

Instructions for Scheduling a GTCC Faculty Exam with Accommodations (Separate Room):

PART 1: Steps for getting set-up with the Testing Center

Go to: <https://www2.registerblast.com/gtcc/exam>

1. Click sign in at the top right of the screen
2. Click reset your password
3. Enter your GTCC email address
4. Click green Request Password Reset button
5. Check your GTCC email for RegisterBlast password link
6. Click the link to set up your password. NOTE: a special character is required for this password. (By adding an ! to the end of your current password will help keep things simple)
7. Using the above information sign into

RegisterBlast <https://www2.registerblast.com/gtcc/exam>

8. Check to see if your accommodations are visible under item 4. If not, please contact DAS or the Assessment Center and let us know of the issue.

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PART 2: REQUESTING A DATE AND TIME FOR A TEST AND OR EXAM

Go to: <https://www2.registerblast.com/gtcc/exam>

Log in using your Registerblast credentials before continuing

1. **Choose Testing with Accommodations**
2. Select the following option
 - *Testing with Accommodations Separate Room*
3. Read the Exam Description
4. **Verify your accommodations.** If there is an error, please contact the Assessment Center, and we will work with DAS to resolve any errors. If you do not see any accommodations listed, it is an indication that you are not logged in. Please Sign in to your RegisterBlast account and start at #1.
5. **Choose the date you want to test** (*Reminder at least 24 hours' notice required, 48 hours or more appreciated.*)
6. **Select a time, from those available, to begin your test.**
7. **Enter the name and GTCC email** of the student who will be testing.
8. **Read the guidelines**
9. **Click the checkbox that you have read the guidelines**
10. **Click the green ADD TO CART button.**
11. **Click the green COMPLETE REGISTRATION button.**

12. **You should get an automatic email confirming the appointment.** It's always helpful to forward that to your instructor as a gentle reminder that you've done your part, now they need to get your test to the Assessment Center.