

Need to schedule a test in the TLC?
We've got an easy way to do that. It's online and it's fast. Let's start.
The scheduling page is found [HERE](#).

The first thing you do is choose what you need to have proctored.
For Manhattan Tech courses, online or otherwise, you choose **Standard Proctored Exams**.
Next, you need to select that you are a **Manhattan Tech** student.

Now, choose the course in which you have an exam. Only Manhattan Tech online courses will be listed here.
If your course is not listed, please choose the option that says **Course Not Listed**.
You will be prompted to provide more information.

Pick the day and time you will test. Make sure to pay attention to your instructor's expectations. Do not schedule your exam on a day outside of its availability.

First - **Pick the calendar date.**

Second - **Pick the time.**

Now, tell us who you are.
You complete this page with your first and last name and an email.
Please make sure it's an email you use and check often. You will receive important information about your exam, as well as an email reminder.

Remember to schedule all exams at least 12 hours in advance.

Exam Registration My History

1 **Choose a group**

Choose a group
Standard Proctored Exams

[How to Schedule](#)
[How to Reschedule](#)
[How to Cancel](#)
[Trouble Scheduling?](#)

2 **Choose Your Student Status**

Choose Your Student Status
Manhattan Tech student

3 **Choose an exam**

Choose an exam
NTR 105 - Nutrition

4 **Choose a Date**

Choose the Date
MM/YYYY

< February 2018 >

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			

5 **Choose a Time**

Exam Start Time

6 **Who is taking this exam?**

Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.

First Name
Wylie

Last Name
Coyote

Email
wyliecoyote@acme.com

Verify Email
wyliecoyote@acme.com

Read the acknowledgements and expectations. **No, seriously, read them.**

We want you to be aware of our guidelines and testing policies, so please read them.

You will need to **agree** to them in order to test with us in the TLC.

7 Exam guideline acknowledgement

I acknowledge the following:

My proctored test session will take place in the Achievement Center (AC) of the Teaching & Learning Center (TLC) on Manhattan Tech's main campus.

I will arrive 10 minutes prior to my scheduled test session. It is not necessary to arrive any earlier than this. A proctor will be available for my scheduled session.

I agree to follow the above guidelines *

Just a few last items to complete. They are also required.

Please include:

- Your phone number.
- Your student ID number.
- The course instructor.

Now select **ADD TO CART**.

8 Needed information

Phone Number
555-5555 *

Student ID Number
12345 *

Course Instructor
R. Runner *

ADD TO CART

The next page is a confirmation page.

You are able to schedule other exams before completing your registration.

If you want to add other exams, select **Add Another Exam**.

When you are ready to schedule and are done, select **COMPLETE REGISTRATION**.

9 Your Cart

NTR 105 - Nutrition \$0.00 ✕

Wednesday, February 28, 2018 12:30 PM

Total exam fees \$0.00

COMPLETE REGISTRATION + Add Another Exam

You should now see a confirmation page. You have also been emailed the same confirmation.

Congratulations! You've successfully scheduled your exam.

Again, please make sure to read the acknowledgement agreement.

✓ Your exams have been scheduled!

NTR 105 - Nutrition

Wednesday, February 28, 2018 12:30 PM

Group: Standard Proctored Exams > Manhattan Tech student > NTR 105 - Nutrition

Location: 3136 Dickens Ave. Manhattan, KS 66503

Exam Number: 5635518

Phone Number 555-5555

Student ID Number 12345

Course Instructor R. Runner

You should also receive an email the day prior to your scheduled exam. This only serves as a reminder.

If you need to reschedule or cancel your registration, please contact the Teaching & Learning Center by email at TLC@manhattantech.edu. Include as many details as possible, so we can assist you properly.