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

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

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.
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.

**Choose a Time**

Exam Start Time

- 12:00 PM
- 12:30 PM
- 1:00 PM
- 1:30 PM
- 2:00 PM
- 2:30 PM
- 3:00 PM
- 3:30 PM
- 4:00 PM
- 4:30 PM
- 5:00 PM
- 5:30 PM
- 6:00 PM
- 6:30 PM

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

**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**
- **Last Name**
- **Email**
- **Verify Email**
STEP 7. Read the Acknowledgement, check the box, and click on Add to Cart.

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

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

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).
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.