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**How to Make an Appointment Using RegisterBlast**

**Students Instructions**

1. Select a Testing Center Campus to take your test.

[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**.



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.*



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.



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.



1. Enter the test taker information



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



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



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.**



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.