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.

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.

3) **Choose a date** and **choose a time**.

**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.
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.

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.

6) Click **Complete Registration.**

**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.
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