

Using RegisterBlast for Exam Scheduling – Student Guide

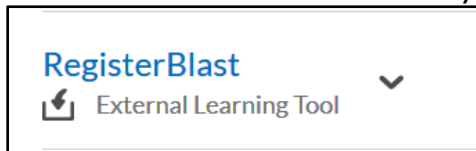
Your online instructor may use RegisterBlast to schedule exams with the **Testing Center**. Follow these steps to schedule your exam(s).

If you have questions about getting started with RegisterBlast, check with the Testing Center:

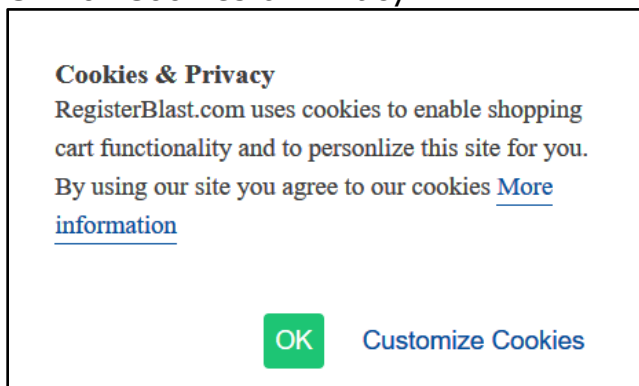
- Phone: 970.248.1260
- Email: testing@coloradomesa.edu

Scheduling an Exam

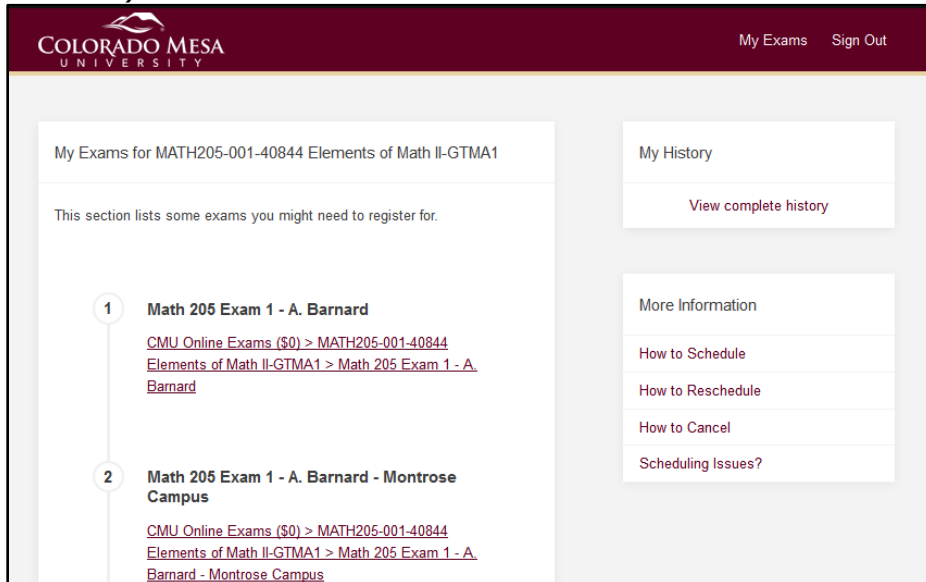
1. Go to **D2L**.
2. Go to your **online course** that is using RegisterBlast for exam scheduling.
3. Click on a **RegisterBlast** link. (Instructors may have added a RegisterBlast module, or they may have added RegisterBlast links within modules. Check with your instructor if you're not sure.)



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.

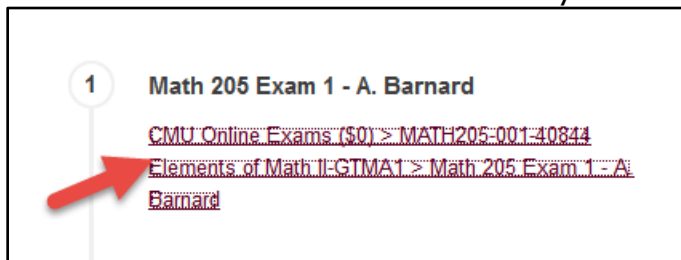


5. The RegisterBlast website will look something like this, with a list of **My Exams**, **My History**, and links for **More Information (How to Schedule, How to Reschedule, How to Cancel, and Scheduling Issues)**.



