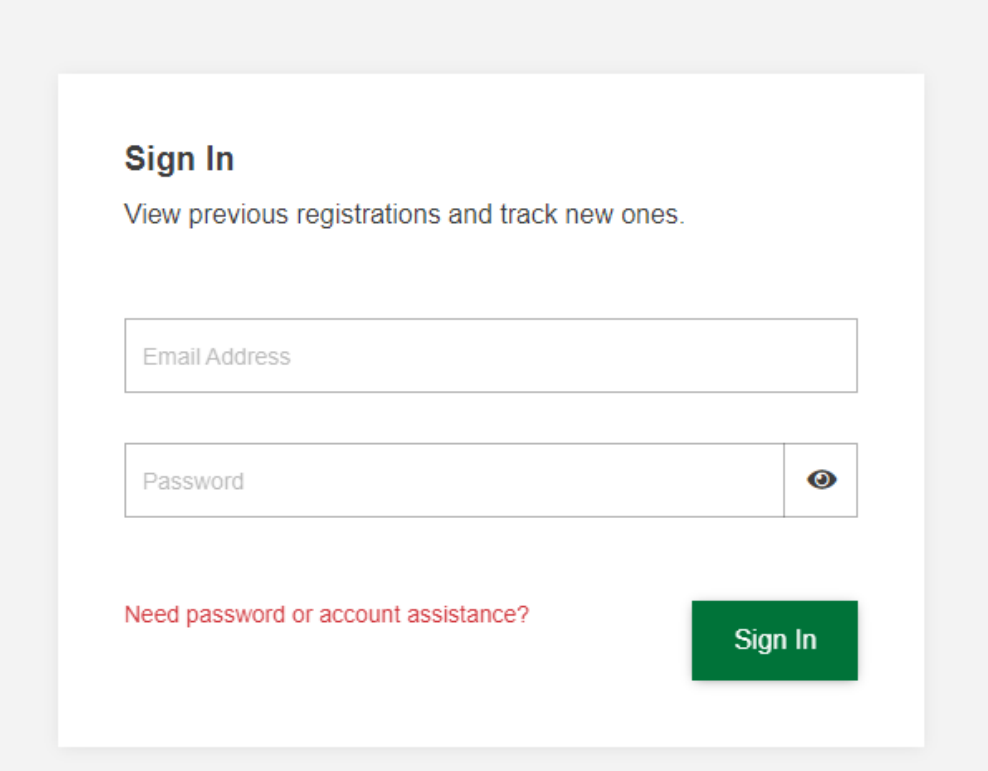
How to Schedule a Test in dSS – Student Info

https://www.registerblast.com/sac-dss/Exam/List - Use this link to enter the Registerblast Portal

Sign In

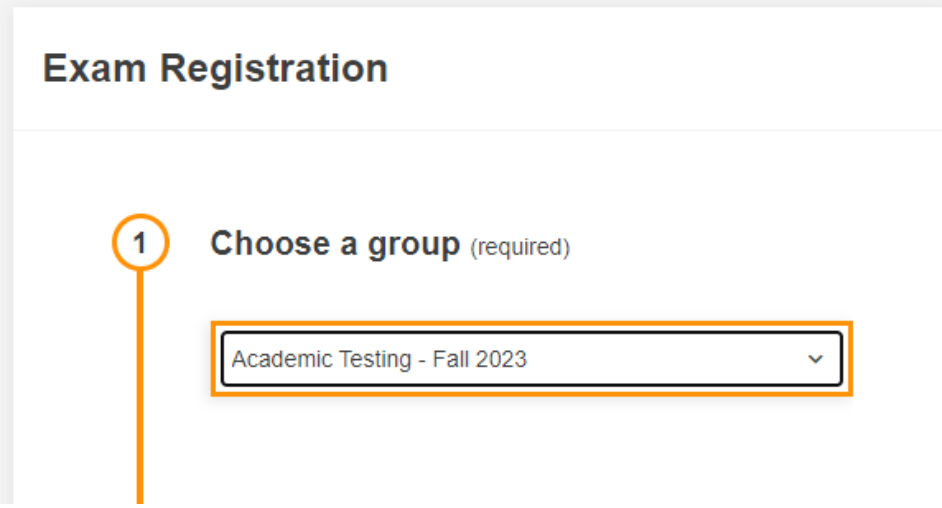
1. Click Sign in at the top of the page. You will enter your student ACES email and then click on "Need Password Assistance". You will receive an email and set up a password. Once you have set up your password, go back to the sign in link and sign in to register for a test. **(YOU MUST USE YOUR ACES PASSWORD IN ORDER TO RECEIVE ACCOMMODATIONS)**

