

# HOW TO...

## Make an Exam Appointment

1

Upon receiving an email from the Testing Center to make an appointment, go to the [Testing Services](#) link. Click on the *Schedule Your Appointment* link. You will see your personal appointment dashboard in TracCloud. Click on the *Schedule an Appointment* tile to search for available appointments.

2

Notice there are TWO areas in the search engine: *Class/Subject* and *Service/Reason*.

3

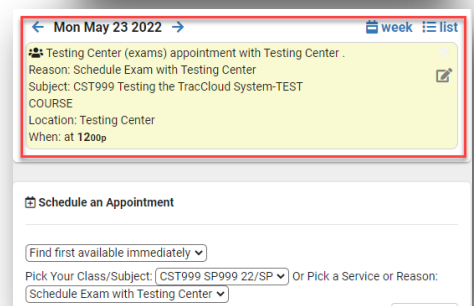
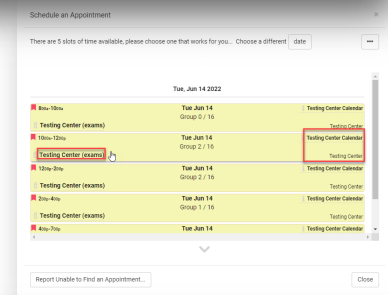
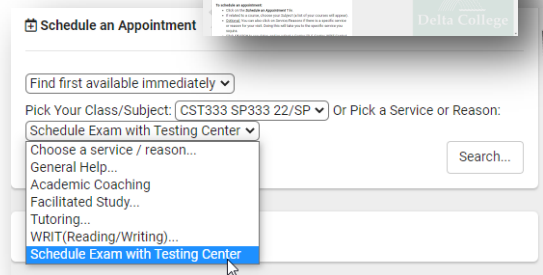
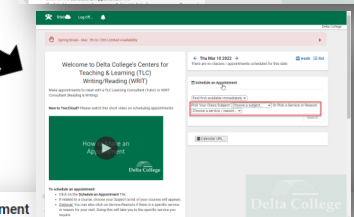
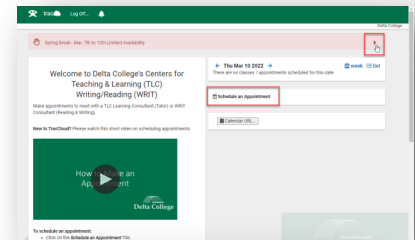
Select your class from *Class/Subject*. Select *Schedule Exam with Testing Center* from *Service/Reason*. Click the SEARCH button.

4

You will see a list of available times. You should verify your appointment is with the Testing Center by checking to see the Center is identified in the appointment time chosen.

5

Once you select an appointment time, click SAVE . A confirmation will be sent to your Delta email with instructions for your appointment. You can see your appointment appear in the calendar tile on the date of the appointment. Click the *week/list* to view any appointments you may have.



*For additional assistance ...*

Testing Center Services  
testingcenter@delta.edu or 989-686-9182