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

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



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

The screenshot shows the 'Exam Registration' page. It has three numbered steps: 1. 'Choose a group (required)' with a dropdown menu showing 'ACCUPLACER (\$17)'. 2. 'Choose Your Location (required)' with a dropdown menu showing 'MATH205-001-40844 Elements of Math II-GTMA1'. 3. 'Choose an exam (required)' with a dropdown menu showing 'Math 205 Exam 1 - A. Barnard'.

8. You will need to select a **Date** and **Time**.

4 Choose a Date (required)

Example: Monday, January 20, 2020

5 Choose a Time (required)

Select a date above

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

4 Choose a Date (required)

Example: Monday, January 20, 2020

February 2020

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

b. **Time:** Available times will populate in the dropdown menu:

Select an option

Select an option

8:30 AM

9:00 AM

9:30 AM

10:00 AM

10:30 AM

11:00 AM

11:30 AM

12:00 PM

12:30 PM

1:00 PM

1:30 PM

2:00 PM

2:30 PM

3:00 PM

3:30 PM

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:

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 (required)
Demo

Last Name (required)
Student

Email (required)
distanceed@coloradomesa.edu

Verify Email (required)
distanceed@coloradomesa.edu

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.

7 Exam guideline acknowledgement

There is a \$20 rescheduling charge for all appointment changes made within 24 hours of the original appointment.

☐ I agree to follow the above guidelines

8 Needed information

Add to Cart

11. **Your Cart** page will outline your selections. Be sure to click the **Complete Registration** button to confirm your registration.

COLORADO MESA UNIVERSITY

My Exams Sign Out Cart (1)

Added to cart. Please note, your registration is not complete until you click the button below.

Your Cart

Math 205 Exam 1 - A. Barnard
Thursday, February 6, 2020 10:00 AM \$0.00 ✕

Total exam fees \$0.00

Complete Registration + Add Another Exam

Exam Cart

Math 205 Exam 1 - A. Barnard
Thursday, February 6, 2020 \$0.00 ✕

Complete Registration

My History

View complete history

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**:

COLORADO MESA UNIVERSITY

My Exams Sign Out

Demo Student, your exams have been scheduled!

Success

Return to Main Page

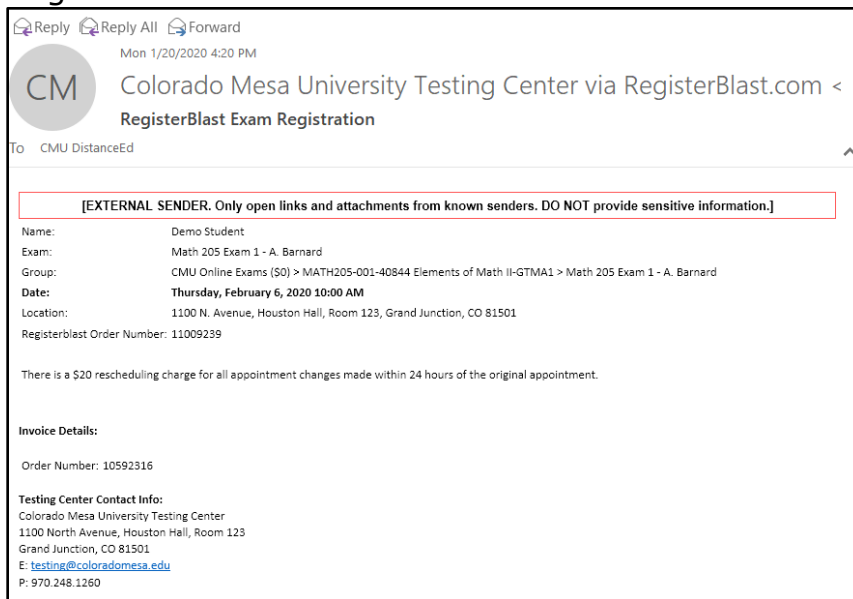
Math 205 Exam 1 - A. Barnard
Thursday, February 6, 2020 10:00 AM

