Reserve an appointment that fits your schedule using the following steps. Download the Navigate Student App from the App Store (iOS) or Google Play (Android).

- 1. Log into MyTyler using your username and password.
- 2. Launch the **EAB Navigate Student JTCC** icon on your My Applications Dashboard.

	Applications ~	Shana 🗸
Filter	My Applications	
My Applications >		
All	Canvas My Courses - syllabi	Google Drive
Bookmarks	assignments, homework submission	collaborate on files and folders
Faculty and Staff		l i i i i i i i i i i i i i i i i i i i
🔲 John Tyler		
Students	Follett Discover - JTCC College Bookstore EAB Navigate Student - JTCC	The Virginia Education Wizard
Support	EAB Navigate Student	WIZARD Your Future, Your Way
	Details Launch	

3. Using the **Appointments** option on the left menu bar, click Schedule an **Appointment**.

ANALGATE		12:48 at UE ==>
WAVIGATE Explore Pla	anner	< Appointments
∂ Home	< <u>Go hack</u>	My Appointments My Team History Upcoming
o To-Dos and Events	My Appointments	···.
Appointments	ων Αρροιπαπειτα	·
Resources	Upcoming Past	No Upcoming Appointments Yet!
🖈 Messages	No upcoming appointments	Appointment Invites
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Class Schedule		· · ·
😪 My Major	Scheoue an Appointment	No Appointment Invitations You
Settings		Schedule or Drop In for an Appointment

4. Next, the New Appointment page opens.

ANAVACATE	Disease		(The second seco	< New Appointment
	ine Hanner		(a) [rudory]	What can we help you find?
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To-Dos and Events				
S Appointments	New Appointment			Service *
📑 Reports 🖾🖾	What can we help you find?	Other Appointment Options		
IIA Study Buddles				Pick a Date ①
Resources	Appointment Care Unit 🚊	Drag in terms		Monday, January 4th 2021
-gg Messages		Request another time		Find Available Time
🔥 Holds	Appointment Service ±	Meet Your Guidene Team		
Class Schedule	<u>8</u>			Other Appointment Options
😫 My Major	Pick a Date ①			View Drop-In Times
 Settings 	Thursday, December Ind 2020			Request Appointment Time
	Find Available Time			Meet Your Success Team
				•

- 5. Select **Testing** for Appointment Care Unit.
- Select a Service (reason for appointment). Some services will require you to provide a COURSE before moving forward. If you are taking an exam for a course, please provide your course information (Course Name & Section#). In Comment Section: Add Test Name and Instructor's name.

In-Person Services: Accuplacer ESL, VPT, Make-up Test, MTE 2nd Attempt, TEAS, CLEP, Testing with Accommodations (Email IAP), and NAS 2 Test Out. If you need to schedule an in-person exam for an online course and it's not a make-up test, click here: <u>https://apps.jtcc.edu/TestingServicesStudent/</u>

Virtual Testing Services: Remote exam via Zoom, Make-up Test via Zoom, MTE 2nd Attempt via Zoom, TEAS via Proctorio, and Testing with Accommodations via Zoom (Email IAP) and Accuplacer ESL via zoom. **NAS 2 Test Out** – case-by-case during semester and offered virtually in between semesters. **ITE 115 Test Out** – Offered through Canvas Course. Can be taken in-person if needed.

Once the Care Unit and Service are chosen, the student chooses a date and clicks Find Available Time. The next page appears.

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- 7. Pick a Date and Find Available Time.
- 8. Choose from the three Locations: Chester Testing Center, Midlothian Testing Center, or Virtual Testing Center.
- 9. **Reserve** a time slot that works best for your schedule.
- 10. **Review Appointment Details and Confirm** your appointment information (this info will be emailed to you).

	12:49	
	< Review D	etail
Review Appointment Details and Confirm	Choose the type of suppor Whitehurst Academic Advi	rt you nee sing
What type of appointment would you like to schedule? Testing	Service Auxiliary Remote & Make-up Tests	ation
Date 10/07/2021	Time Date 01/04/2021	
Location Cheater - Testing Center Cheater Testing is located in Moyer 188A, open Mondey-Thursday: 8 a.m. – 8 p.m. Friday and Saturday: 8 a.m. – 5 p.m.	Time 300 PM - 330 PM	
Would you like to share anything size?	Whitehurst Online	
Addit your comments have	Staff Olivia Aborn (Your Testing	Coordina
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11. Share anything else with the Testing Center fill out the text box. **Important:** In this <u>comment section</u>, you must provide your c**ourse**

name, section#, test name, and instructor's name in order for us to process the request.

- **TEAS TESTERS:** Provide number of attempts for taking TEAS
- CLEP TESTERS: Provide What subject? Have you taken this exam before? When?
- 12. Select **Schedule** to finalize the appointment. *Check your appointment by clicking* **View Appointments**. You can cancel the appointment on *this page as well.*



13. It's important to review the **appointment details** included in your confirmation to make sure there is nothing else to do to prepare for your exam.

Please Note:

EAB Navigate is not supported by Internet Explorer.

Appointments must be scheduled two days (48 hours) in advance. Note: Sundays and holidays excluded. Testing Center is closed on Sunday. Please notify the Testing Center at least 24 hours if you will need to reschedule or cancel an appointment. Students are allowed 3 no shows.

Contact testing with any questions at <u>testing@jtcc.edu</u>.