How to Schedule for an Exam at the Missouri State University Testing Center Through RegisterBlast

For most exams that are scheduled through RegisterBlast, the student will make their own appointment. There are a few exceptions to this (Kryterion and Scantron are two examples) that are IMPORTED exams. This means that they are imported from emails sent by those vendors. If you are unsure if an appointment is made by the student through RegisterBlast, go to the RegisterBlast Student Site by clicking "View Student Site" at the top of the left menu panel in RegisterBlast, and click on the "group" drop-down menu. All exams that students register for themselves are listed in that menu.

Before Registration

Ensure that you know what type of test you will be registering for:

- Missouri State Computer Exams: these are typically Blackboard exams for online classes.
- Missouri State Paper Exams: these are typically paper-based exams for online classes.
- Missouri State Accommodated Exams: students who have approved accommodations.
- Missouri State Makeup Exams: students who are scheduling a makeup test.
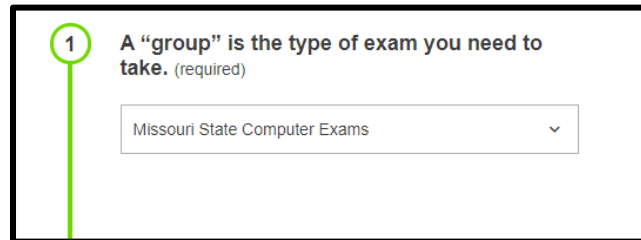
You can continue registering for multiple exams at once by clicking the "Add Another Exam" link next to the "Complete Registration" button before you click the "Complete Registration" button. You can continue adding appointments until you have all the exams that you want to add scheduled, then click the "Complete Registration" button.

Registration Steps

For appointments that students make, you can complete the following steps. If you run into any issues during registration, please refer to the "Troubleshooting Tips" section at the end of this document.

1. Go to https://www.missouristate.edu/TestingCenter/schedule-an-exam.htm

2. Read the instructions on the page, then scroll to the bottom of the page and choose the "Missouri State Students" link. You will be asked to enter your BearPass credentials at this point. You must use the MSU Students link. By logging in, any accommodations you need will be noted on your account to be made for your appointment.

3. Choose your "group" on the "Exam Registration" page (see "Notes Before Registration" for more information on groups.) You must know which type of exam you are taking. This is important because, for example, any Missouri State Computer Exam will only be listed in the Exam Registration page, so if you choose the incorrect group, you will not see your exam/class listed. An example is shown in Figure 1.
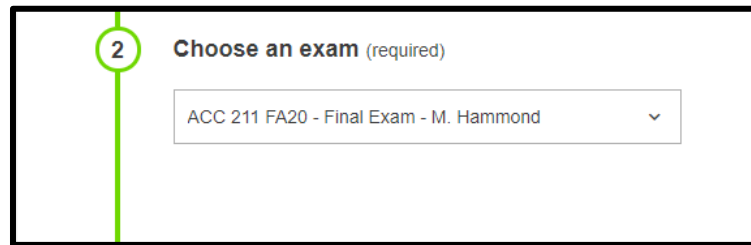

Figure 1: Screenshot of "group" selection.

4. Choose the right class/exam from the dropdown menu under "Choose an exam". Your class should be listed in the menu. An example is shown below in Figure 2.
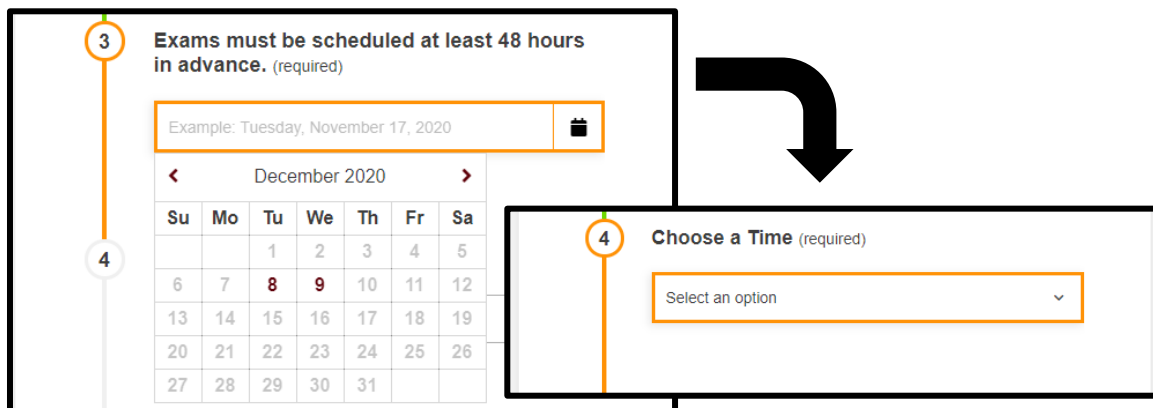

Figure 2: Screenshot of exam selection.

