

SAIT RegisterBlast Student How-To: Book an Accessibility Services Exam at the SAIT Testing Centre

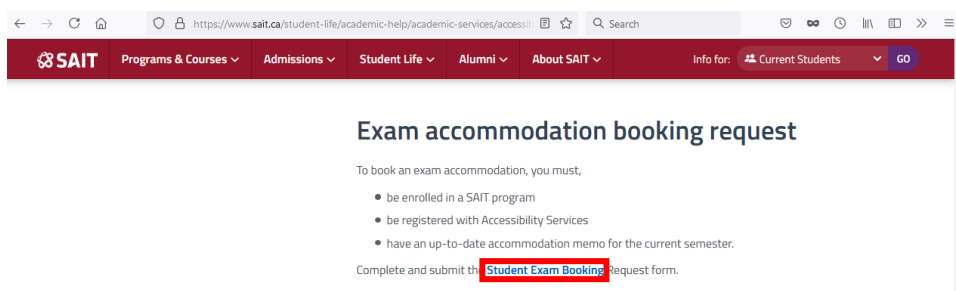
Before you begin...

- You must submit your approved accommodation memo to your instructor a **minimum of 7 business days (168 hours) prior to your first exam**
- You must submit your memo **once every term to each instructor** you have classes with
- **Please note:** Exams with accommodations may still be invigilated by your instructor

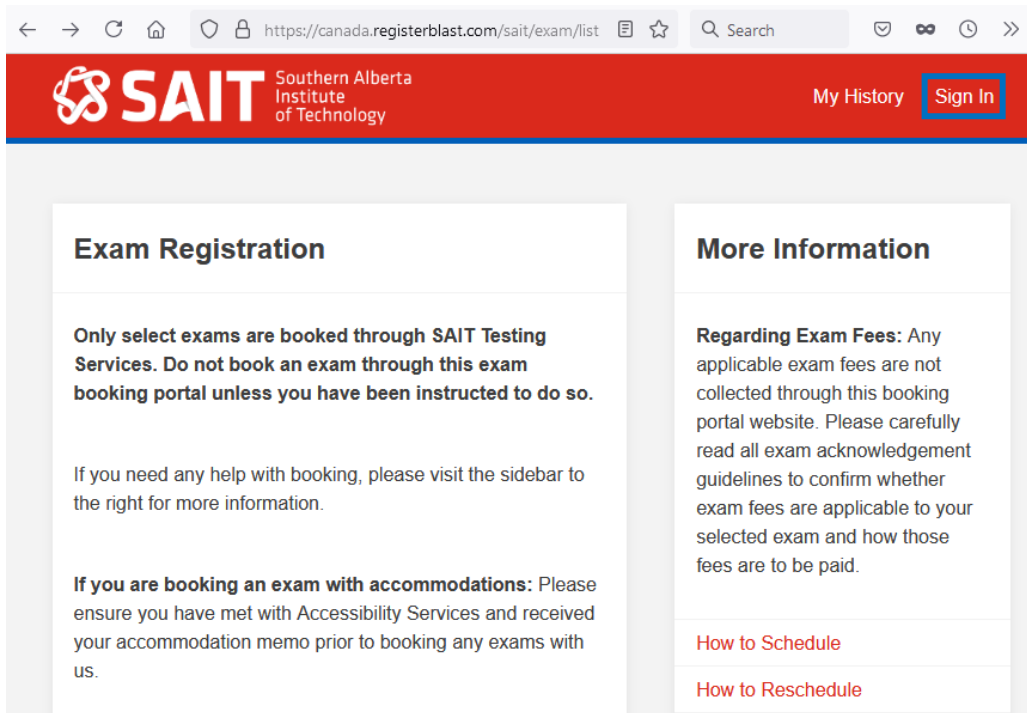
Part A – Create a RegisterBlast Account (One Time Only)

- You must create a password for your Registerblast account via the self-serve student exam booking portal
- **Must be completed a minimum of 6 business days (144 hours) prior to exam**
- **Must be completed once per lifetime**

