Registration Instructions

1. Enter Web Address

ccet.timetrade.com

2. One time registration for new users.

If this is your first time using our online scheduler, click here to register.

Enter your Student ID Number and password below.

- StudentID
- Password

3. Complete and submit.

Student Registration - Contact Information

- Firstname
- Lastname
- Email address

*Required

StudentID (must be at least 6 characters)
Password (must be at least 6 characters)
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.
Important information about Managing Appointments

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.

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