Creating Your Appointment on the Ivy Tech Online Test Scheduling System

1. **Ivy Tech Students**: Go to the homepage of Campus Connect and on the left side of the page under Quick Links, click on “Schedule Test Appointment.” Log in with Campus Connect username and password at “Student Login.”

   Non-Ivy Tech Students will go to ivytech.edu/schedulenow and will have to register on “Non-Student Login.”

2. **What type of exam are you scheduling?**
   Select: Certification and all other exams.

3. **Which Ivy Tech course are you taking this exam for?**
   Pick the course you are wanting to schedule the exam for.

4. **Please indicate which exam you would like to schedule.**
   Select: Proctored Academic Exam.

5. **Select Proctored exam duration** (choose length of time allotted for exam).

6. **Select Proctored Exam name.**
   Example: Midterm/Final -- Other(Make Up)

7. **Select the Campus where you would like to schedule an exam.**

8. **When do you want to take the exam?**
   Click on red box it will open calendar, select day you would like to test.

9. **Arrow to available times.**
   Select a time.

10. **Submit appointment for request.**

Rescheduling or Canceling Your Appointment on the Ivy Tech Online Test Scheduling System

1. Go to the homepage of Campus Connect and on the left side of the page under Quick Links, click on “Schedule Test Appointment.” Log in with Campus Connect username and password at “Student Login.”

2. On the left side, click View Appointment History, click down arrow beside gear, and repeat steps 7-10

This information is subject to change