

RLTC Student Instructions

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Rice Library Testing Center Contact Information

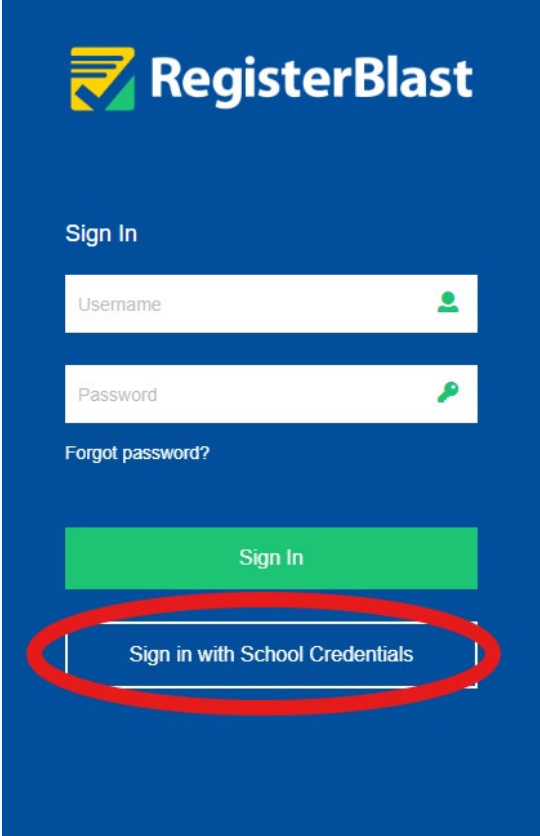
Help Desk: Monday – Friday, 7 am – 3 pm

Phone: 812-464-1905

Email: testing.center@usi.edu

How to Create Your Account in RegisterBlast

1. Go to this link to create your account: [RegisterBlast Registration Site](https://registerblast.com/usi-rice/User/LoginStep) (registerblast.com/usi-rice/User/LoginStep)
2. At the bottom of the screen, **click “Sign in with School Credentials”** and use your USI Username and password.

The image shows the RegisterBlast login interface. At the top is the RegisterBlast logo. Below it is a 'Sign In' section with two input fields: 'Username' and 'Password'. The 'Username' field has a green person icon on the right, and the 'Password' field has a green key icon. Below these fields is a link that says 'Forgot password?'. There are two buttons: a green 'Sign In' button and a white button with a black border that says 'Sign in with School Credentials'. This second button is circled in red. The entire interface is set against a dark blue background.

RegisterBlast

Sign In

Username

Password

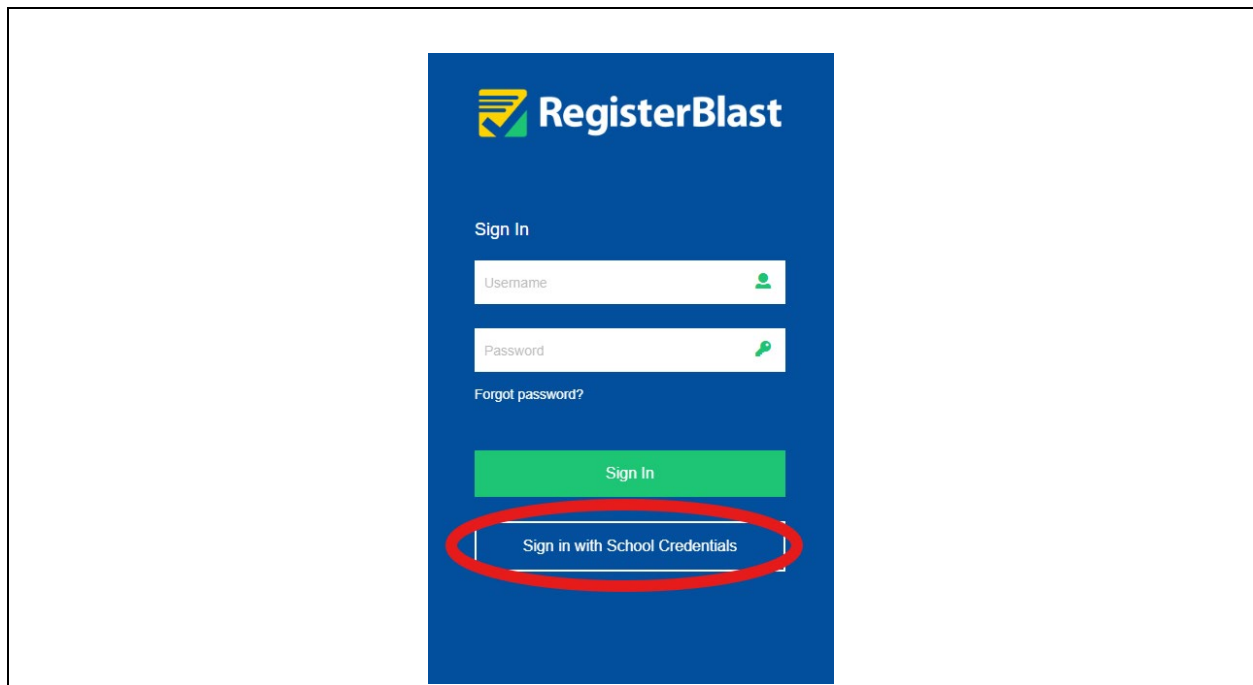
[Forgot password?](#)