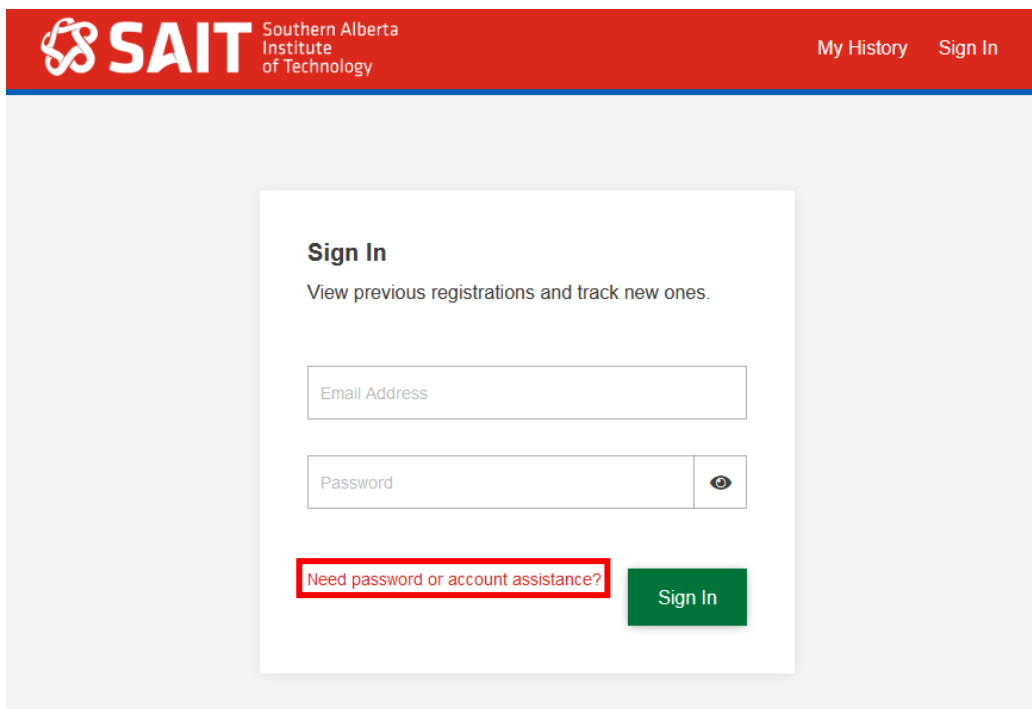
1. **Navigate to the SAIT Testing Centre student exam booking portal** (RegisterBlast).
 - a. You can find a link to the portal through [Accessibility Services](#) (link) on SAIT.ca under *Exam accommodation booking request*.
 - b. Or, you can use the **direct link here** (we suggest you bookmark this link):
<https://canada.registerblast.com/sait/exam/list>



2. Select **“Sign In”** on the top right of the upper navigation bar.



3. On the *Sign In* page, select **“Need password or account assistance?”**



4. Enter your SAIT student email address and **select “Request Password Reset”**

SAIT Southern Alberta Institute of Technology

My History Sign In

Need password help?
Request a password reset to access your account.

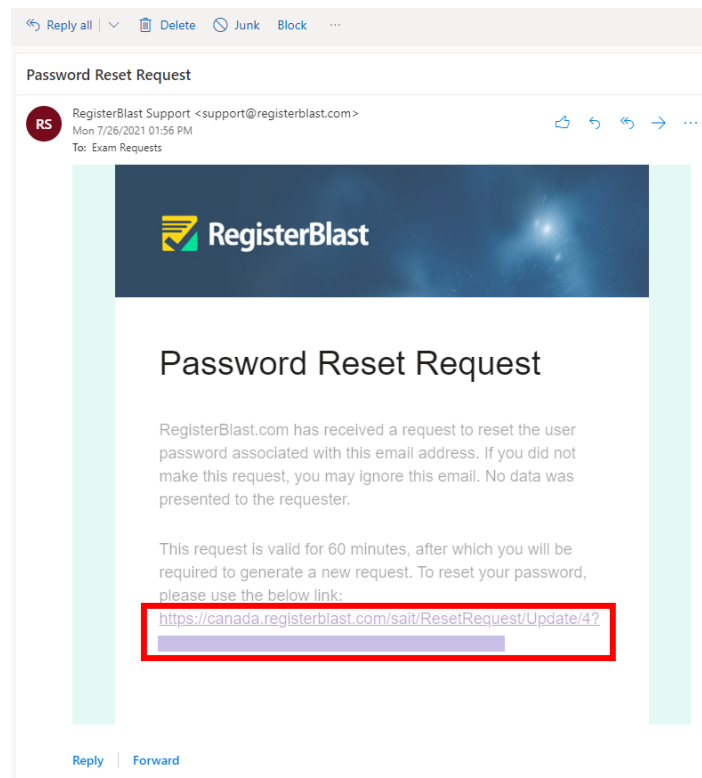
Email
Email Address

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.

5. **Log in to your SAIT email** and look for an email with the subject line “Password Reset Request” from RegisterBlast Support (support@registerblast.com). **Select the password reset link** in the body of the email.
- a. **Direct link to SAIT email:** <https://login.microsoftonline.com/?whr=sait.ca>



6. **Input a new password** once you have been redirected to the RegisterBlast password reset page. The password must be at least 8 characters and contain an uppercase letter, a lowercase letter, a number, and a special character. Once inputted, **select “Reset Password”**
 - a. *Ensure you keep a record of your password so you do not lose it.*

Reset your password

Please reset your password below. Your password must be at least 8 characters and contain an upper case letter, a lower case letter and a number.

