



Students Taking Online Courses: RegisterBlast Instructions

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

Students using RegisterBlast must register no later than two (2) weeks prior to their midterm or lab exam (to the hour) or three (3) 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](#) 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)

Step 3. Select Scheduled Exam or the Length of the 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)



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: exam@cotr.bc.ca

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

Enter student's first, last name and email

Please use your College of the Rockies email address

First Name (required)

Bugs

Last Name (required)

Bunny

Email (required)

studentservices@cotr.bc.ca

Verify Email (required)

studentservices@cotr.bc.ca

Step 7. Enter the Invigilator information

Needed information

Student ID Number: (required)

Student ID Number:

Invigilator Name (required) ?

Invigilator Name

Invigilator Job Title (required) ?

Invigilator Job Title

Invigilator's Phone Number: (required)

Invigilator's Phone Number:

Invigilator's Email Address: (required) ?

Invigilator's Email Address:

Invigilator's Mailing Address (required)

Invigilator's Mailing Address

Step 8. Submit Request.