

How to Schedule an Accommodated Testing Appointment

1. Log on to **MYSLCC**
2. Select the tab “Academics and Records”
3. On the right, midway down the page, find the section marked “Testing Centers”
4. Click on the relevant testing center to select the link to RegisterBlast to create an appointment at the testing center (“**Redwood—Traditional Courses**”)
5. In “Choose a Test” select “**Accommodated Testing**”
6. In “Choose an exam” select the time limit that describes the amount of time the rest of your class is taking. **If you have an accommodation for double time, your double time will be applied after you check out. For example if the exam for the class is 2 hours long, select the 2 hour exam and you will receive 4 hours for your appointment. Please note that this will be limited to the hours of operation for the testing center, currently 8:00 AM – 8:00 PM on Monday – Thursday and 8:00 AM – 5:00 PM on Fridays.**
7. Please be aware of the campus that you’re planning to test at.
8. Choose your testing date. **We require all appointments to be made at least 2 business days in advance.**
9. Choose your testing time and keep in mind our hours of operation (**8:00 AM – 8:00 PM on Monday – Thursday and 8:00 AM – 5:00 PM on Fridays**) if you have double time.
10. Fill in your information in the “Who is taking this exam?” portion. Make sure the email address you fill in is one you check regularly.
11. **Read all of the “Exam guideline acknowledgement”** and click the box below to agree to them.
12. Fill in the “Needed information” portion and be sure you enter in your correct SLCC S Number.
13. Click the green “Add to Cart” bar.
14. Click the green “Complete registration” button as well to finalize.

You should receive a confirmation email from RegisterBlast immediately. Please check all spam folders in your designated email account before contacting us with any questions about your appointment.

Works best **NOT on a cellphone, but a **PC**. Also, if you’ve gotten the error once, it will keep giving you the error until you’ve cleared your history/cache in your browser.