

# LSU Alexandria Campus

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## Instructions for OnCampus scheduling:

1. Click the "Schedule at LSUA" button in the Exam Scheduling Box (in the Moodle course site)
2. Choose a group (i.e. LSUA Online Class Exam)
3. Choose exam length (i.e. One-hour or two-hour exam)
4. Read the exam description
5. Select the Day you wish to test (ONLY CHOOSE A DATE THAT IS ALLOWED ON THE SYLLABUS for this test)
6. Select the time slot for when you wish to test (ONLY CHOOSE A TIME THAT IS ALLOWED ON THE SYLLABUS for this test)
7. Complete the information requested (Name, Email, and Phone Number)
8. You must complete the student acknowledgment prompt (check box)
9. Complete the requested information for course number and instructor
10. Select "Add to Cart".
11. If you need to schedule another exam, select "Add another exam." If you have finished, select "Complete registration."
12. If your exam has a fee, enter payment information and click "Purchase Exam(s)."
13. Print/Save the next page which says "✓ Your exams have been scheduled!"
14. **You must schedule your exam AT LEAST 24 hours in advance.**

## Instructions for Changing an appointment (rescheduling)

### *How to Reschedule Your Exam*

1. Click the **My History** link located at the top-right of the page.
2. Enter the email address you used to schedule your exam.
3. Click the **Continue** button.
4. You will receive an email from **support@registerblast.com**
5. Click the link inside the email.
6. A **My Exam History** page will open. Find your exam and click the **Reschedule** link
7. Click the **Select a Date For Your Exam** field to choose an available testing date from the calendar.
8. Click the **Choose a Time** field to select an available testing time.
9. Click the **Reschedule** button.

This must be done at least 24 hours before your appointment time. If not, you'll be marked as a no show, and you must schedule a new appointment.

## Walk-In Fee Policy

- A "Walk-in Fee" of \$10.00 will be assessed to those who have NOT scheduled an appointment 24 hours in advance.
- If you are more than 30 minutes late for your appointment, you will need to test as a walk-in.