Sign In

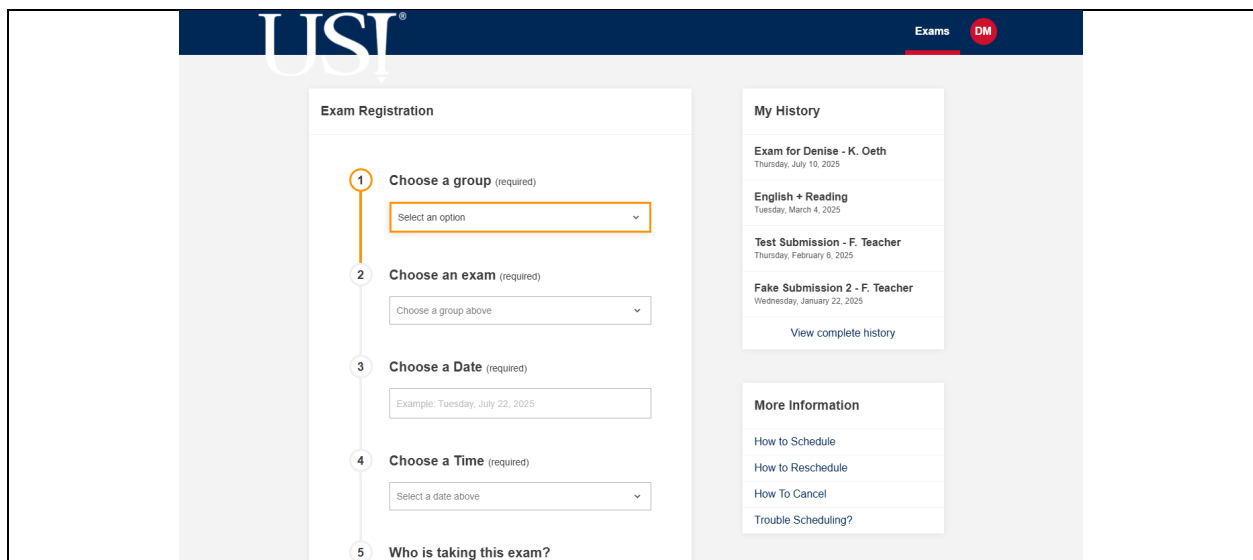
Sign in with School Credentials

How to Schedule a Placement Exam

1. Go to the Exam Registration link: [USI Rice Library Testing Center Exam Selection | RegisterBlast](https://www.registerblast.com/usi-rice/Exam/List) (<https://www.registerblast.com/usi-rice/Exam/List>)
2. At the bottom of the screen, click **Sign in with School Credentials** and use your USI Username and password.



- a. You will then see a screen asking you to register for an exam.



3. Below **Choose a Group**, select “Placement Testing (ACCUPLACER)” from the drop-down menu.
4. When **Choose an Exam** appears, select your precise exam.
 - a. Select which test or combination of tests you will be taking. If you are unsure which tests you need, please contact your advisor.
 - b. For more information about the specific types of tests, you can visit RLTC’s website: [Placement Test information \(https://www.usi.edu/library/rice-library-testing-center/placement-test-information\)](https://www.usi.edu/library/rice-library-testing-center/placement-test-information)
5. Click the **Choose a Date** field to choose an available testing date from the calendar.
 - a. Please note that students are **required to sign up at least 48 hours in advance** when scheduling to take a test.
6. Click the **Choose a Time** field to select an available testing time.
 - a. To see our current operating hours, visit our website [Rice Library Testing Center \(https://www.usi.edu/library/rice-library-testing-center\)](https://www.usi.edu/library/rice-library-testing-center).
7. Complete the personal information under **Who is taking this exam?**
 - a. Your first name, last name, and email should automatically be entered.
 - b. Your student ID number must start with “000”.
 - c. Enter your **Phone Number** into the first field.
 - i. This is in case the testing center needs to contact your via phone call you about your exam.
 - d. If you would like text notifications, enter your phone number again and check the box certifying that you agree mobile messaging.
8. Read the **Exam Guideline Acknowledgement** in the scroll box.
 - a. This contains the policies of the Rice Library Testing Center. It includes information on what you can and cannot bring to the testing center and guidelines for what to do day-of testing.