- Group: CMU Online Exams (\$0) > MATH205-001-40844 Elements of Math II-GTMA1 > Math 205 Exam 1 - A. Barnard
- Location: 1100 N. Avenue, Houston Hall, Room 123, Grand Junction, CO 81501
- Exam Number: 11009239
- There is a \$20 rescheduling charge for all appointment changes made within 24 hours of the original appointment.

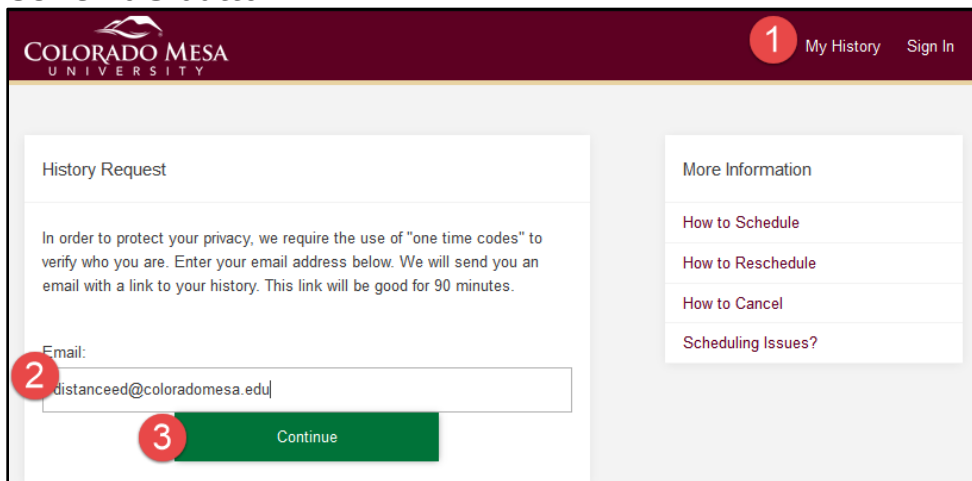
Testing Center Contact Info:

Colorado Mesa University Testing Center
1100 North Avenue, Houston Hall, Room 123
Grand Junction, CO 81501
E: testing@coloradomesa.edu
P: 970.248.1260

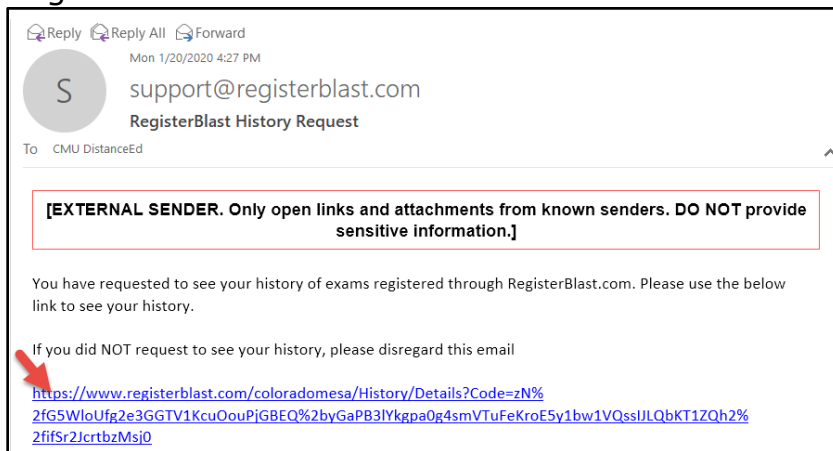
13. You will also receive a **RegisterBlast Exam Registration** confirmation email from Colorado Mesa University Testing Center via RegisterBlast.com:



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.



15. This will send you an automated email to confirm your **RegisterBlast History Request**. Click on the link to return to RegisterBlast.



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

