**Qr code

Description automatically generated**

**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**.

Graphical user interface, text, application

Description automatically generated

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.*

Graphical user interface, text, application

Description automatically generated

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.

Table

Description automatically generated with medium confidence

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.

Graphical user interface, application

Description automatically generated

1. Enter the test taker information

Graphical user interface

Description automatically generated with medium confidence

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

Graphical user interface, text, application

Description automatically generated

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

Graphical user interface, application

Description automatically generated

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.**

Graphical user interface, text, application

Description automatically generated

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.