Using RegisterBlast for Exam Scheduling – Student Guide

Your online instructor may use RegisterBlast to schedule exams with the Testing Center. Follow these steps to schedule your exam(s).

If you have questions about getting started with RegisterBlast, check with the Testing Center:
- Phone: 970.248.1260
- Email: testing@coloradomesa.edu

Scheduling an Exam
1. Go to D2L.
2. Go to your online course that is using RegisterBlast for exam scheduling.
3. Click on a RegisterBlast link. (Instructors may have added a RegisterBlast module, or they may have added RegisterBlast links within modules. Check with your instructor if you’re not sure.)
4. Once you click on RegisterBlast, it will take you to CMU’s RegisterBlast website. If you are prompted, you may need to click OK for Cookies & Privacy.
5. The RegisterBlast website will look something like this, with a list of **My Exams, My History**, and links for **More Information** (How to Schedule, How to Reschedule, How to Cancel, and Scheduling Issues).

![RegisterBlast Website Screenshot]

Note: Instead of Math 205, you’ll see your course exams.

6. Click on an exam link to schedule your exam.

![Exam Link Screenshot]

7. On the **Exam Registration** page, the **group**, **location**, and **exam** will auto-populate:

![Exam Registration Screenshot]
8. You will need to select a **Date** and **Time**.

a. **Date**: Available dates will populate in the dropdown calendar:

b. **Time**: Available times will populate in the dropdown menu:
9. In the **Who is taking this exam?** area, you will also need to confirm your **first name**, **last name** and **email** auto-populated correctly:

![Who is taking this exam?](image)

10. Finally, you will need to use the checkbox to acknowledge **I agree to follow the above guidelines**. Listed in the **Exam guideline acknowledgement** area. Once you are finished with each step, you need to click the **Add to Cart** button.

![Exam guideline acknowledgement](image)
11. **Your Cart** page will outline your selections. Be sure to click the **Complete Registration** button to confirm your registration.

Note: You may also use the **Add Another Exam** link on this page to add other exams.

12. Once you have completed your registration, you’ll receive a confirmation on RegisterBlast saying **your exams have been scheduled**:
13. You will also receive a **RegisterBlast Exam Registration** confirmation email from Colorado Mesa University Testing Center via RegisterBlast.com:

![Email Confirmation Email](image)

**[EXTERNAL SENDER: Only open links and attachments from known senders. DO NOT provide sensitive information.]**

Name: Demo Student  
Exam: Math 205 Exam 1 - A. Bernard  
Group: CMU Online Exams (20) + MATH205-001_4044 Elements of Math II (30)  
Date: Thursdays, February 6, 2020 10:30 AM  
Location: 1300 N. Avenue, Houston Hall, Room 123, Grand Junction, CO 81501  
RegisterBlast Order Number: 113002339

There is a $3.00 rescheduling charge for all appointment changes made within 24 hours of the original appointment.

Invoices Details:  
Order Number: 10166216

Testing Center Contact Info:  
Colorado Mesa University Testing Center  
1300 North Avenue, Houston Hall, Room 123  
Grand Junction, CO 81501  
E: testing@coloradomesa.edu  
P: 970.248.1350

14. If you click on **My History**, it will prompt you to enter your **email** (for privacy reasons to verify who you are). Then, click the **Continue** button.

![My History Screen](image)
15. This will send you an automated email to confirm your **RegisterBlast History Request**. Click on the link to return to RegisterBlast.

[EXTERNAL SENDER. Only open links and attachments from known senders. DO NOT provide sensitive information.]

You have requested to see your history of exams registered through RegisterBlast.com. Please use the below link to see your history.

If you did NOT request to see your history, please disregard this email

2RGW6uIfz3eXGTV1Ko6OxOG4EB02sZByGsbMo3Mgsa0g4mVYs3cKruxSYy3bw1V0u68rO6bT12nQj6h
25f9z3cH16hM3d

16. You will now have access to your **My History** page.