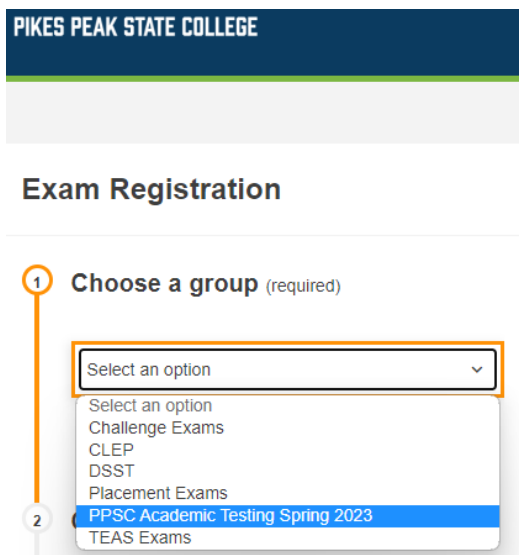# How to Make an Appointment Using RegisterBlast

Students Instructions

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

   [PPSC student schedule here for the Centennial Campus](#)

   [PPSC students schedule here for the Rampart Range Campus](#)

2. Select a group from the drop-down menu. Choose: **PPSC Academic Testing Spring 2023**.

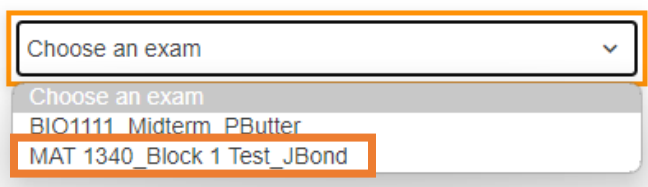3. Choose your exam. If you are taking MAT 1340 Block 1 test for Professor Jim Bond, the exam name will show in the following format: **MAT 1340_Block 1 Test_JBond.**

   Note: Appointments are available after your instructor has submitted your exam. Contact your instructor if your exam is not listed under this step.

4. Click the **Choose a Date For Your Exam** field to choose an available testing date from the calendar.

   - Available dates will show on bold.

5. 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.

6. Enter the test taker information

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

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

Needed information

Phone Number (required)

[Phone Number]

Are you a PPSC Student? (required)

○ No

○ Yes

If yes, please provide your PPSC Student ID Number S#

[If yes, please provide your PPSC Student ID Numbe]

9. Click **Add to Cart.**
10. 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.**

Your Cart

BIO1111_Midterm_PButter $0.00   ✕
Friday, January 13, 2023

[Apply promo/voucher code]   [Apply]

Total exam fees $0.00

[Complete Registration]   **+ Add Another Exam**

11. Upon a successful exam registration, you will receive an immediate email confirmation receipt.
    - You do not have to print the receipt.
12. You are allowed to check-in for your exam 30 minutes before your scheduled exam appointment time.