

How to Schedule a Course Test

(These instructions will not be applicable for a Safari browser.)

1. Log into Canvas.
2. Go to your course.
3. In the left column, click on "Testing Services Request."
4. Choose the exam you want to schedule under the approved exam(s) listed.

Note: Do not edit the top 3 fields that show your course information.

5. Select a date and time.
6. Review testing requirements.
7. Enter your JCCC Student ID number
8. Choose "Add to Cart."
9. Choose "Complete Registration."

Note: You will receive email confirmation of your scheduled test.

For assistance with scheduling, contact testingservices@jccc.edu or by phone 913-469-4439. For questions regarding accessing your JCCC username or password, navigating Canvas, or other technical difficulties, contact the Technical Support Center, 913-469-8500, ext. 4357 (HELP)