YOU MUST SIGN IN BEFORE YOU REGISTER FOR A TEST IN ORDER TO RECEIVE ACCOMMODATIONS

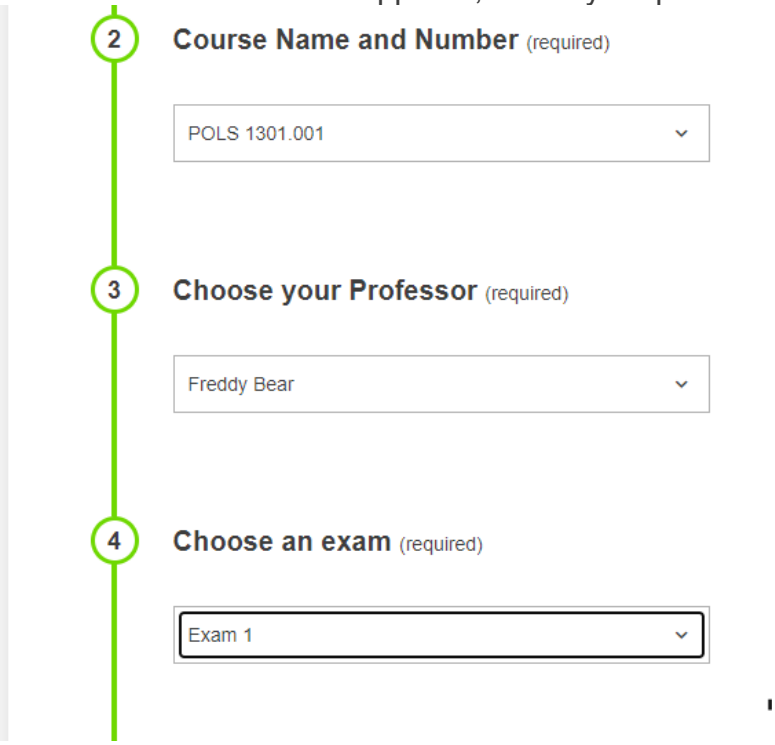


How to Schedule

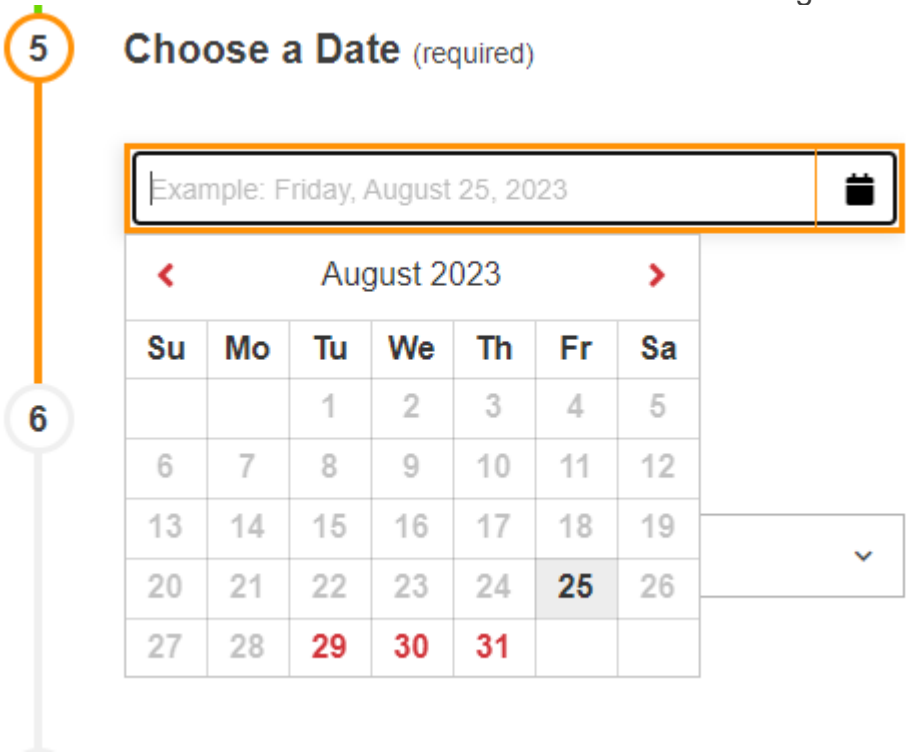
1. Select a group from the drop down menu below **Choose a Group**.
   Continue to choose the correct option from any remaining **Choose a Group** drop down menus. This process narrows down your test selections.



