. To the right of the text is a red-bordered drop-down menu icon, which is circled in red. A red asterisk is positioned to the right of the drop-down icon. At the bottom of the form is a large green button with the text 'RESCHEDULE' in white, which is also circled in black.