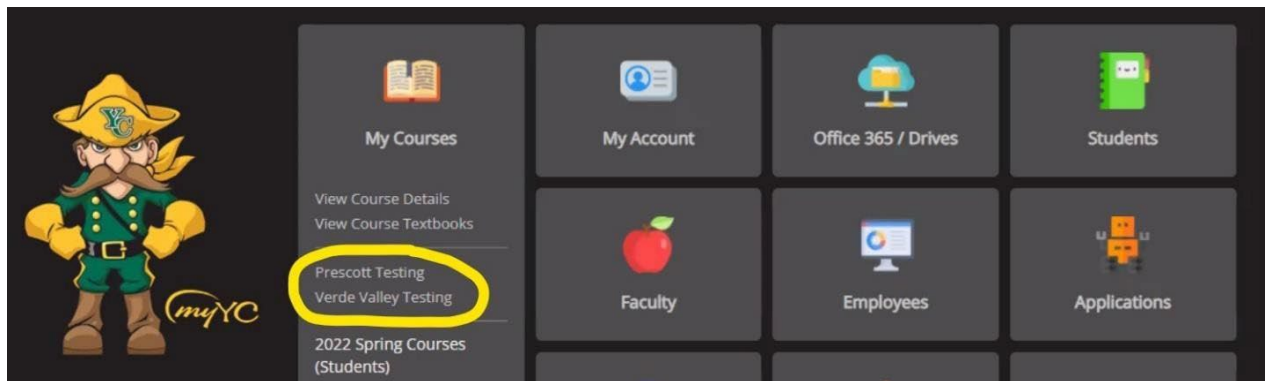


# RegisterBlast Submission Builder Quick Guide

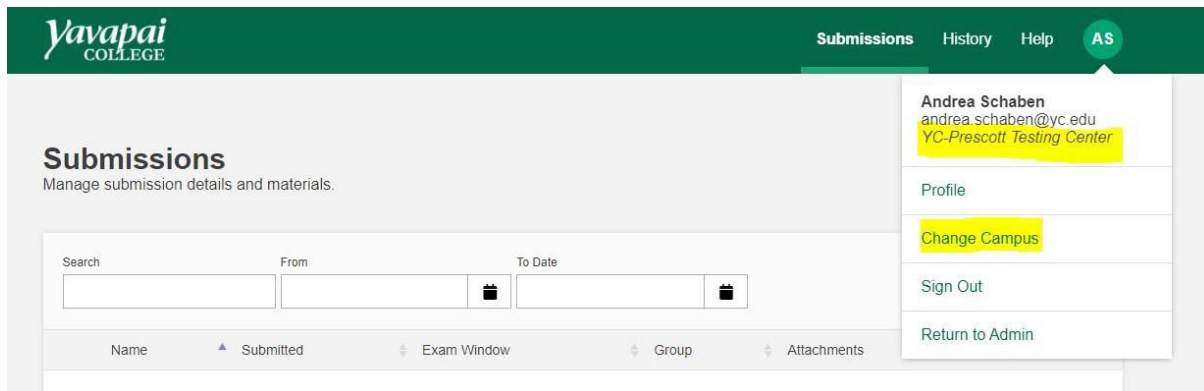
Yavapai College Testing Services will now be receiving testing information and materials through the RegisterBlast software.

**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.

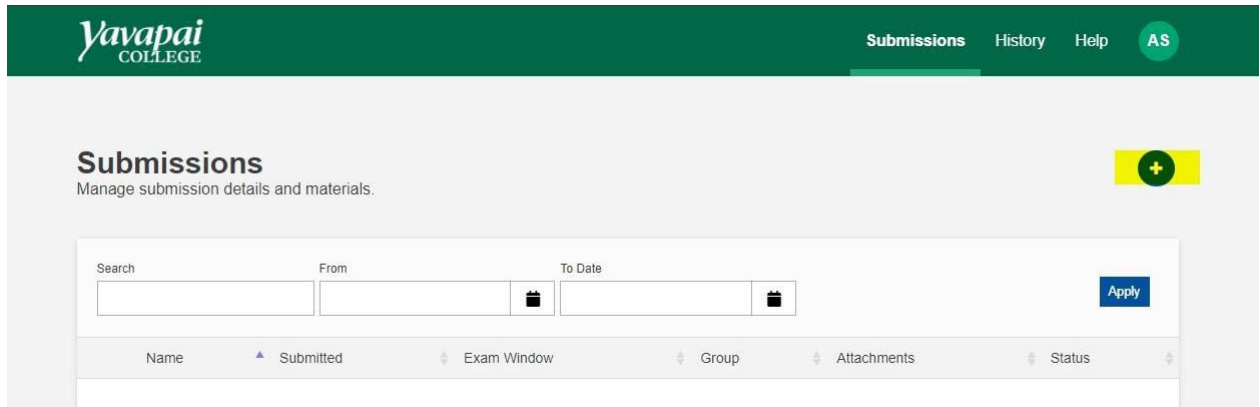


The system will automatically recognize the user as either a student or an instructor. Please note that students who require a private room accommodation will still need to contact Testing Services directly to schedule their testing appointment. They should not use this link to schedule.

**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.

PLEASE ADD YOUR EXAM IN THE FOLLOWING FORMAT:  
**MAT100, Exam 2**

Submission Name 

MAT 142 Exam 1

Select the exam group/s for this test 

Academic Exams - Spring 2022 > MAT > MAT097-10665  
Academic Exams - Spring 2022 > MAT > MAT141-10819  
Academic Exams - Spring 2022 > MAT > MAT141-11503  
Academic Exams - Spring 2022 > MAT > MAT142-10135  
Academic Exams - Spring 2022 > MAT > MAT142-11504  
Academic Exams - Spring 2022 > MAT > MAT152-10137  
Academic Exams - Spring 2022 > PHE > PHE105P1-11316

Next

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.

**Manage Campuses**  
Apply submission to other campuses. ?

YC-Verde Valley

[Next](#)

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.

**File Management**  
Attach digital files to the submission.

Drag & Drop your files or [Browse](#)

[Next](#)

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.

**Exam Instructions**

Instructions ⓘ


[Submit](#)   [Submit and Print](#)

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.

## Submissions

Manage submission details and materials.

Search    From    To Date   [Apply](#)

Name	Submitted	Exam Window	Group	Attachments	Status
 MAT 142 Exam 1	1/21/2022	1/24/2022 - 1/27/2022	Academic Exams - Spring 2022 > MAT > MAT142-10135, Academic Exams - Spring 2022 > MAT > MAT142-11504	0 Files	Unapproved

Show  entries   Previous      Next   [CSV](#)   [Excel](#)   [Print](#)

Students that are scheduled to take your exam(s) will appear in the History tab.

The screenshot shows the Yavapai College website's 'History' tab. The header includes the college logo, navigation links for 'Submissions', 'History' (highlighted), and 'Help', along with a user profile icon labeled 'AS'. Below the header, the 'History' section is titled 'Review registrations for your submissions.' A search and filter interface includes a search box, 'From Date' (12/22/2021), 'To Date' (1/21/2022), a checked 'Exam Registration' checkbox, and an 'Apply' button. Below this is a table header with columns: Date, Type, Name, Student, Status, and Info.

**Testing Services Contact Information:**

[Testing@yc.edu](mailto:Testing@yc.edu)

928-776-2200

Norma Ortega, Coordinator

[norma.ortega@yc.edu](mailto:norma.ortega@yc.edu)

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Gina Hammond, Verde Testing Specialist [gina.hammond@yc.edu](mailto:gina.hammond@yc.edu)

X6561