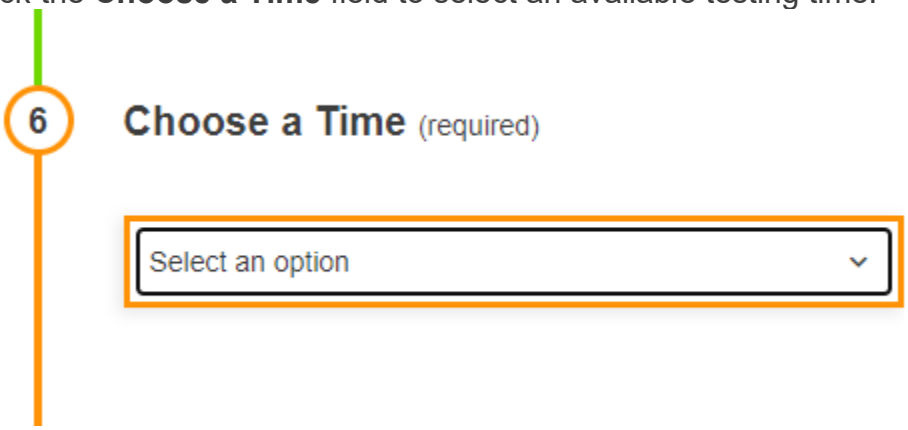
2. When **Choose an Exam** appears, select your precise exam.



