Student Registration Instruction Draft For RegisterBlast – draft

1. Go to [www.registerblast.com/montana](http://www.registerblast.com/montana) to schedule an exam with MSU Testing Services.
2. In the “Exam Registration” form, follow the numbered steps. Start by signing in in the upper right.
3. Then select the appropriate exam category\* (“Choose a group”-“MSU Academic Exams”).
4. Under “Select Type of MSU Exam” Note: This is strictly monitored by staff, please be sure you are selecting the appropriate exam for your circumstances.
	1. “Alternate Time Exam”: instances in which you were required to miss the class exam time (ex: travel, emergency, illness). Note there is a $15 fee.
	2. “Online Proctored Exams”: only for students requiring test proctoring for online classes. Note there is a $10 fee.
	3. “Accommodated Exams”: only for Blue Card holding students. You will be required to show your blue card at your designated check-in time.
5. Select a specific course exam under “Choose an exam”. Pay attention to instructor’s names attached to tests.
6. Choose an available date and time for your exam. \*ADA students testing outside of their instructor’s set hours must seek approval from their instructor and Testing Services will schedule the appointment. ADA students missing class for non ADA reasons will be scheduled as Alternate Time Exams and charged the $15 but will still receive their accommodations.
7. Provide contact and any additional information.
8. Enter the Access Code you received when you met with your instructor.
9. Please be sure to read through the “Exam Acknowledgements” as it provides important information about your exam.
10. Select “Add to Cart”. If necessary, follow instructions to provide payment online.
11. Select “Confirm” to finalize your registration.

\*If you need to cancel or reschedule an appointment, contact MSU Testing Services directly or visit [www.registerblast.com/montana](http://www.registerblast.com/montana). You can locate your current exam registrations using your email address.\*