Yavapai College Testing Services will now be receiving testing information and materials through the RegisterBlast software.

**STEP 1:** Students and Instructors can access the Single Sign-On (SSO) link for RegisterBlast through their YC Portal under *My Courses*. Instructors need to **FIRST** create a ‘Professor Submission’ with the exam information before a student can schedule their appointment.

The system will automatically recognize the user as either a student or an instructor. Please note that students who require a private room accommodation will still need to contact Testing Services directly to schedule their testing appointment. They should not use this link to schedule.

**STEP 2:** Confirm that you are logged into the correct campus. Prescott is the default for most instructors. Change the campus if needed.
STEP 3: Click the + button on the upper right to create a New Submission.

STEP 4: Complete the one-page form.

Your courses will automatically load under the exam group section. You may add more than one section if you have multiple testers from different class sections that need to take the SAME test.
You may choose to add your submission to another campus if you have students who also need to take the SAME exam at one of our other locations. Please note that only the Prescott and Verde locations are currently open. If you are logged into the Prescott campus site, you will only see the Verde campus as an additional option and vice versa if you are logged into the Verde campus site.

The system allows you to directly upload an exam file. If you have more than three students that need to test, please continue to drop off copies or submit a request to Printing Services.
Please include a phone number where we can easily reach you. This is especially important for online exams.

**Additional Information**
Answer any additional questions.

Your phone number (required)

Additional instructions can be included at the end. Please click the Submit button upon completion.

Submissions can be edited, archived, cloned, or deleted by clicking the vertical ellipsis on the lefthand side. If you are unable to edit an existing submission, it means it has already been approved in the system. Please contact the Testing Center via phone or email and we will assist.
Students that are scheduled to take your exam(s) will appear in the History tab.

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