

How to Schedule, Reschedule or Cancel Appointment

1) Choose the **UMSL Students** group and **choose an exam**.

- a. **Note:** Your specific exam will only be listed if it has been submitted by your professor. If not listed, contact your professor. If you need to schedule right away (i.e., exam is less than two weeks away), select one of the template options under *Other Proctored Exam*. We will go in and attach your professor's submission & update your appointment once it has been received.

The screenshot shows a vertical list of three steps on the left side of a form. Step 1 is highlighted with a green circle and a vertical line. Step 1: 'Choose a group (required)' with a dropdown menu showing 'UMSL Students'. Step 2: 'Choose a group (required)' with a dropdown menu showing 'UMSL Online & Blended Course Proctored Exams'. Step 3: 'Choose an exam (required)'. Below step 3, there is a note: 'Only exams that have been submitted by the professor will be listed here.' Below that, there is a paragraph of text: 'DAS Students: If selecting from this list, you MUST be logged into RegisterBlast with your sso@umsystem.edu email address OR be accessing RegisterBlast in Canvas (your instructor must enable it for you). If you are not logged in, the system cannot attach your accommodations. If you are not logged in, go back and select "Other Proctored Exam" so that the timing is accurate. Please contact us if you have any questions about scheduling.' At the bottom of the form, there is a dropdown menu with the text 'Test for RegisterBlast - please don't click :)'.

2) Choose **accommodation** to apply to this registration. **Note:** You must be logged in to access this feature. You can log in two ways:

- a. **Click the RegisterBlast tab in Canvas.** No separate login required, but this tab must first be enabled by your professor in Canvas.
- b. **Log into RegisterBlast account.** Your account, and your DAS accommodations, are tied to your sso@umsystem.edu email address. To access your account, click on *Sign In* in the upper-right corner. Click *need password or account assistance?* to set a password.

Note: If your accommodations were granted by DAS after the first week of the current semester, your extended time accommodation may not be attached to your account yet. Contact the Testing Center for confirmation. Please also let us know if you have any other accommodation(s) you would like us to attach to your account, such as need for a private room, use of a computer, etc.

The screenshot shows step 4: 'Select Accommodations'. Below the step number, there is a text prompt: 'Select the accommodations that you wish to use on this registration.' Below that, there are two checkboxes. The first checkbox is unchecked and has the text 'I choose not to use any accommodations on this registration'. The second checkbox is checked and has the text 'Double Time (2x)'.

3) Choose a date and choose a time.

4) Fill in your name and email address

(sso@umsystem.edu).

- a. **Text Notifications (optional):** You will get a notification upon scheduling and a reminder 24 hours before your appointment. You will also get a notification if any changes or updates have been made to your appointment.

7 Who is taking this exam?

Enter your University of Missouri-St. Louis assigned email address (sso@umsystem.edu).

First Name (required)
Test

Last Name (required)
Account

Email (required)
testing@umsl.edu

Verify Email (required)
testing@umsl.edu

Would you like to receive text notifications?
Example: 555-555-5555

By entering my mobile number above, and checking this box, I agree to the Terms of Service and Privacy Policy

5) Review the rules of the Testing Center and policies for visiting UMSL and click I agree to the following guidelines. Click Add to Cart.

8 Exam guideline acknowledgement

The University of Missouri–St. Louis, effective July 1, 2020 and until further notice, will require the wearing of face coverings by all students, faculty, staff and visitors when entering or occupying a physical building or facility owned, operated or managed by the university. [More information on visiting UMSL](#)

As a user of the Campus Testing Center, I

I agree to follow the above guidelines

6) Click Complete Registration.

Your Cart

Test for RegisterBlast - please don't click :) \$0.00 ✖
Thursday, October 15, 2020

Apply promo/voucher code

Total exam fees \$0.00

[+ Add Another Exam](#)

Need to cancel or change your appointment?

- 1) When logged into RegisterBlast or accessing through Canvas, find the **My History** tab on the right (or below if accessing on a mobile device). Click **View complete history**.
- 2) Click **Reschedule** or **Cancel** and follow the prompts to choose a new date and time or complete the cancellation.

My History

Test for RegisterBlast - please don't click :)
Wednesday, October 21, 2020

[View complete history](#)

My History

Exam History

Test for RegisterBlast - please don't click :) [View Detail](#)
Wednesday, October 21, 2020 10:00 AM [Reschedule](#)
\$0.00 [Cancel](#)

[Need to schedule another exam?](#)

Need help? Contact the Testing Center if you have any questions or need help scheduling.

JC Penney Building/Conference Center, rooms 93 and 94

Email: testing@umsl.edu

Phone: 314-516-6396

Website: <https://www.umsl.edu/testing>