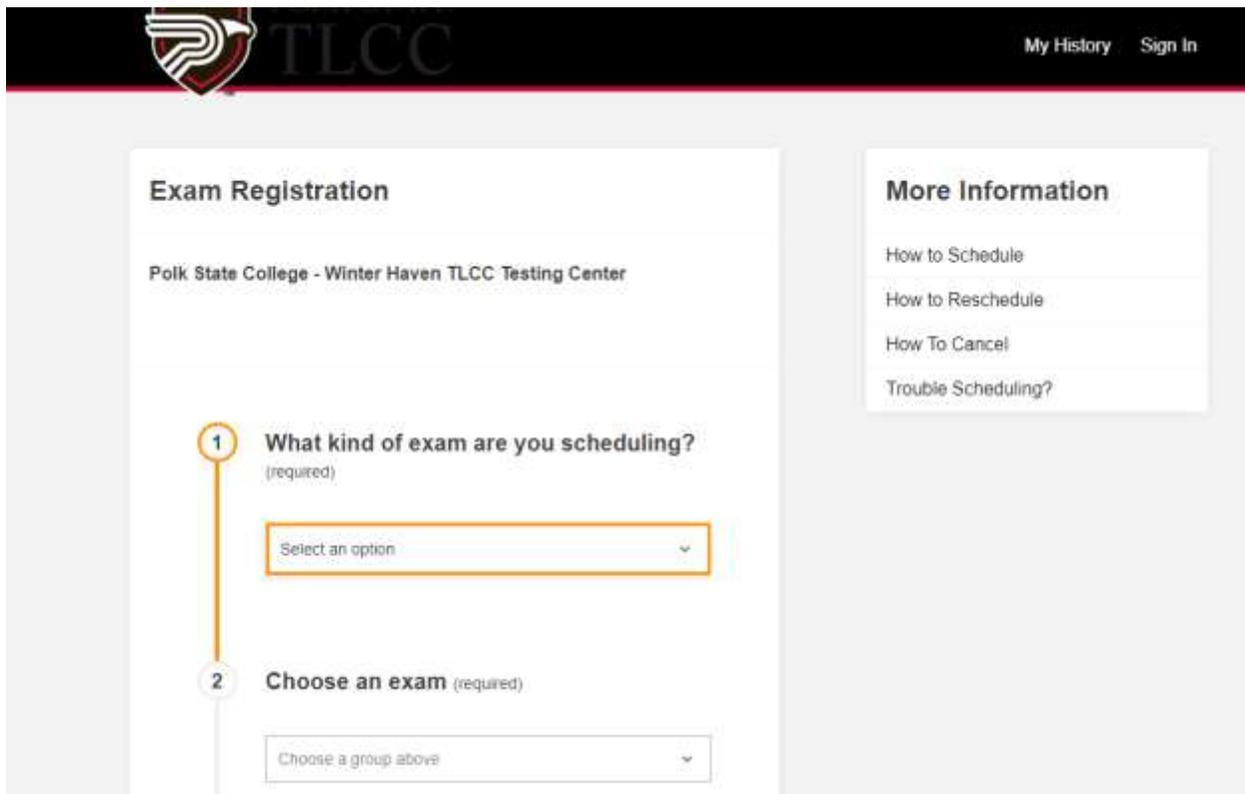# How to Schedule a Testing Appointment

To schedule a test in the Winter Haven TLCC/Testing Center, use this link: www.registerblast.com/polkstate-wh	To schedule a test in the Lakeland TLCC, use this link: www.registerblast.com/polkstate-ll

Clicking either link takes you to the scheduling page:

To schedule a class test at either campus, you will need an account. Click **Sign In** at the top of the page.

Step 1:

Enter your Polk State College student email address and password.
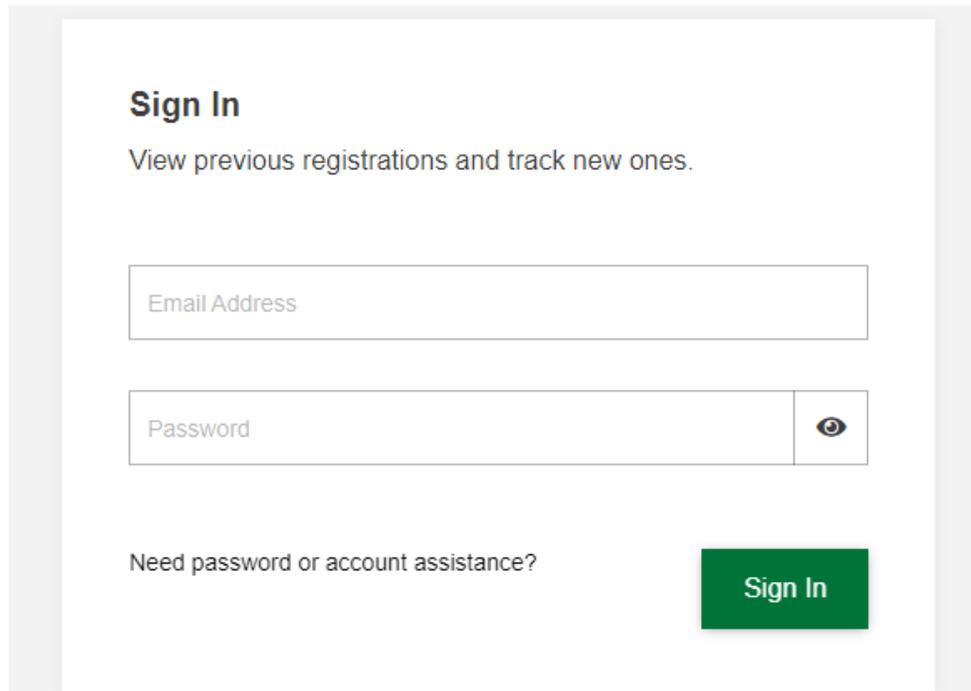
Sign In

