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

**Icon

Description automatically generated with medium confidence**

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

Text

Description automatically generated

Step 2. Select Exam Type

Graphical user interface, application

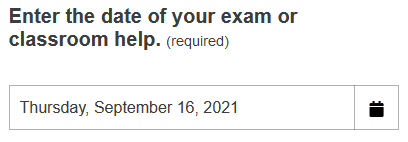
Description automatically generated

Step 3. Select Scheduled Exam

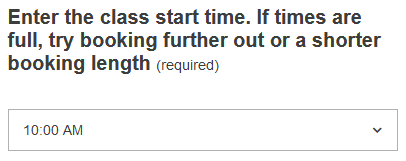
Graphical user interface, text, application

Description automatically generated with medium confidence

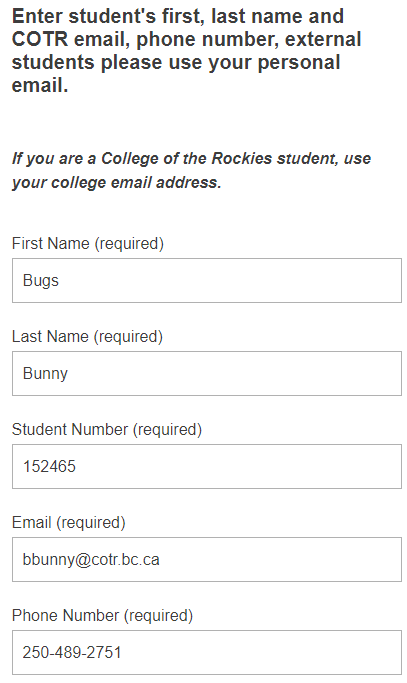
Step 4. Select Exam Date



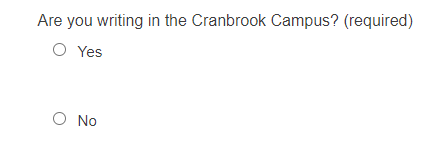
Step 5. Select Exam Time



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

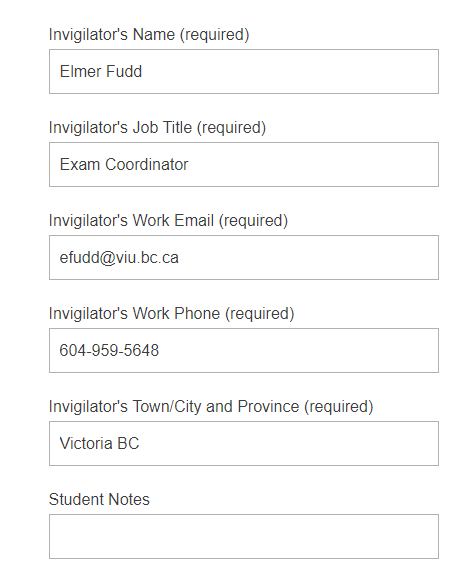


Step 7. Required extra information



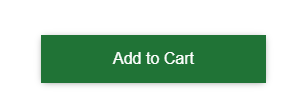
If you chose ‘Yes,’ go to the next Step 8

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