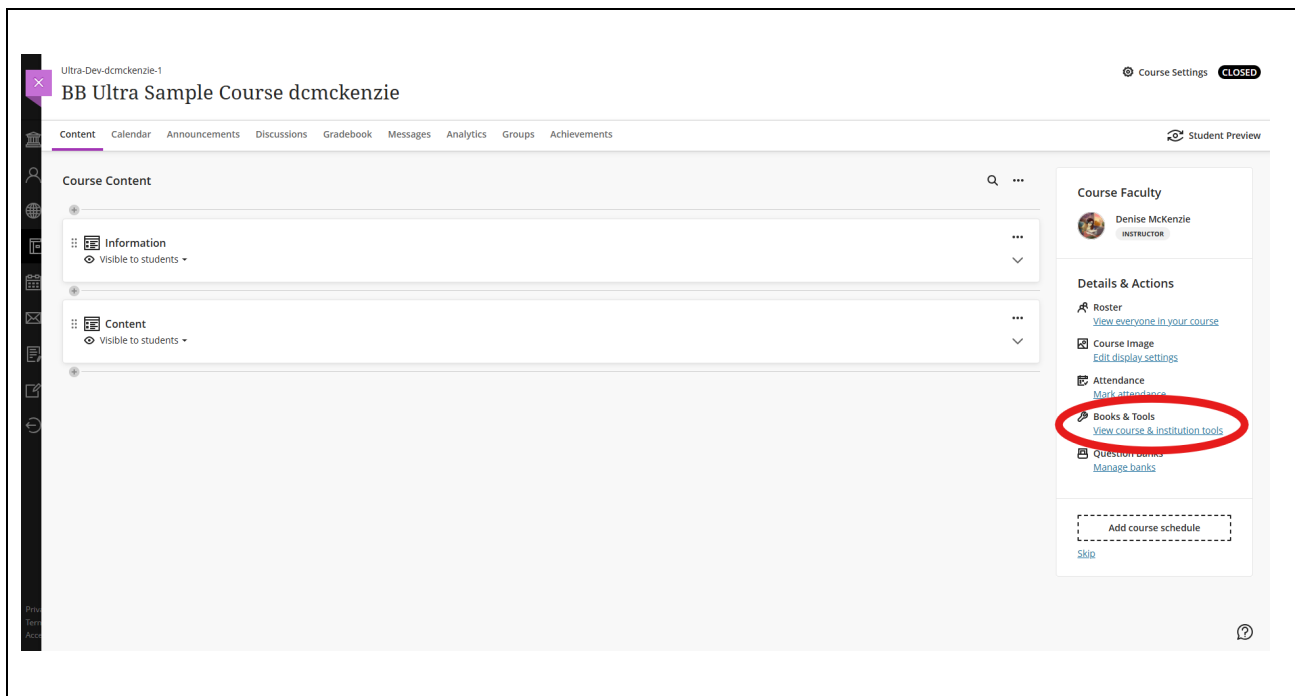
- i. These will also be emailed to your USI email address after completing your registration. It will be easier to read all the instructions there if you're having issues within the registration form.
 - b. Check the box under the scroll box, to acknowledge the guidelines.
9. Click **Add to Cart**.
- a. This will bring you to the checkout screen.
 - b. Payment is never required.

The screenshot displays a 'Your Cart' interface. At the top, the title 'Your Cart' is shown. Below it, a single cart item is listed: 'STFB 101.001 - S. Barnett' with a price of '\$0.00' and a close button 'x'. Underneath the item, there is a text input field for 'Apply promo/voucher code' and an 'Apply' button. A horizontal line separates this from the 'Total exam fees' section, which shows a total of '\$0.00'. At the bottom of the cart, there is a green button labeled 'Complete Registration' and a blue link labeled '+ Add Another Exam'.

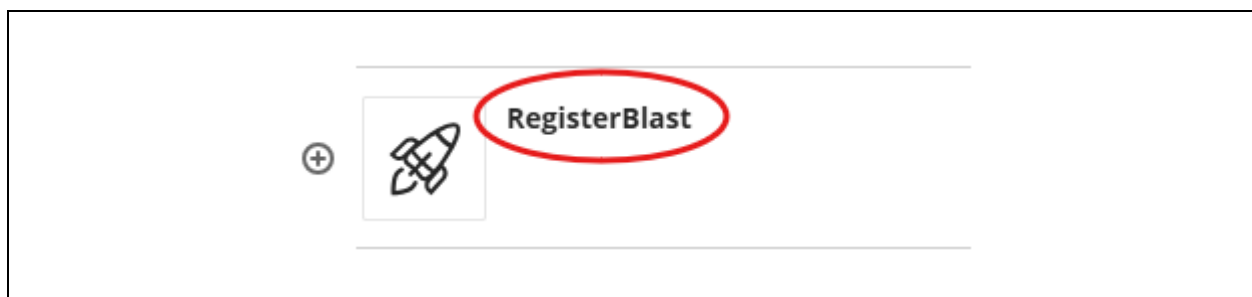
10. Click **Complete Registration**.
- a. A confirmation email will appear on the screen; you may print a copy for your records.

