**Step One:** Select the location you wish to take your exam. You have the choice of using the CMU Park Library or CMU Global Campus.

**Step Two:** Select the date that you would like to take your exam by clicking on it or using the side arrows to change the month. It is always good to schedule your exams early to ensure you get the dates that work best for you.

**Step Three:** Select the course you are wanting to take an exam in. Once your course is selected the instructions for the exam along with your allotted time you make take your exam is place into the small box below the main list.
Step Four: Select the time that you would like to take your test. The example below shows available times between 3:30 PM and 5:30 PM at the Park Library as well as CMU Global Campus. If you are not finding times that work with your schedule at one location—try looking at available times at the other offered location.

FYI: Once you have designated a location and time for your exam the information will be formatted and recapped for you above the contact info screen. You can copy and paste this information into your calendar so that you do not forget.

Step Five: Type in all of your contact information.

Step Six: Press the confirm button to confirm your appointment!
How to Review and/or Cancel Your Exams

Step One: On the appointment home screen you will want to click the ‘Review Appointments’ link.

Step Two: Enter your email address and your confirmation number and click the ‘Log in’ button. Your confirmation number should have been emailed to you after you confirmed your appointment. The email should look similar to the one below.
Step Three: You will be brought to a review screen like the one below. From here you can simply look at your upcoming exams or, you can choose to cancel your appointment by clicking on the trash can icon on the far left of the screen.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 25, 2015</td>
<td>4:30 PM</td>
<td>Park Library Room 321 Mt Pleasant MI 48859</td>
</tr>
<tr>
<td>May 28, 2015</td>
<td>9:30 AM</td>
<td>CMU’s Global Campus 802 Industrial Drive Mt Pleasant MI 48858</td>
</tr>
</tbody>
</table>

If you should have any questions or concerns about scheduling your exams, please feel welcome to reach out to the Global Campus proctor at 800-688-2468.