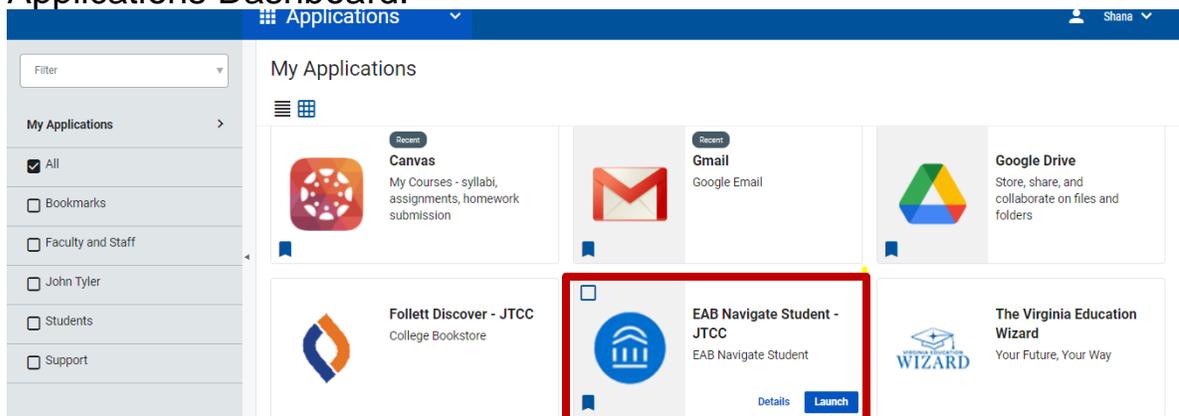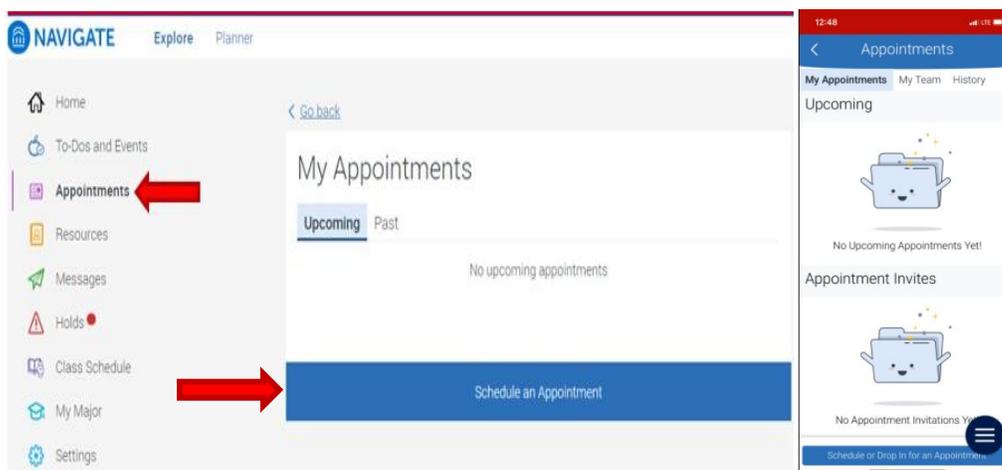# Schedule a testing appointment with Navigate

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.
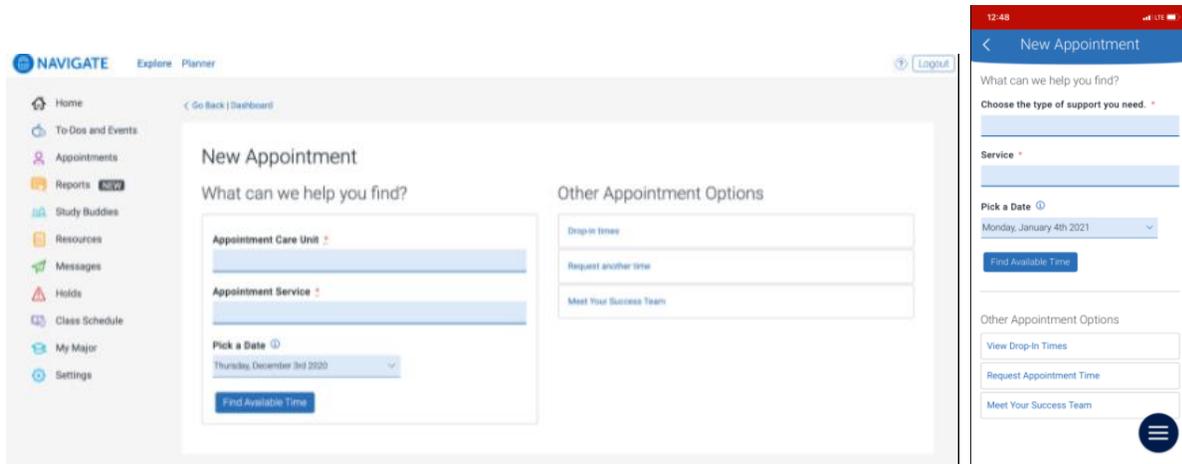


3. Using the **Appointments** option on the left menu bar, click Schedule an **Appointment**.



4. Next, the **New Appointment** page opens.

# Schedule a testing appointment with Navigate



5. Select **Testing** for Appointment Care Unit.
6. 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: https://apps.jtcc.edu/TestingServicesStudent/

**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.

# Schedule a testing appointment with Navigate



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).



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**

# Schedule a testing appointment with Navigate

> **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.*
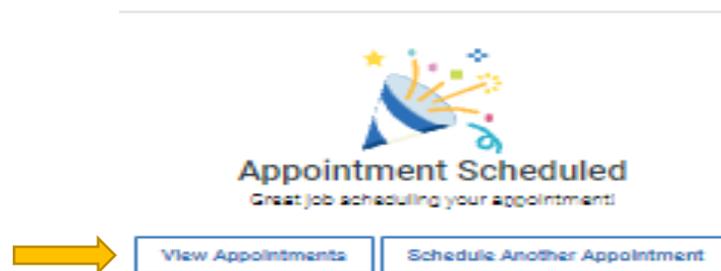


13. It's important to review the **appointment details** included in your confirmation to make sure there is nothing else to do to prepare for your exam.


**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 [testing@jtcc.edu](mailto:testing@jtcc.edu).