How to Schedule an Academic Exam

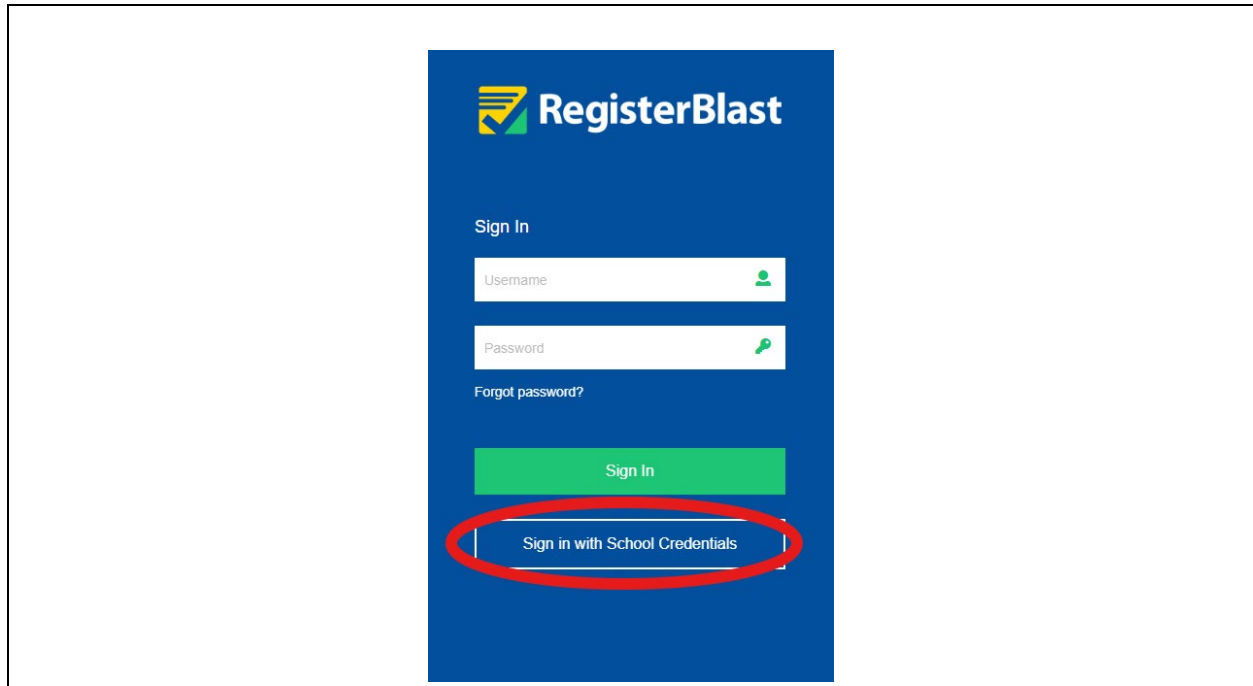
1. Go to the Exam Registration link: [USI Rice Library Testing Center Exam Selection | RegisterBlast \(https://www.registerblast.com/usi-rice/Exam/List\)](https://www.registerblast.com/usi-rice/Exam/List).
 - a. This can also be accessed by opening your course in Blackboard then select the “View course & instruction tools” on the right side.



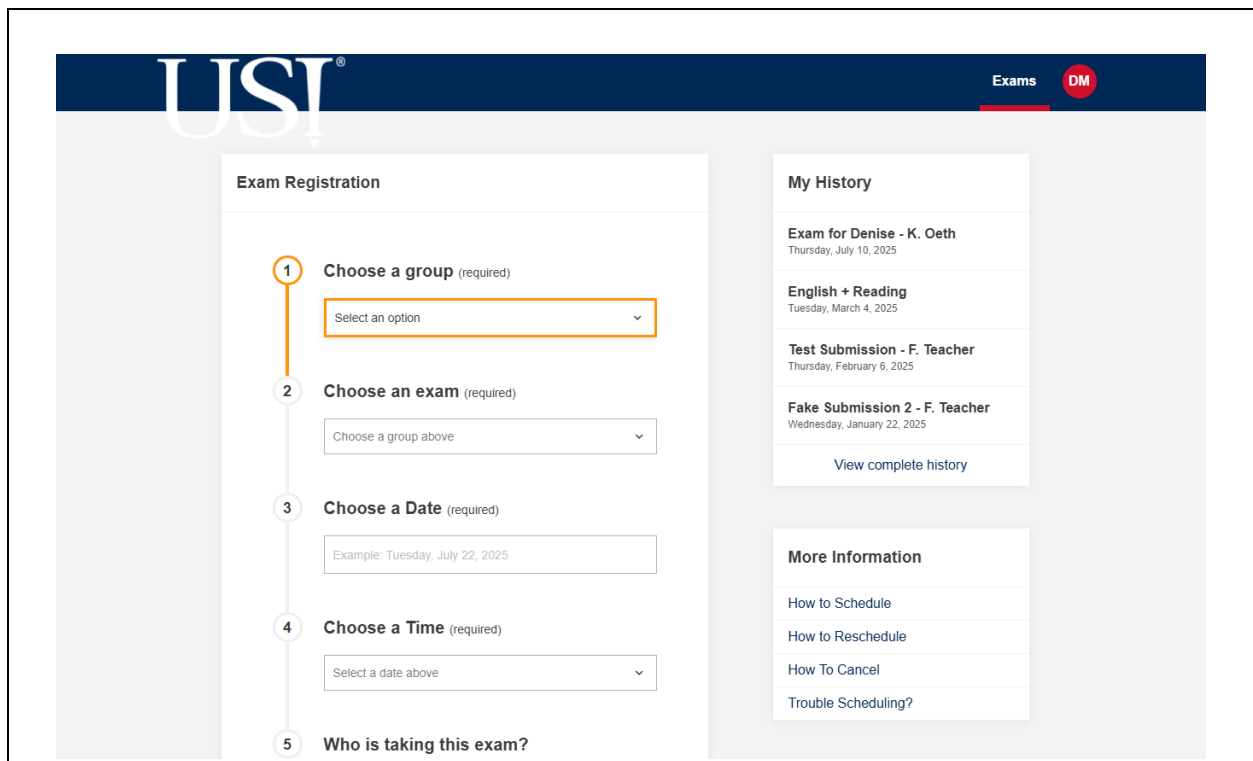
- b. In the pop-up menu, scroll down to RegisterBlast and click on the name. (The list is in alphabetical order.)



