Registration Instructions

1. Enter online campus.

2. One time registration for new users.

3. Complete and submit.
Scheduling Instructions

1. CLICK Next or Make Appointments tab

2. Select your Course and Test Type.

3. Click on a white cell of the date and time you would like to begin the exam. Click ‘+’ to view subsequent weeks.
Enter this optional information, if desired. Click Next.

Review for accuracy. You MUST click Make Appointment to set.

To check to see if the appointment was set successfully, click on the My Appointments tab. A display of your upcoming set appointments will appear. You will also receive an e-mail confirming your appointment and a 24 hour reminder of your appointment.

Contact information is included in the e-mail confirmation.

Important information about Managing Appointments next..
Managing Appointments

Select the **My Appointments** tab to view and manage your appointments.

**Modify** will allow you to reschedule your current appointment. The other actions allow you to **Cancel** or view **Details** of your appointment.

These action tools are disabled once you are within 2 hours of the scheduled appointment, so be sure to make changes early!! If you miss the opportunity to modify or cancel online, please notify the Testing Center by phone or e-mail that you will not be coming to your appointment.

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**Cancellation and Rescheduling Policy**

If you are unable to come at your appointment time, you must cancel or reschedule the appointment online no less than TWO hours prior to the scheduled appointment as explained above.

*We appreciate this courtesy to the proctor and fellow students.*

For assistance of additional information, please call 402-552-3034 or send a message to testingcenter@clarksoncollege.edu