How to schedule a Distance Education, TEAS, or Foreign Language exam

- Go to: [http://ivytech.edu/schedulenow](http://ivytech.edu/schedulenow)
- First time users must create an account with an active and valid e-mail account.
- Select the campus where you would like to schedule your exam
- Select test name:
  - Distance Ed for distance education tests.
  - Foreign Language for Spanish and French placement
  - TEAS for nursing competitive programs
- Select the test that matches the time allowed for your test, then click ‘next’.
- To verify your selection click yes, then ‘next’
- Type the name of the course for which you are testing
- From the ‘Search Results’ select your course section and course name, then click ‘next’
- Type in your instructor’s name, and then click ‘next’. (If you do not know your instructor’s name, log in to Campus Connect and look under ‘My Ivy Tech’
- Click on Calendar icon to select the day your wish to test, and then click ‘check availability’.
- Select drop down arrow for the available time to appear.
- Select a time to test.
- Select ‘Submit my appointment request’. This will generate an e-mail to the address given when creating an account. The e-mail will verify your name, test date and time, location, and the test scheduled.

**To cancel an appointment:**

- Go to [http://ivytech.edu/schedulenow](http://ivytech.edu/schedulenow)
- Select ‘List’ located on the left side of the screen, under ‘appointments’.
- Locate the appointment that you wish to cancel.
  - Select the actions arrow
  - Select cancel
  - Select yes when asked, “Are you sure you want to cancel?”
  - A verification page will appear to confirm cancelled appointment.
  - You will receive a verification e-mail that your appointment has been cancelled.

**To reschedule an appointment:**

- Select actions arrow next to the appointment recently cancelled.
- Select ‘reschedule’
- The test date selection page will appear.
- Follow steps above to make an appointment.

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