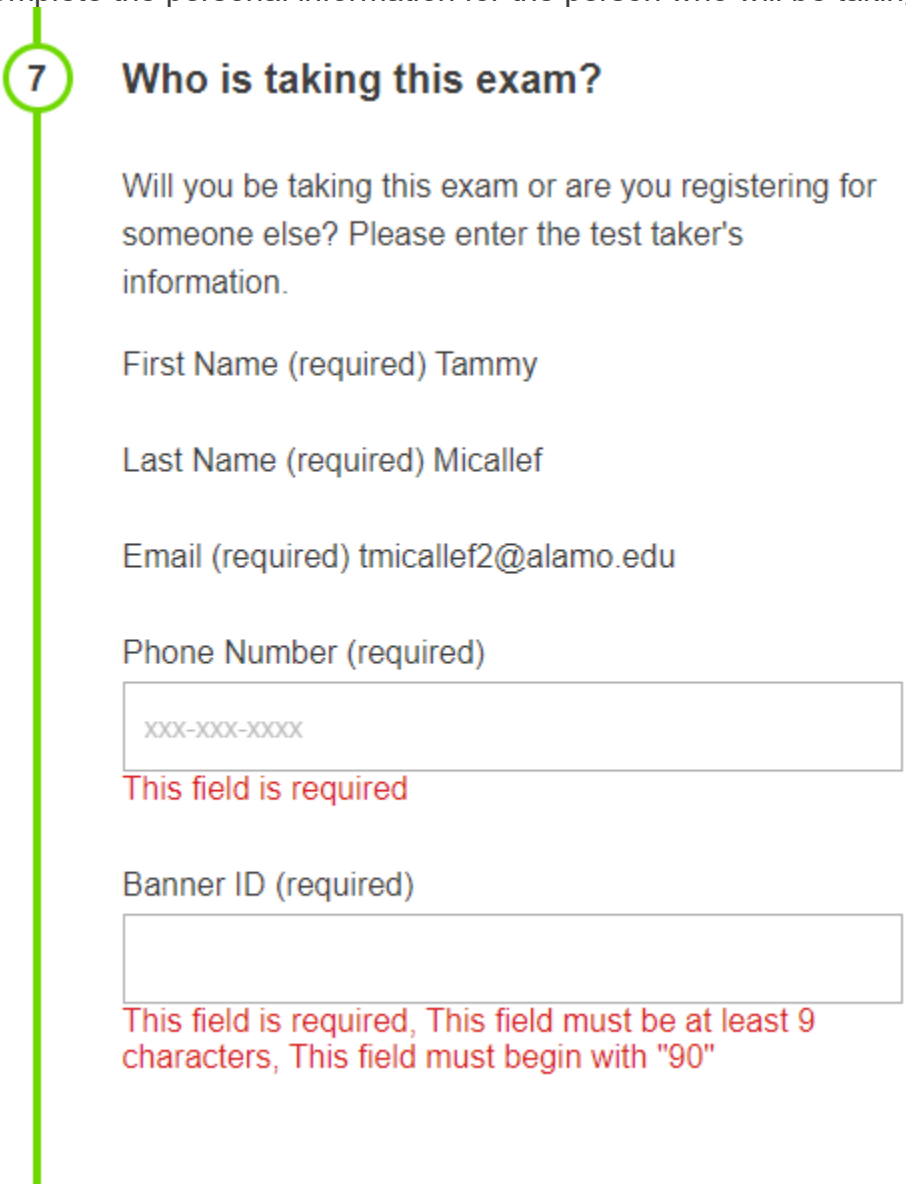
3. Click the **Select a Date For Your Exam** field to choose an available testing date from the calendar.



