

College of the Rockies Testing Centre 2700 College Way, Box 8500 Cranbrook, BC V1C 5L7 250-489-2751 x 3360 | 250-489-8219 Fax 1-877-489-2687 x 3360 Toll Free Scan and email to: <u>exam@cotr.bc.ca</u>

# On-Campus: RegisterBlast Instructions

RegisterBlast is our online exam registration system for students taking or rescheduling exams.

Students using RegisterBlast must register no later than one week prior to their midterm or lab exam (to the hour) or three weeks prior to the first day of final exams.

Important note: When using a public computer to register for your exams, use a <u>New</u> <u>Incognito Window or New InPrivate Window</u> on any web browser for privacy purposes.

### Access RegisterBlast here: https://canada.registerblast.com/cotr/Exam/List

#### Step 1. Select Student Type

Are you a College of the Rockies student or other student? (required)



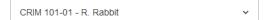
#### Step 2. Select Exam Type

Choose a group (required)

Mid Term/Labs Exams On Campus Student

## Step 3. Select Scheduled Exam

Scheduled Exam (required)



Step 4. Select Exam Date Enter the date of your exam or classroom help. (required)



### Step 5. Select Exam Time

Enter the class start time. If times are full, try booking further out or a shorter booking length (required)

10:00 AM	~
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#### Step 6. Enter Personal Information (use your college email address) Enter student's first, last name and email

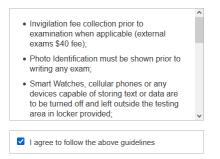
Enter student s hist, last hame and email

Please use your College of	of the Rockies	email address
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First Name (required)
Bugs
Last Name (required)
Bunny
Email (required)
studentservices@cotr.bc.ca
Verify Email (required)
studentservices@cotr.bc.ca

### Step 7. Acknowledge the Guidelines

#### Exam guideline acknowledgement



### Step 8. Needed Information Submit Request

#### Needed information

Student ID Number: (required)