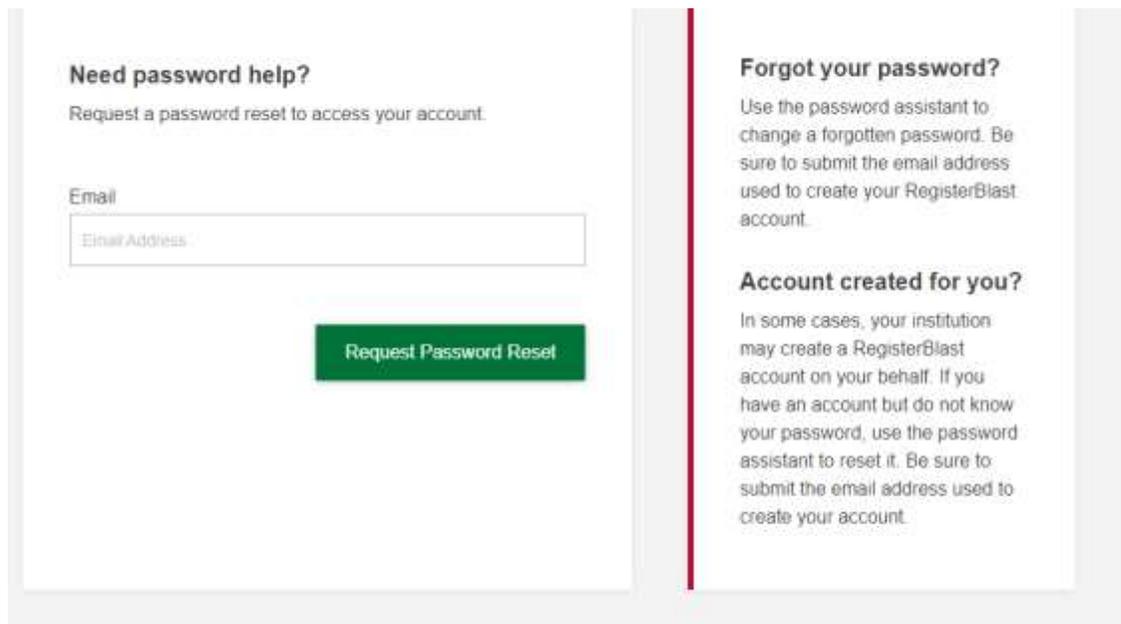View previous registrations and track new ones.

Email Address

Password 👁

Need password or account assistance?

Sign In

NOTE: If this is your first-time logging into RegisterBlast, you will need to choose the link "Need password or account assistance." Enter your Polk State College student email address and click Request Password Reset.

Need password help?

Request a password reset to access your account.

Email

Email Address

Request Password Reset

Forgot your password?

Use the password assistant to change a forgotten password. Be sure to submit the email address used to create your RegisterBlast account.

Account created for you?

In some cases, your institution may create a RegisterBlast account on your behalf. If you have an account but do not know your password, use the password assistant to reset it. Be sure to submit the email address used to create your account.

You will need to visit your Polk State student email to get the password reset link. Then return to RegisterBlast to sign in with your new password.

Step 2:

Choose class tests from the drop-down menu.
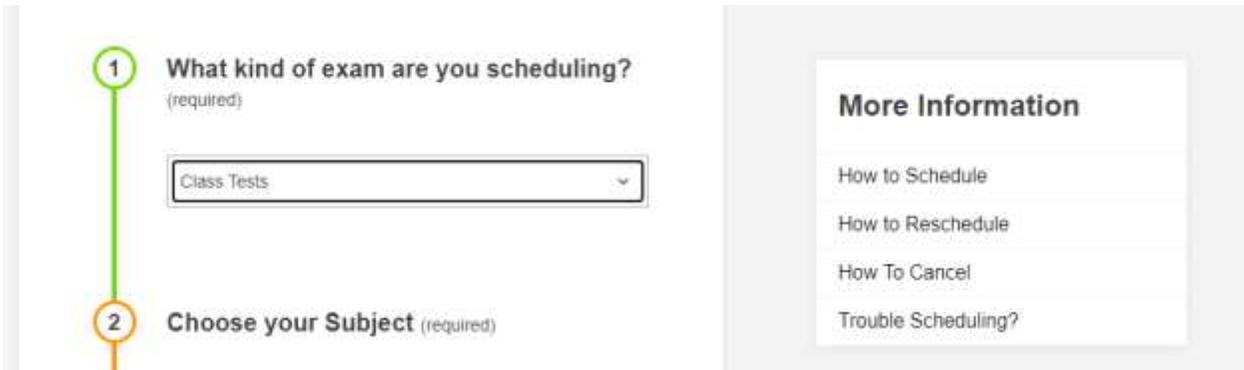
Step 3:

