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**How to Schedule/Reschedule or Cancel an Exam Appointment Using RegisterBlast**

**Student Instructions**

1. Go to <https://www.pikespeak.edu/>
   * Click on **Admissions**
   * Click on **Testing Center**
   * Click on **Make-Up test** or go directly to <https://www.pikespeak.edu/admissions/testing-center/index.php>.
2. Select a Testing Center Campus to take your test and click on one of the scheduling links.

[PPSC student schedule here for the Centennial Campus](https://www.registerblast.com/Shibboleth.sso/Login?entityID=https%3A%2F%2Fbannercas.cccs.edu&target=https%3A%2F%2Fwww.registerblast.com%2Fppsc-centennial%2Fsso%2Fshibboleth)  
[PPSC students schedule here for the Rampart Range Campus](https://www.registerblast.com/Shibboleth.sso/Login?entityID=https%3A%2F%2Fbannercas.cccs.edu&target=https%3A%2F%2Fwww.registerblast.com%2Fppsc-rampart%2Fsso%2Fshibboleth)

1. Select a group from the drop-down menu. Choose: **PPSC Academic Testing Spring 2023**.

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1. Choose your exam. If you are taking MAT 1340 Block 1 test for Professor Jim Bond, the exam name will show in the following format: **MAT 1340\_Block 1 Test\_JBond.**

*Note: Appointments are available after your instructor has submitted your exam. Contact your instructor if your exam is not listed under this step.*

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1. Click the **Choose a Date For Your Exam** field to choose an available testing date from the calendar.
   * Available dates will show on bold.

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1. Click the **Choose a Time** field to select an available testing time.
   * Exams are stopped and collected 15 minutes prior to closing. We close at 5pm.

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1. Enter the test taker information

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1. Read and agree to the **Exam guideline acknowledgement**.

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1. Under Needed information, enter your phone number and your PPSC student number.

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1. Click **Add to Cart.**
2. If you need to schedule another exam, click **Add Another Exam,** and repeat the previous process. Otherwise, review your exam(s) information and click **Complete Registration.**
   * **Although it shows an amount, class/make-up test are offered free of charge for Pikes Peak students.**

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1. Upon a successful exam registration, you will receive an immediate email confirmation receipt.
   * You do not have to print the receipt.
2. You are allowed to check-in for your exam 30 minutes before your scheduled exam appointment time.

**How to Reschedule or Cancel Your Exam Appointment Using RegisterBlast**

1. Click on the link for the location where your exam is scheduled.

[PPSC student schedule here for the Centennial Campus](https://www.registerblast.com/Shibboleth.sso/Login?entityID=https%3A%2F%2Fbannercas.cccs.edu&target=https%3A%2F%2Fwww.registerblast.com%2Fppsc-centennial%2Fsso%2Fshibboleth)  
[PPSC students schedule here for the Rampart Range Campus](https://www.registerblast.com/Shibboleth.sso/Login?entityID=https%3A%2F%2Fbannercas.cccs.edu&target=https%3A%2F%2Fwww.registerblast.com%2Fppsc-rampart%2Fsso%2Fshibboleth)

1. Click the My **Exams**or**My History** tab at the top of this page.

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1. Enter the email address you used to initially schedule your exam and Click on Continue.

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1. You will see the following message in the screen

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1. In a few minutes, you'll receive an email link from [support@registerblast.com](mailto:support@registerblast.com) which is valid for 90 minutes.
2. Click the **link** from the email received.
3. A **My Exam** history page will open. If you don’t see your exam(s) on this page, Click on **History**. You can also find your upcoming scheduled exams on your **Dashboard**.

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1. Find your exam and click **Reschedule or Cancel.**

**To Reschedule**

1. Click on **Reschedule**.
2. A calendar will appear with the available dates for rescheduling purposes.

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1. Choose a new **date and time** and click **Reschedule.**
2. After you have completed the step above, you will receive a confirmation email notifying you of the new test date.

**To Cancel**

1. Click on **Cancel**.
2. Click "**Yes, cancel my registration**" if you are sure you want to cancel, or "**Keep current registration**" if you do not want to cancel your exam.

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