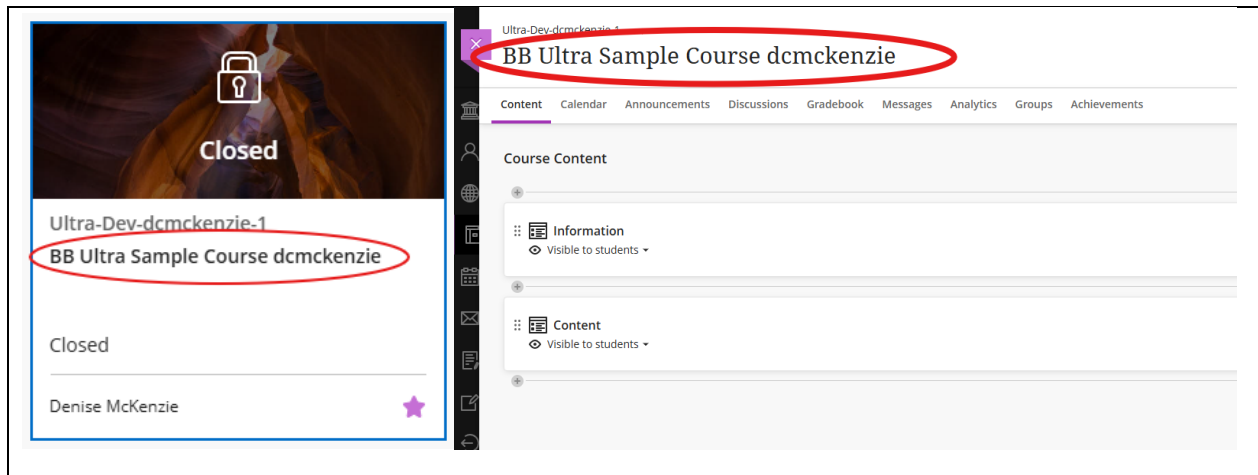
2. At the bottom of the screen, click **Sign in with School Credentials** and use your USI Username and password.



- a. You will then see a screen asking you to register for an exam.

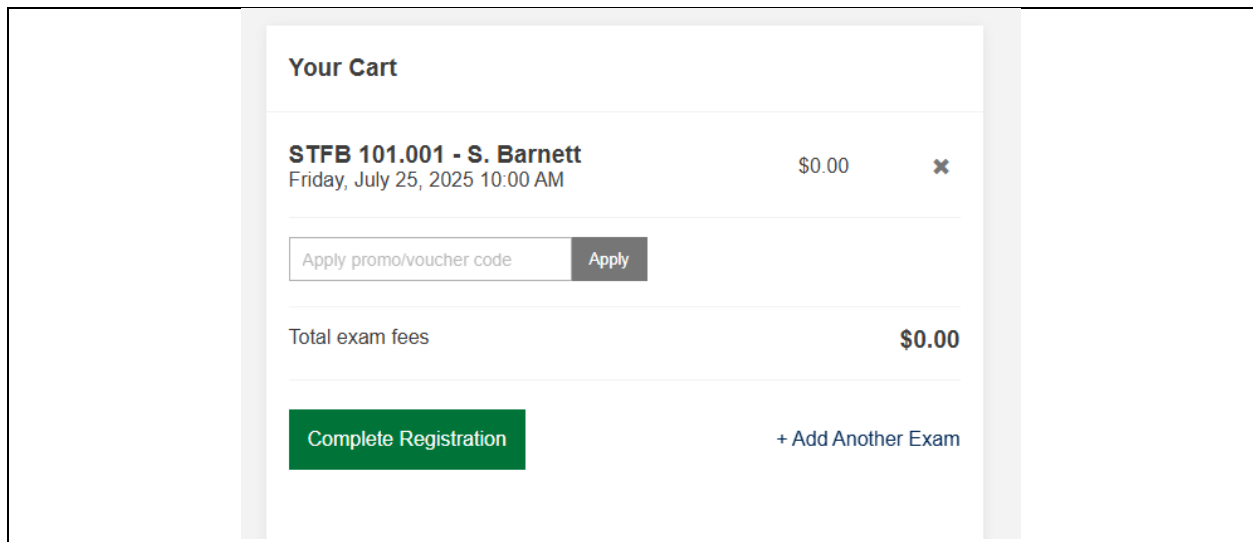


3. Under **Which type of test would you like to schedule?** select **Academic Exams**.
4. Under **Choose a testing location**, select where you would like to take the exam from the following options:
 - a. **Rice Library Testing Center** – If you would like to test at the Rice Library Testing Center, select this option.
 - b. **Disability Resources** – If you have registered with Disability Resources and wish to take your exam in their offices, select this option.
5. Under **Choose a class**, select the course you are taking the test for.
 - a. The course name should correspond to the one listed in Blackboard.



6. Under **Choose an exam**, select the specific exam you need to take for your class.
 - a. The exam should be labeled by the department abbreviation, course number, course section, and which exam of the course it is. (E.g. MNGT 305.002 - Exam 3)
7. If you have testing accommodations through Disability Resources, you will need to **Select Accommodations**.
 - a. You can choose any combination of your accommodations, including all or none of them, for the test. Make sure you click the checkmark next to each one you would like to use.
 - b. If you should have accommodations and do not see them listed, please reach out to Disability Resources at 812-464-1961 or usi1disres@usi.edu.