Choose the subject area that matches your test. And then choose your professor.
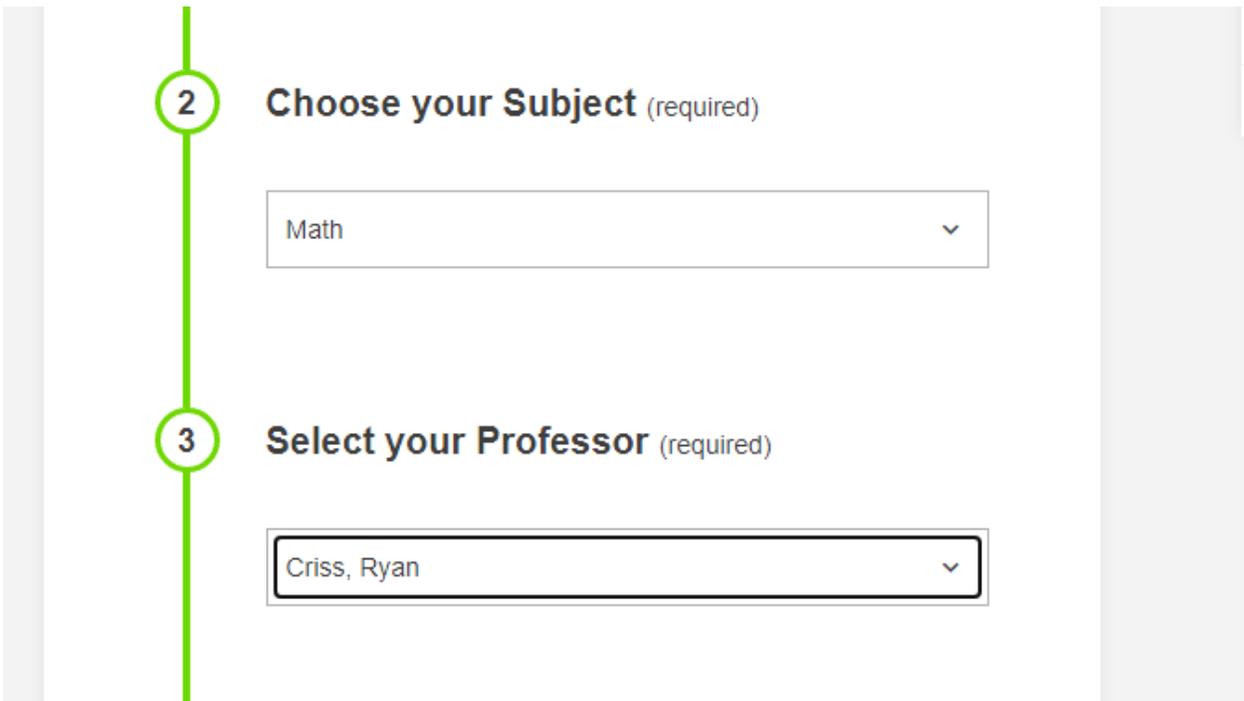
DI 8/17/2022 3:17 am

Step 4:

Next, you will choose the exam you are to complete. If no exam is showing, please contact your professor.

Step 5:

If you have accommodations, they will appear here. Check the box beside each accommodation available to you that you would like to use. If you do not check the box, the accommodation will not be applied.

Step 6:

Choose the date you would like to test. Those dates in bold type are the days available to you based on the information provided by your professor.

⑥ **What date would you like to test?** (required)

| | Example: Thursday, August 18, 2022 | 📅 |

‹	December 2022	›

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Step 7:

Now choose a time.

⑦ **At what time?** (required)

Select an option ⌄

Select an option
8:30 AM
9:00 AM
9:30 AM
10:00 AM
10:30 AM
11:00 AM
11:30 AM
12:00 PM
12:30 PM
1:00 PM
1:30 PM
2:00 PM
2:30 PM
3:00 PM
3:30 PM

Step 8:

5

Since you are signed in, this information should automatically populate with your information. If it does not, please return to Step 1 and sign in first.

Step 9:

Scroll down inside the box to read all of the information and check the box to agree.

Step 10:

Enter your phone number and choose Add to Cart.

Please provide the following information:

Phone Number (required)

Phone Number

Add to Cart

There is no charge for class tests at Polk State College. Your cart will show your exam registration. Click Complete registration to finalize your appointment. You MUST click this button to finish setting your appointment.

Your Cart

MAT1033, Final, Fall 2022 - R. Criss $0.00 ✕
Friday, December 2, 2022

Apply promo/voucher code   Apply

Total exam fees   **$0.00**

Complete Registration   **+** Add Another Exam

You will receive an email verifying that your appointment has been created.