- 1. Go to the Professor's page found on our Testing Services website Instructor Resources:
- If you are a new user, you would need to create a new password. The system already identifies you through your MCCCD Staff Student Email (MEID@maricopa.edu), you would just need to create a new password by clicking on <u>Need password or account assistance?</u>

PARADISE VALLEY COMMUNITY COLLEGE A MARICOPA COMMUNITY COLLEGE		Submissions	History	Help	2
	Professor Sign In Manage and review submissions and activity.				
	Email Address Password				
	Sign In Need password or account assistance?				

3. Once you get the following page, see below:

PARADISE VALLEY COMMUNITY COLLEGE	Exams Resources Events
Need password help? Request a password reset to access your account. Email	Forgot your password? Use the password assistant to change a forgotten password. Be sure to submit the email address used to create your RegisterBlast account
Email Address Request Password Reset	Account created for you? In some cases, your institution may create a RegisterBlast account on your behalf. If you have an account but do not know your password, use the password assistant to reset it. Be sure to submit the email address used to create your account.

4. Click on Request Password Reset

 The system will send a password reset email to your Student Email: <u>MEID@maricopa.edu</u>. To access this email, go to the top right corner of your email, and click on the box with the Maricopa Logo:



- 6. Then click on Add another account
- 7. It will take you to the following page, to add a new email account:

G Choose an account	② Use another account
English (United States)	Help Privacy Terms

- 8. Click on Use another account, if your <u>MEID@maricopa.edu</u> email is not listed.
- 9. Type your email address <u>MEID@maricopa.edu</u> in the box, then click Next.



- 10. It will open your student account inbox page for you to access emails.
- 11. You should find an email sent from Register Blast providing a link for you to reset your password.

- 12. The link will take you back to Register Blast, and you will need to type your new password twice.
- 13. Following that step, go back to the <u>professor's page</u> and log in now with your <u>MEID@maricopa.edu</u> email address and password.
- 14. Now you are ready to use your <u>RegisterBlast Professor Profile</u>:

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Submissio	ns				
lanage submission c	letails and materials.				· · · · ·
Search	From	To Date			
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Name	Submitted	Exam Window	Group	Attachments	Status
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15. Click on the plus sign, and add your exam instructions.

	Create an identity and time for the submission.
Submission Builder Build and configure submissions.	From this screen you can upload a new test for the testing center. Please use an accepted format, as defined by your testing center.
Defails Define the submission.	Please answer all of the following questions. Anything missed will send you to the beginning.
File Management Add submission files.	Please put your exam in the following format: MAT101, Section 2 Exam 3
Additional Information Provide the details.	Exam Name @
Eligibility & Restrictions Limit submission recipients.	Select the exam group/s for this test 💿
What else do we need to know?	
Create instructions.	Start Date  End Date
	> Time Restriction
	Allotted Minutes @
	60
	Next

Please reach out to Testing Services with any questions or concerns. Phone: (602) 787.7050 Email: assessment@paradisevalley.edu