Password

Confirm Password

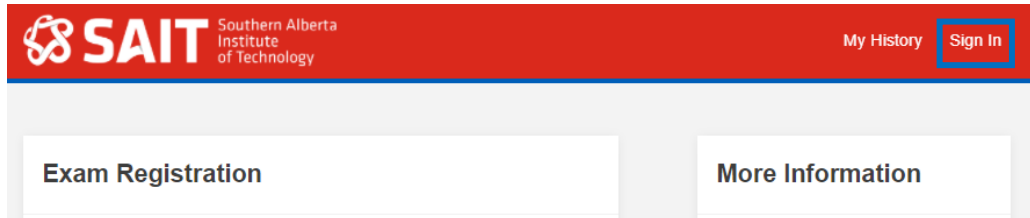
RESET PASSWORD

7. **You will be redirected to the Sign In page** and will now be able to log in to the student exam booking portal to book your exam.

Part B – Book your exam through RegisterBlast

- If you have an exam at the Testing Centre, you must book your exam for the date and time designated by your instructor via the Registerblast self-serve student exam booking portal
- **Must be completed a minimum of 3 business days (72 hours) prior to exam**
- **If you do not see your exam**, or you do not know how to find your exam, please contact your instructor to ensure the exam has been submitted and to confirm the SAIT School/Department and academic term your exam is associated with.

1. **Sign in to the RegisterBlast student exam booking portal** using the *Sign In* button located at the top-right of the top navigation bar.
 - a. **Direct link to exam booking portal** (we suggest you bookmark this link):
<https://canada.registerblast.com/sait/exam/list>



2. **Select "Enrolled Student Exam Booking"** from the first "*Select Examinee Type*" drop-down list after logging in to your RegisterBlast account on the student exam booking portal.

1 **Select Examinee Type** (required)

20000 - Enrolled Student Exam Booking

3. **Select "Accessibility Services Exam"** under the "*Select Exam Category*" drop-down list.

2 **Select Exam Category** (required)

21000 - Accessibility Services Exam

4. **Select the SAIT School** with which your instructor/course is associated with from the "Select School" drop-down list.
 - a. i.e. School of Business, School of Construction...

3 **Select School** (required)

21200 - School of Business

5. **Select the academic term** your course is associated with from the "Select Academic Term" drop-down list.
 - a. i.e. Fall 2021, Winter 2022, Spring 2022...
 - b. If you are an apprentice or non-credit student, your course may be located under the "apprentice" or "non-credit" terms. If you are unsure, please ask your instructor.

4 **Select Academic Term** (required)

212A0 - Fall 2021 (202120)

6. **Select your instructor** from the "Select Instructor" drop-down list. The instructor list is alphabetical by instructor last name.

5 **Select Instructor** (required)

212A0 - (DEMO ONLY) Smith, John

7. When "Select Exam" appears, **select your specific exam** from the drop-down list.
 - a. If your exam is not listed and you are under the correct instructor, please contact your instructor to ensure the exam has been submitted to Testing Services. It may take up to 24 hours for an exam to be processed to be available for booking.

6

Select Exam (required)

212A1 - AAAA-000-Z - Computer - Exam Sample 1



8. **Select any applicable accommodations** for the requested exam.
 - a. **Please note:** some accommodations are mandatory and are always applied.

7

Select Accommodations

Select the accommodations that you wish to use on this exam request.

010 – Extended Time – x1.5 time
This accommodation is always applied.

9. Select the "Select Available Date" field to **choose an available testing date** from the calendar. Available dates will be in bolded in red.

8 **Select Available Date** (required)

Thursday, August 19, 2021
📅

August 2021						
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				

▼

10. Select the "Select Available Time" field to **select an available testing time**.
 - a. If there are no dates or times available, please ensure you are booking with the minimum required notice as specified by your accommodations (generally, at least 72 hours' advance notice). If you are booking with the correct notice, please contact your instructor to confirm your exam's date and time. If the instructor needs to adjust the submitted exam date or time, your instructor must contact Testing Services directly.

9 **Select Available Time** (required)

11:00 AM
▼

11. Your "Examinee Information" will be filled out automatically if you have already signed in to RegisterBlast.

10

Examinee Information

If you are a SAIT student, please use your **SAIT email address** when booking an exam.

If you are registered with **Accessibility Services**, please note that you *must* use your **SAIT email address while booking in order to have access your accommodations**.

If you would like to view your exam booking history, you may use the **Sign In** button at the top right to request a password and view all of your previous exam bookings associated with your email address.