4. Click the **Choose a Time** field to select an available testing time.



5. Complete the personal information for the person who will be taking the test.

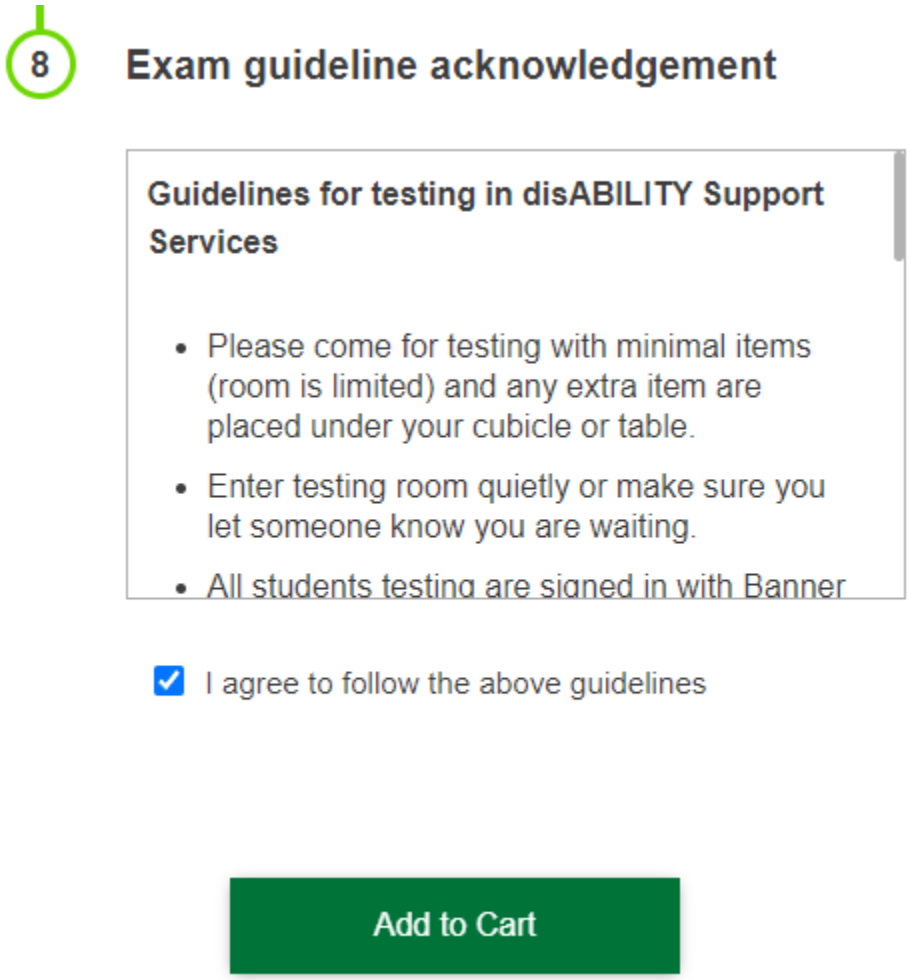


6. Read the **Exam Guideline Acknowledgement** in the scroll box.

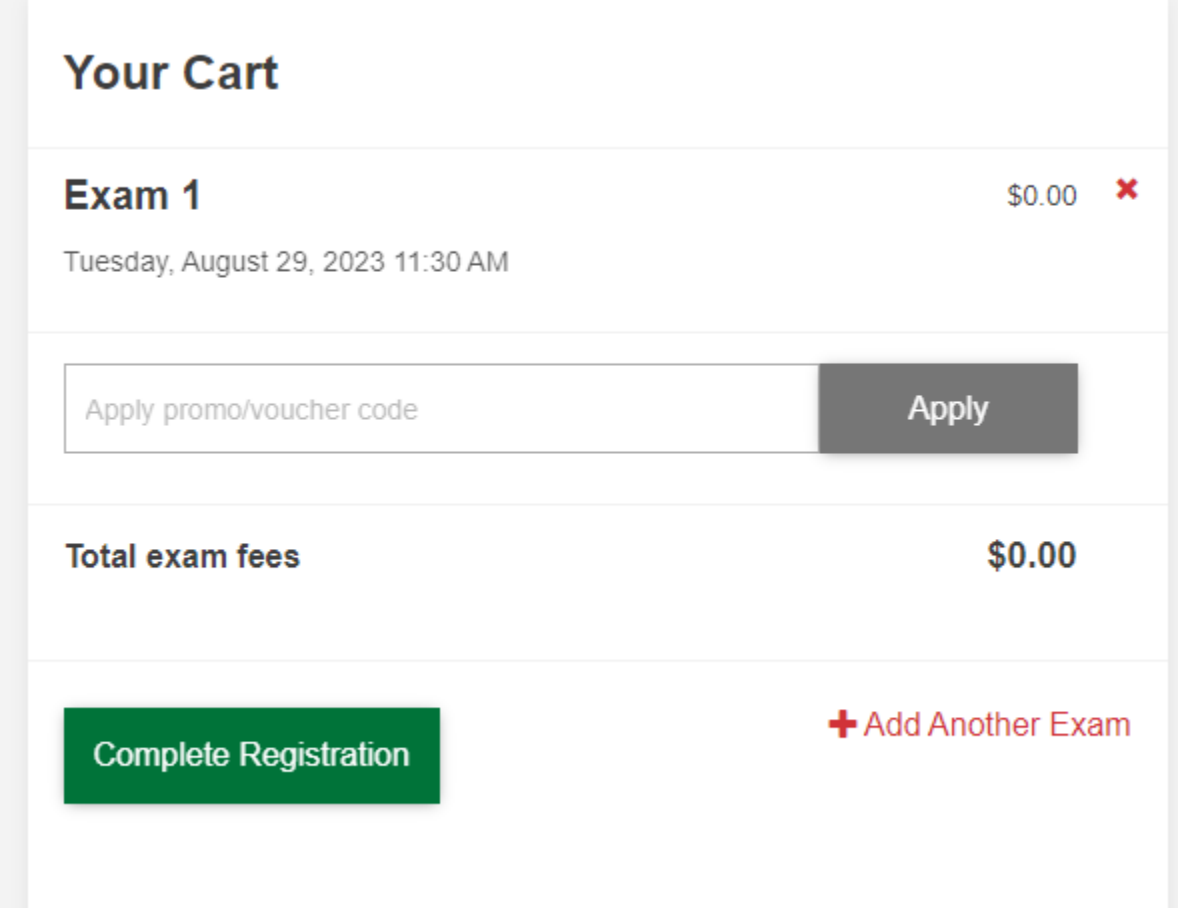
7. Check the box under the scroll box, to acknowledge the guidelines.

