# RegisterBlast

## Reserving a seat for students with a SAIT accommodation memo

In order to have your accommodations used for your seat reservation, you will be required to log in on the RegisterBlast site.

### To sign in...

<table>
<thead>
<tr>
<th>If you have not yet accessed your RegisterBlast account or forgot your RegisterBlast account password:</th>
<th>If you have accessed your RegisterBlast account before:</th>
</tr>
</thead>
</table>
| 1. Go to the RegisterBlast student portal ([https://canada.registerblast.com/sait/Exam/List](https://canada.registerblast.com/sait/Exam/List))  
2. Select “Sign In” at the top right of the browser  
3. Select “Need password or account assistance?”  
   a. Enter your **SAIT student email address** ([your first name].[your last name]@edu.sait.ca)  
   b. Select the green “Request Password Reset” button  
   c. Go into your SAIT email ([https://login.microsoftonline.com/?wh=sait.ca](https://login.microsoftonline.com/?wh=sait.ca))  
   d. Find the Password Reset email from RegisterBlast, and select the URL in the email body  
   e. Create a password for your RegisterBlast account (please follow | 1. Go to the RegisterBlast student portal ([https://canada.registerblast.com/sait/Exam/List](https://canada.registerblast.com/sait/Exam/List))  
2. Select “Sign In” at the top right of the browser  
3. Enter your **SAIT student email address** ([your first name].[your last name]@edu.sait.ca) in the Email Address field  
4. Enter the password you set for RegisterBlast in the Password field  
5. Select the green “Sign In” button |
the requirements for the password stated on the right side of the page)
a. This password is for RegisterBlast **only** and will not modify any other SAIT portal passwords that you use

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**To reserve your seat...**

1. For *Select Examinee Type*, select **20000 - Enrolled Student Exam Booking**
2. For *Select Exam Category*, select **21000 - SAIT Exam (Accommodated & Non-Accommodated)**
3. For *Select School*, select the **school that your course is associated with** (i.e. BMAT courses are typically under School of Business, but may be running under Learner and Academic Services as well)
4. For *Select Academic Term*, select the **term your course is considered under** (this will be either **21#A0 - Winter 2022 (202130)** or **21#B0 - Apprentice 2021-2022 (202150)**)
5. For *Select Instructor*, select the **instructor** of the exam you are looking to write
6. For *Select Exam*, select the **exam** you are looking to reserve your seat for
7. For *Select Accommodations*, select **all accommodations you want Testing Services staff to implement for your booking**
   a. Extra Time accommodations will be automatically applied
      
      **010 - Extended Time - x1.5 time**
      This accommodation is always applied.

   b. The blue checkmark beside the accommodation will indicate what accommodation is enabled for your seat booking.

<table>
<thead>
<tr>
<th>Accommodation is <strong>NOT</strong> selected for the booking</th>
</tr>
</thead>
<tbody>
<tr>
<td>020 - Environment - Distraction</td>
</tr>
<tr>
<td>(Off-campus/In-class)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accommodation is <strong>IS</strong> selected for the booking</th>
</tr>
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<tbody>
<tr>
<td>020 - Environment - Distraction</td>
</tr>
<tr>
<td>(Off-campus/In-class)</td>
</tr>
</tbody>
</table>
8. For *Select Available Date*, select the **date** of your exam (available sitting days are bolded **red**)

![Calendar for April 2022]

9. For *Select Available Time*, select the time that you are expected to start your exam

10. Ensure the information is correct for the *Examinee Information*

11. Select the “I agree to follow the above guidelines” after reading the text in *Important Exam Guidelines + Information*

   **Important Exam Guidelines + Information**

   I (the examinee) understand that in order for this exam to be released, I must present valid photo identification that is either government-issued or institution-issued (driver's license, passport, school ID card). If I fail to present this, I understand that two pieces of government-issued non-photo ID (temporary driver's license, SIN card, birth

   □ I agree to follow the above guidelines

   a.
12. Ensure the *SAIT Student ID #* and *Student SAIT Program* fields are correct.

**Additional Requested Information**

- **SAIT Student ID # (required)**
  000123456

- **Student SAIT Program (required)**
  Business Administration

13. Select the green “Add to Cart” button

14. Select the green “Complete Registration” button

You will receive a confirmation email of your booking, and your instructor will be notified that you have booked a seat for their exam. At this time, your seat is reserved at the Testing Centre and you will be able to write at your booked date & time.