First Name (required)
Exam

Last Name (required)
Requests

12. **Read the "Important Exam Guidelines + Information" and check the box under the scroll box to acknowledge the guidelines.** These are the rules for taking your exam in the Testing Centre, and you are responsible for knowing and understanding them. **By submitting an exam booking you are agreeing to these rules and guidelines.**

11

Important Exam Guidelines + Information

These are sample Testing Centre guidelines. You must acknowledge these to book your exam.

I agree to follow the above guidelines

13. **Complete the "Additional Requested Information"**. Some fields may be mandatory. **Please ensure you complete all fields that say (required).**

12 Additional Requested Information

090 - (DEMO ONLY) Student ID # (required) ⓘ

091 - (DEMO ONLY) Student SAIT Program (required) ⓘ

Any additional details regarding this exam booking? (Optional) ⓘ

Any additional details regarding this exam booking?

(Optional)

14. **Select "Add to Cart"**. Please note that while your exam may have no fees, it will still say Add to Cart.

Add to Cart

15. **Optional:** If you need to book another exam, select "Add Another Exam" and repeat the previous process. Once all exams have been included, select "Ready to check out".

Your Cart

0A001 - (DEMO ONLY) AAAA-000-Z - Computer[Paper] - Sample Exam \$0.00 ✖

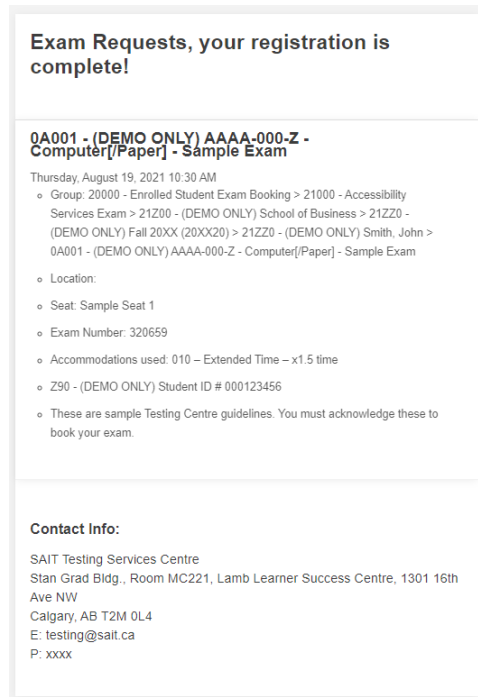
Thursday, August 19, 2021

Total exam fees \$0.00

16. Once you have completed all of the exam bookings you wish to make, **select "Complete Registration"**.



17. Once you have selected "*Complete Registration*", a confirmation page will appear on the screen. **Upon a successful registration, you will immediately receive a confirmation email with the subject line "*RegisterBlast Exam Registration*" from "*SAIT Testing Services Centre via RegisterBlast.com*" (support@registerblast.com)** that you should save for your records. You will also receive an email with the subject line "*Assessment Reminder*" the day before your exam reminding of your upcoming examination.



Reply all | Delete | Junk | Block | ...

RegisterBlast Exam Registration

S [SAIT Testing Services Centre via RegisterBlast.com](#)
Fri 8/13/2021 12:13 PM

To: Exam Requests

Name: Exam Requests
Exam: 0A001 - (DEMO ONLY) AAAA-000-Z - Computer/[Paper] - Sample Exam
20000 - Enrolled Student Exam Booking > 21000 - Accessibility Services Exam > 21Z00 - (DEMO ONLY) School of Business > 21ZZ0 - (DEMO ONLY) Fall 20XX (20XXZ0) > 21ZZ0 - (DEMO ONLY) Smith, John > 0A001 - (DEMO ONLY) AAAA-000-Z - Computer/[Paper] - Sample Exam
Group: 20000 - Enrolled Student Exam Booking > 21000 - Accessibility Services Exam > 21Z00 - (DEMO ONLY) School of Business > 21ZZ0 - (DEMO ONLY) Fall 20XX (20XXZ0) > 21ZZ0 - (DEMO ONLY) Smith, John > 0A001 - (DEMO ONLY) AAAA-000-Z - Computer/[Paper] - Sample Exam

Date: **Thursday, August 19, 2021 10:30 AM**

Location:
Seat: Sample Seat 1
RegisterBlast Order Number: 320659
Z90 - (DEMO ONLY) Student ID 000123456
#

These are sample Testing Centre guidelines. You must acknowledge these to book your exam.

Invoice Details:
Order Number: 299608

Testing Center Contact Info:
SAIT Testing Services Centre
Stan Grad Bldg., Room MC221, Lamb Learner Success Centre, 1301 16th Ave NW
Calgary, AB T2M 0L4
E: testing@sait.ca
P: xxxx

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