8. Complete the **Needed Information**.

9. Click **Add to Cart**.



10. If you need to add another exam, click **Add Another Exam** and repeat the previous process.



11. If you have completed all necessary registrations, click **Complete Registration.**

12. Once you have clicked **Complete Registration**, your confirmation email will appear on the screen, you may print a copy for your records.

Tammy Micallef, your registration is complete!

Exam 1

Tuesday, August 29, 2023 11:30 AM

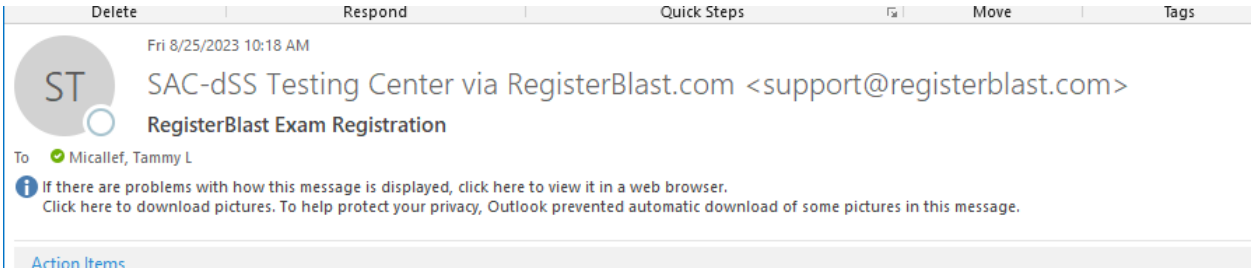
- Group: Academic Testing - Fall 2023 > POLS 1301.001 > Freddy Bear > Exam 1
- Location: Victory Center Rm 115
- Exam Number: 18074270
- **Guidelines for testing in disABILITY Support Services**
  - Please come for testing with minimal items (room is limited) and any extra item are placed under your cubicle or table.
  - Enter testing room quietly or make sure you let someone know you are waiting.
  - All students testing are signed in with Banner at front desk of Rm 115.
  - Be sure to report to proctor if you are taking a break, when you return, and if you have completed test.
  - All cell phones will be turned off when entering testing areas. You may carry cell and small items in bag to place in cubicle area.
  - Noise cancelling headsets are available and personal headsets are not allowed unless dSS approved. (check with test facilitator)
  - Talking to one another, or out loud (reading to yourself) while testing is prohibited in Rm. 115
  - If help is needed or you have questions, quietly notify proctor and step outside testing room to discuss.

- Scratch paper, pencils and a limited number of calculators are available, however, bringing your own is helpful due to limited supply.
- Stay only on test site while performing an online exam (unless other directions have been sent to testing center by instructors).
- It is students responsibility to notify test facilitator (before beginning the exam) if accommodation is overlooked.
- Happy testing!

Contact Info:

SAC-dSS Testing Center
1819 N. Main Ave., Victory Center, Room 115
San Antonio, TX 78212
E: SAC-DSS@alamo.edu
P: 210.486.0020

13. Upon a successful transaction you will receive an immediate **email confirmation receipt**. You must have this receipt with you at the time of testing.



14. Print your receipt.