# Registering for an Exam-TNTECH Students

1. For first time users, register for RegisterBlast using your TNTECH login credentials by following this link: <u>TN Tech RegisterBlast</u>



Please note that as a Tech student you must sign in, or you will not be able to register for an exam. If your login credentials are saved to your device, you will select them from the menu. If you are using a new device, you will need to type in your credentials when prompted. If you are unable to register or login, please contact <u>tlc@tntech.edu</u> for assistance.

2. Once logged in, you will see this screen:

Tennessee	My Exams Sign Out
Exam Registration	My History
Welcome to RegisterBlast! Schedule to have your exams proctored in	View complete history
about our guidelines and procedures, please visit our website by clicking borg if you need immediate assistance please email TLC@thtach.edu or	
call 931-372-6126.	More Information
Please schedule your exam below. If you do not see your exam, please check with your professor.	How to Schedule
	How to Reschedule
	Trouble Scheduling?
Choose a group (required)	
. v	
2 Choose an exam (required)	
(choose a group above) ~	

3. You will need to select a group.



4. Select your exam. If you do not see your exam listed, check with your professor.

2	Choose an exam (required)		
		~	
	Exam 1 - A. Reeder Make Up Exam		

- 5. If you have accommodations, your accommodations should already be listed. If you do not see your accommodations, please contact <u>tlc@tntech.edu</u>.
- 6. Then choose a date and time to register for the exam.

	Choose a Date (required)			
	Monday, September 30, 2019			
Ð	Choose a Time (required)			

7. Your name and email should be auto-populated under "Who is taking this exam?" If not, please contact <u>tlc@tntech.edu</u>.



8. You must read and agree to the guidelines in order to register.

7	Exam guideline acknowledgement				
	valid and acceptable IDs. Acceptable forms of ID for the TN eCampus – TNTECH				
	Students exam are:				
	1. Driver's license				
	2. State-issued photo ID				
	3. Passport				
5	I agree to follow the above guidelines				

9. Enter a phone number (required for registration).

7	Needed information
$\smile$	Phone Number *
	9313726113

10. Click "Add to Cart."

9313726113		
$\boldsymbol{<}$	Add to Cart	
	Add to Cart	

11. Once you click "Add to Cart," you will be taken to a new page, which is your cart. You must click "Complete Registration" in order to register for this exam.

Tennessee		My Exams Sign Out Cart (1)					
Added to cart. Please note, your registration is not complete until you click the button below.							
Your Cart		Exam Cart					
Exam 1 - A. Reeder Monday, September 30, 2019 4:00 PM	\$0.00 🗙	Exam 1 - A. Reeder \$0.00 X Monday, September 30, 2019					
Total exam fees	\$0.00	Complete Registration					
	+ Add Another Exam						
Complete Registration		My History					

12. Once you click "Complete Registration," you will see the on-screen confirmation, and a confirmation email will be sent to you.

### Tennessee

#### My Exams Sign Out

# Ashleigh Reeder, your exams have been scheduled!

Success

Return to Main Page

### CRMJ 1020

Friday, December 6, 2019 12:30 PM

- Group: TN eCampus TNTECH Students > CRMJ > CRMJ 1020
- Location: 1100 N. Peachtree Ave., Library Room 176, Cookeville TN 38501
- Exam Number: 10347918
- Phone Number 9313726113
- 1. I acknowledge that it is my responsibility to communicate and coordinate with my instructor the desire to take an exam and that I must give the Testing and Learning Center (TLC) at least 24 hours advanced notice.
  - I acknowledge that it is my responsibility to call the TLC before my exam day to ensure that my test material has been received.
  - I acknowledge that I will need to bring two valid forms of photo identification with me on exam day.
  - 4. I also acknowledge that if I do not present two valid and acceptable photo IDs on exam day I will be asked to reschedule my exam for a time when I can produce two valid and acceptable IDs. Acceptable forms of ID for the TN eCampus – TNTECH Students exam are: a Driver's license.