8. Click the **Choose a Date** field to choose an available testing date from the calendar.
 - a. Please note that students are **required to sign up at least 48 hours in advance** when scheduling to take a test.
9. Click the **Choose a Time** field to select an available testing time.
 - a. To see our current operating hours, visit our website [Rice Library Testing Center \(https://www.usi.edu/library/rice-library-testing-center\)](https://www.usi.edu/library/rice-library-testing-center).
10. Complete the personal information under **Who is taking this exam?**
 - a. Your first name, last name, and email should automatically be entered.
 - b. Your student ID number must start with “000”.
 - c. Enter your **Phone Number** into the first field.
 - i. This is in case the testing center needs to contact you via phone call you about your exam.
 - d. If you would like text notifications, enter your phone number again and check the box certifying that you agree mobile messaging.
11. Read the **Exam Guideline Acknowledgement** in the scroll box.
 - a. This contains the policies of the Rice Library Testing Center. It includes information on what you can and cannot bring to the testing center and guidelines for what to do day-of testing.
 - i. These will also be emailed to your USI email address after completing your registration. It will be easier to read all the instructions there if you’re having issues within the registration form.
 - b. Check the box under the scroll box, to acknowledge the guidelines.
12. Click **Add to Cart**.
 - a. This will bring you to the checkout screen.
 - b. Payment is never required.

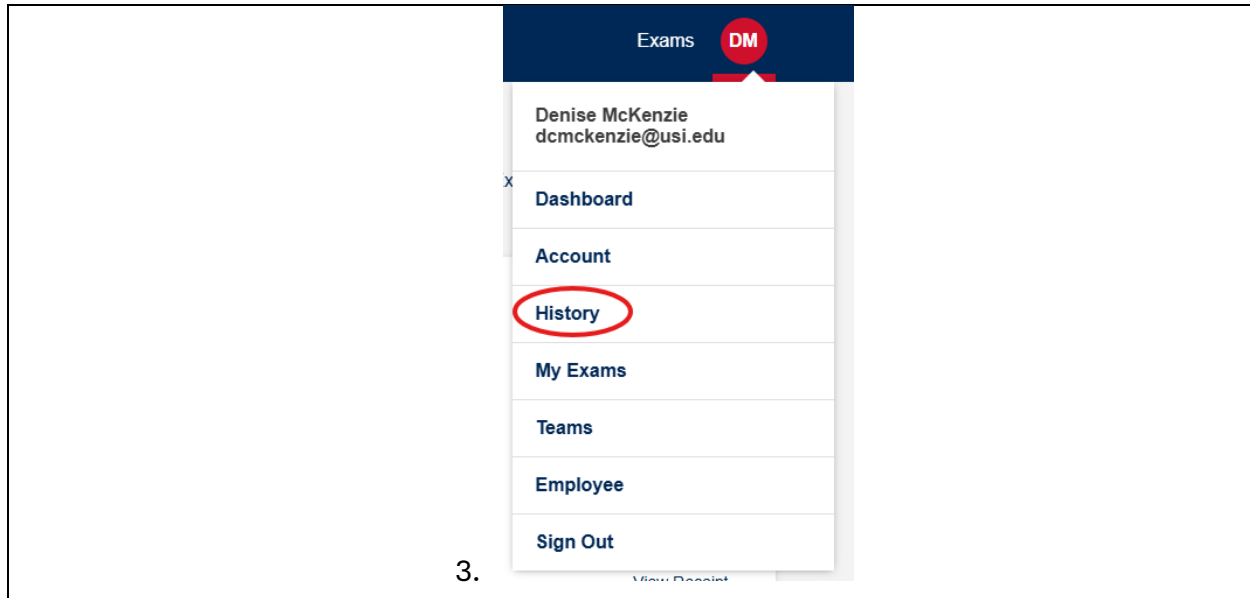


13. Click **Complete Registration**.

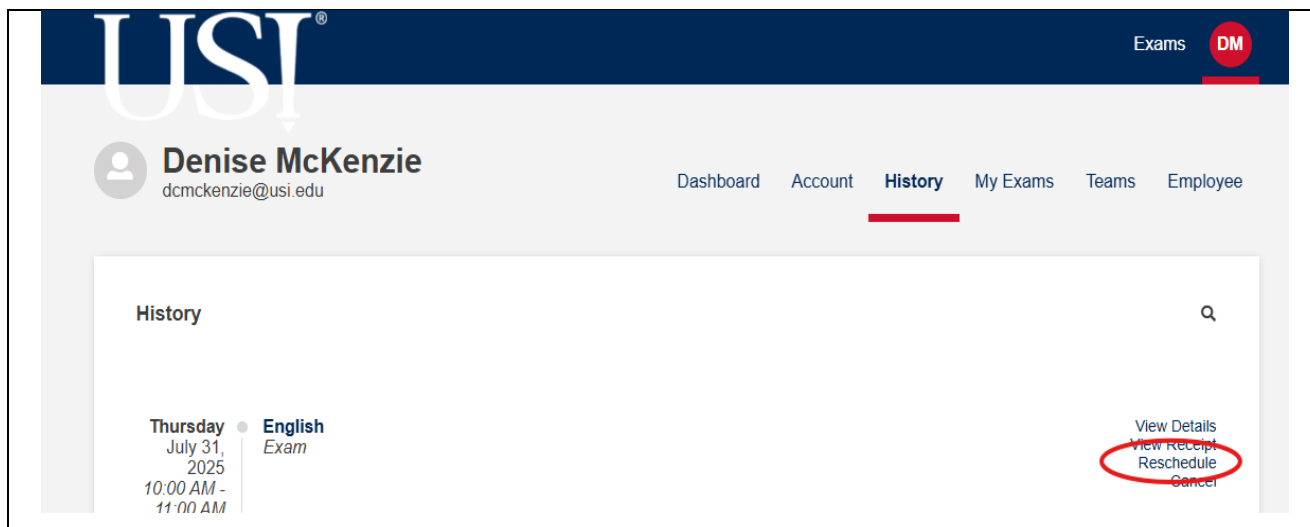
- a. A confirmation email will appear on the screen; you may print a copy for your records.

