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|  |  |  | College of the Rockies Student Taking Online Course: RegisterBlast Instructions |

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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 [New Incognito Window or New InPrivate Window](https://www.youtube.com/watch?v=zzZHXA3ZTEI) on any web browser for privacy purposes.

**Access RegisterBlast here:** <https://canada.registerblast.com/cotr/Exam/List>

**All the information used in this demonstration is made up. You must use your own information.**

Step 1. Select Student Type



Step 2. Select Exam Type



Step 3. Select Scheduled Exam



Step 4. Select Exam Date



Step 5. Select Exam Time



Step 6. Enter Personal Information (use your college email address)



Step 7. Required extra information



If you chose ‘Yes,’ go to the next Step 8

If you chose ‘No,’ provide your invigilator’s information.



Student Notes is where you add any extra information the Testing Centre needs. Example: you and your instructor have approved a different time to write the exam.

Step 8 Click Add to Cart



Step 9 Click Complete Registration

 