5. Choose a date and time for your appointment. Please note that appointment time slots are available every 30 minutes. Exams must be scheduled at least 120 hours in advance. Dates listed in bold are times that your exam can be taken. Grayed out dates are not available for that exam, as seen in Figure 3.

Figure 3: Screenshots of date and time selection.

6. Input your information if you are using a guest login. You will likely skip this step if you logged in with your BearPass information at the beginning. The information will be saved automatically from your student account and cannot be edited, as you can see in Figure 4.
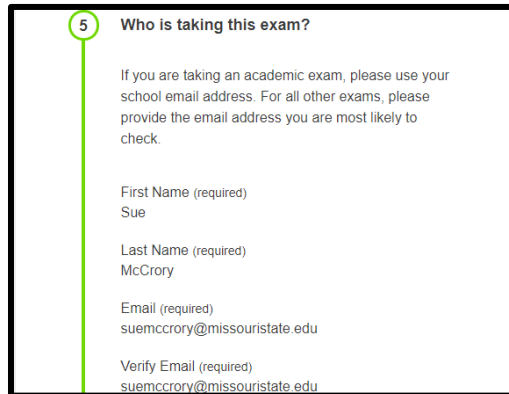

Figure 4: Screenshot of student information step.

7. Read through the user agreement, then click on the checkbox to acknowledge it.

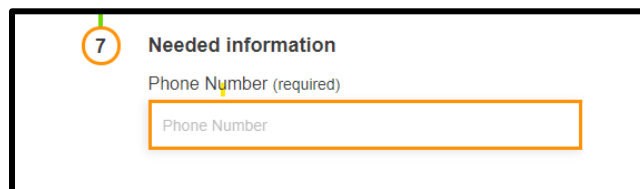8. Enter a valid phone number in the box shown in Figure 5.

Figure 5: Screenshot of phone number information.

9. Click on the green "Add to Cart" button shown in Figure 6. Also, see "Before Registration" above if you need to register for multiple exams.
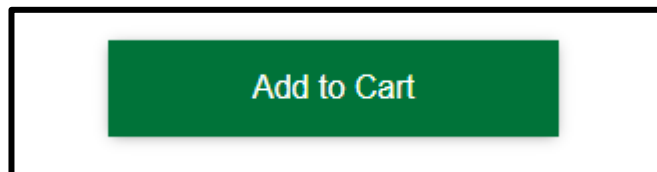

Figure 6: Screenshot of "Add to Cart" button.

10. Click the green "Complete Registration" button on the following page, shown in Figure 7. This completes the process, at which point you will receive an email confirmation.

Figure 7: Screenshot of RegisterBlast cart.

Troubleshooting Tips

You may run into some trouble when registering for your exam. If something occurs, look through the following tips that may help you:

- If the test is not listed, confirm you have chosen the correct testing "group". If you did, it's possible the exam is not available, which means you are trying to schedule an appointment for an exam that has already closed.

- If you are unable to select a time, please note that the 120 hours rule is strictly enforced by the half hour. Ensure that you register early enough that your appointment can be made.

- If you are unable to register for another reason, please note that the appointment system will not let you schedule an exam during a period that the Testing Center is closed, whether because of holiday closings or outside of normal operating hours. When you are choosing a time for your exam, if the page reads "all times are full", this means the 120-hour deadline has expired for the date/time you are trying to schedule. That is the only time this message will be displayed. If the testing center is actually full for that date/time in question, that is displayed as a red message at the top of the page after you submit the form.

- If the "User Agreement" does not appear outlined in orange, it is not yet active. You can click in ANY field that is outlined in green, then click back out of that field which should activate the "User Agreement" field.

- If you fail to click on "Complete Registration," you will not receive an email confirmation, and must return to the registration form and start over