How to Reschedule Your Exam

1. Go to this link to log in: [RegisterBlast Registration Site \(registerblast.com/usi-rice/User/LoginStep\)](https://registerblast.com/usi-rice/User/LoginStep)
2. On the top right, click the red circle with your initials and select **History** from the dropdown menu.



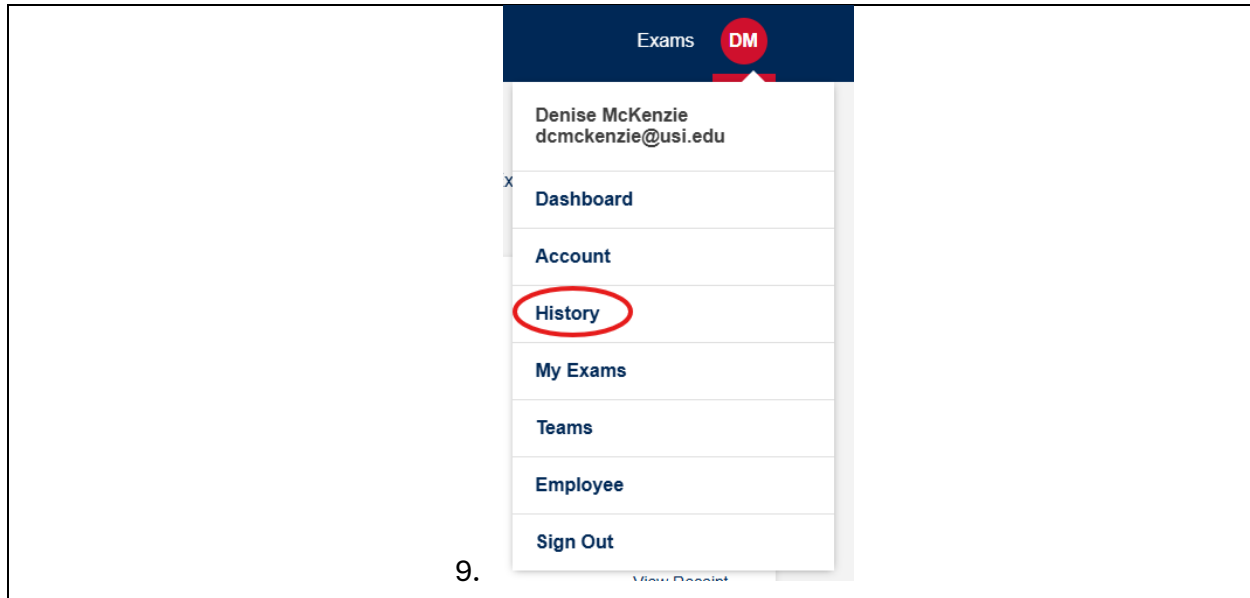
- 3.
4. You may be prompted to enter your USI email address for security purposes.
 - a. You will receive an email from support@registerblast.com with a link inside it. Access the link for it to open a new window to your **History** page.
5. On your **History** page, you can see all your previous and upcoming exams.
 - a. Locate which exam you are needing to reschedule, then click the **Reschedule** link on the left side of the screen.



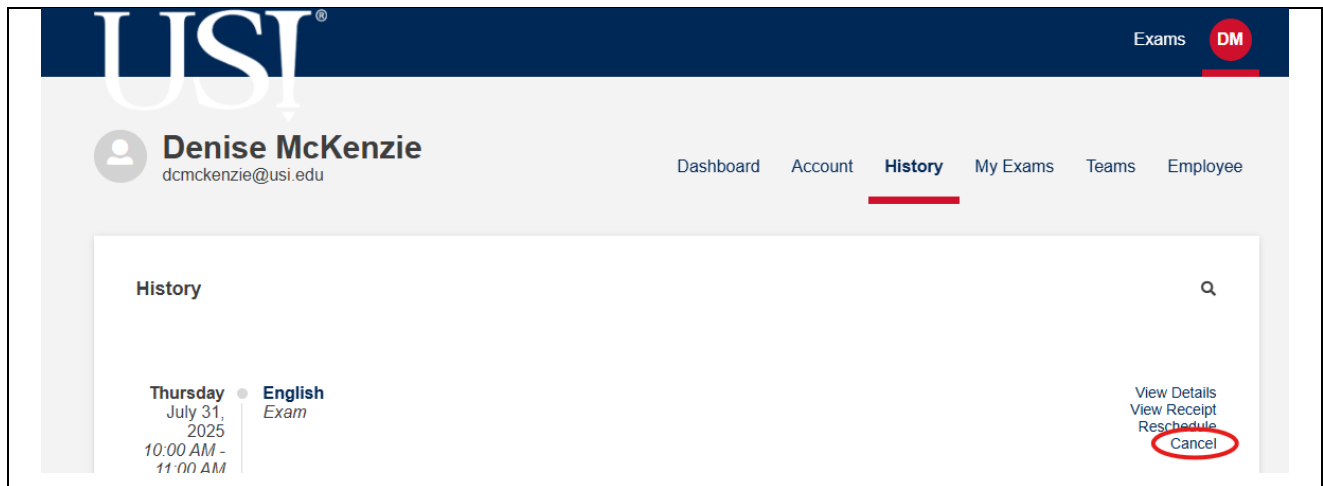
6. Choose a new **date and time** to reschedule.
 - a. Please note that students are **required to sign up at least 48 hours in advance**, even when rescheduling to take a test.
 - b. To see our current operating hours, visit our website [Rice Library Testing Center \(https://www.usi.edu/library/rice-library-testing-center\)](https://www.usi.edu/library/rice-library-testing-center).
7. Click the green **Reschedule** button.
8. After you have completed the above steps, you will receive a confirmation email notifying you of the new test date.

