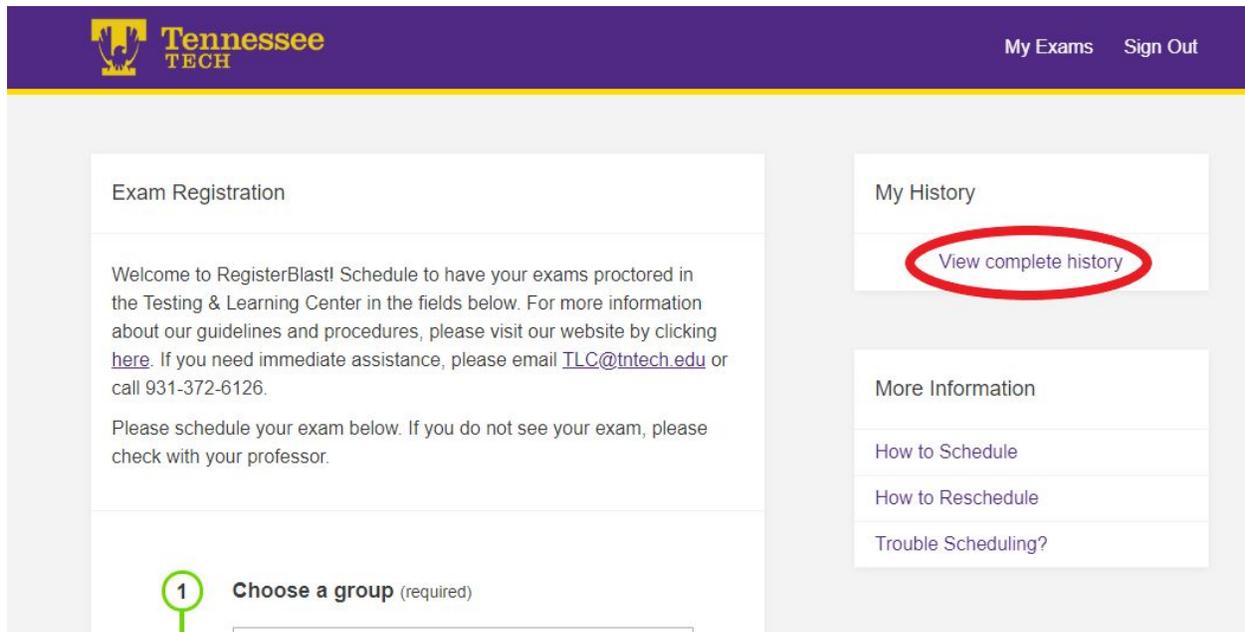


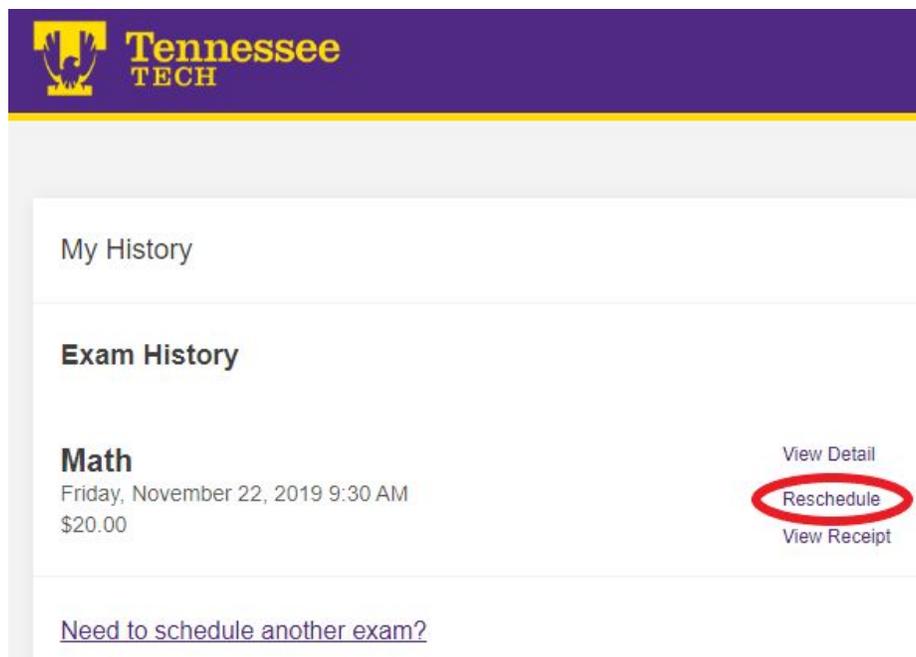
Rescheduling an Exam-non-TNTECH Students

1. Login to www.registerblast.com/exam/list
2. Once logged in, click on “View Complete History” under the My History box on the right side of the page:



The screenshot shows the RegisterBlast website interface. At the top, there is a purple header with the Tennessee TECH logo on the left and 'My Exams' and 'Sign Out' links on the right. Below the header, the page is divided into two main sections. On the left is the 'Exam Registration' section, which contains a welcome message and a 'Choose a group' dropdown menu. A green circle with the number '1' is placed over the dropdown menu. On the right is the 'My History' section, which contains a 'View complete history' link circled in red. Below this are links for 'More Information', 'How to Schedule', 'How to Reschedule', and 'Trouble Scheduling?'.

3. Click on “Reschedule” next to the exam you want to reschedule.



The screenshot shows the 'Exam History' section of the RegisterBlast website. At the top, there is a purple header with the Tennessee TECH logo. Below the header, the page is divided into two main sections. On the left is the 'My History' section, which contains the 'Exam History' section. The 'Exam History' section lists an exam titled 'Math' with the date and time 'Friday, November 22, 2019 9:30 AM' and the cost '\$20.00'. To the right of the exam details are three links: 'View Detail', 'Reschedule', and 'View Receipt'. The 'Reschedule' link is circled in red. Below the exam details is a link that says 'Need to schedule another exam?'.

4. Choose the new date and time and click “Reschedule.”

Reschedule Exam Math

1 Choose a Date (required)

Example: Tuesday, November 5, 2019

2 Choose a Time (required)

Select a date above

Reschedule

5. You will see the on-screen confirmation, and a confirmation email will be sent to you.

Tennessee
TECH

Your exam has been rescheduled.

Exam History

ID	Date	Campus	Exam	Order	
10445303	Thursday, November 14 2019 10:00 AM	Tennessee Tech	Math	10058390	View Detail Reschedule