How to Cancel Your Testing Reservation

1. Go to this link to log in: [RegisterBlast Registration Site \(registerblast.com/usi-rice/User/LoginStep\)](https://registerblast.com/usi-rice/User/LoginStep)
2. On the top right, click the red circle with your initials and select **History** from the dropdown menu.



3. You may be prompted to enter your USI email address for security purposes.
 - a. You will receive an email from support@registerblast.com with a link inside it. Access the link for it to open a new window to your **History** page.
4. On your **History** page, you can see all your previous and upcoming exams.
 - a. Locate which exam you want to cancel, then click the **Cancel** link on the left side of the screen.



5. Click the green "Yes, cancel my registration" button if you are sure you want to cancel.
 - a. You may select "Keep current registration" if you no longer want to cancel your exam.

Walk-In Testing Exceptions (Placement Tests Only)

Walk-in testing is only allowed during specific times designated by the Testing Center. To see when walk-in scheduling is allowed, please visit our website: [Rice Library Testing Center](#).

After verifying walk-in testing is available, follow these steps:

1. Go to the RegisterBlast's sign in page: <https://www.registerblast.com/usi-rice/Checkin>
2. Select **Walk-In Registration**.
3. Select which test or tests you want to take for the walk-in appointment.
 - a. No modifications will be permitted, but you may [schedule another time](#) to complete your other tests.
4. Please complete all the requested information on the walk-in form.
 - a. You **must have a valid photo ID** with you physically to take your test.
5. Once you're at the library and ready to take your test, check in at the front desk.
 - a. If needed, here's a map: [Rice Library's Location](#) (<https://www.usi.edu/map#RiceLibrary>).

If You Have Trouble Scheduling

If you are getting an error, try these “fixes.” If you’re still having troubles, either email the RLTC at testing.center@usi.edu or call us at 812-464-1905.

NOTE: Most of the time, if you close completely out of your browser (not using the back space), and then come back in, it will fix the issue. If it does not fix it, please try the following:

1. Make sure your browser is a current version. Some common browsers include Google Chrome, Mozilla Firefox, Microsoft Edge, and Opera
 - a. **NOTE:** Safari will not work with RegisterBlast
2. Delete your cookies and refresh your browser and try again
3. Clear your cache and refresh your browser and try again
4. Try another browser and try again
5. Try on another device

Testing Policies

- **RESERVATION REQUIRED**

Open test times are available for reservation up to 48 hours before test time. No walk-in appointments are available for the Testing Center unless explicitly stated.

- **IDENTIFICATION REQUIRED**

Testers must present a valid photo ID. This may be a state-issued driver's license or state identification card, passport, or University of Southern Indiana photo ID.

- **ITEMS NOT ALLOWED INSIDE THE TESTING CENTER**

- a. **Cell phones** or other communication devices.
- b. **Electronic communication** devices including but not limited to: digital watches, digital personal assistants, alarm watches, cameras of any kind, fitness trackers, listening devices such as Bluetooth headphones or earbuds, smart glasses or earrings.
- c. **Food, beverages, or tobacco products.**
- d. **Unauthorized reference materials** such as dictionaries, books, pamphlets.
- e. **Scratch paper and pencils will be provided and** collected by the testing staff; other testing aids are not permitted without prior authorization of USI faculty or outside vendor.
- f. **Lockers will be provided** to secure items during your testing session.
- g. **All prohibited items must be secured** into a locker before proceeding into the Testing Center.

Student FAQ

- Do I need a reservation?
 - Reservations are required and open test times are available for reservation up to 48 hours before test time. No walk-in appointments are available for the Testing Center unless explicitly stated.
- Is identification required?
 - Testers **must physically present a valid photo ID**. This may be a state-issued driver's license or state identification card, passport, or University of Southern Indiana photo ID.
- Are there items **not** allowed in the Testing Center?
 - Yes, there are items not allowed in the Testing Center. See the following list for specifics:
 - **Cell phones or other communication devices.**
 - **Electronic communication devices** including but not limited to digital watches, digital personal assistants, alarm watches, cameras of any kind, fitness trackers, listening devices such as Bluetooth headphones or earbuds, smart glasses or earrings.
 - **Food, beverages, or tobacco products.**
 - **Unauthorized reference materials** such as dictionaries, books, and pamphlets.
- What should I bring to the Testing Center?
 - Allowed items include:
 - USI ID if a current student OR valid photo ID.
 - Authorized reference materials from USI faculty and outside vendors (which we will have verified before testing time).
 - Scratch paper and pencils will be provided and collected by the Testing Center staff.
- What do I do with my other belongings?
 - **Lockers will be provided** to secure items during your testing session.
 - **All items not allowed must be secured** into a locker before proceeding into the Testing Center.