Scheduling Your Testing Appointment

1. To schedule your exam please visit University Academic Success Programs (UASP) Adaptive Learning Labs website at the following URL:

tutoring.asu.edu/lab

Before Scheduling your test, please review our testing center policies found at the bottom of this page. Once you have read and understand our policies, you may continue with scheduling your test.
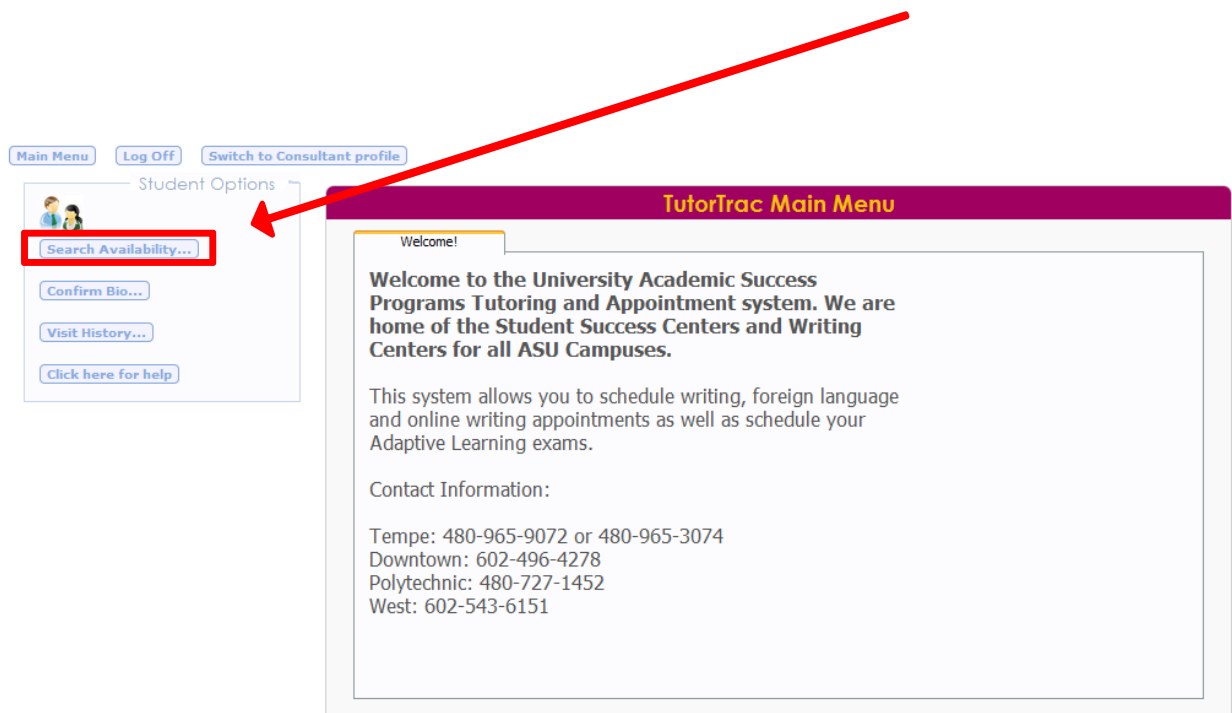

2. Scroll back to the top of this page and select "testing times schedule" to review the semester exam offerings. Next select the "TutorTrac" link that appears twice. This link will direct you to the test scheduling website. If you are not signed in to your myASU, then this link will redirect you so you can authorize your account.

3. Please sign in using your ASUrite User ID and Password.

4. After signing into your myASU you will be redirected to our scheduling website called Tutortrac. From here select the "Search Availability" button.

5. Under "Center" open the drop down and select "Adaptive Learning Labs"

6. Please select your class section, campus, dates and preferred day of the week and time of the day. Please remember to book your exam appointments before your exam close date.

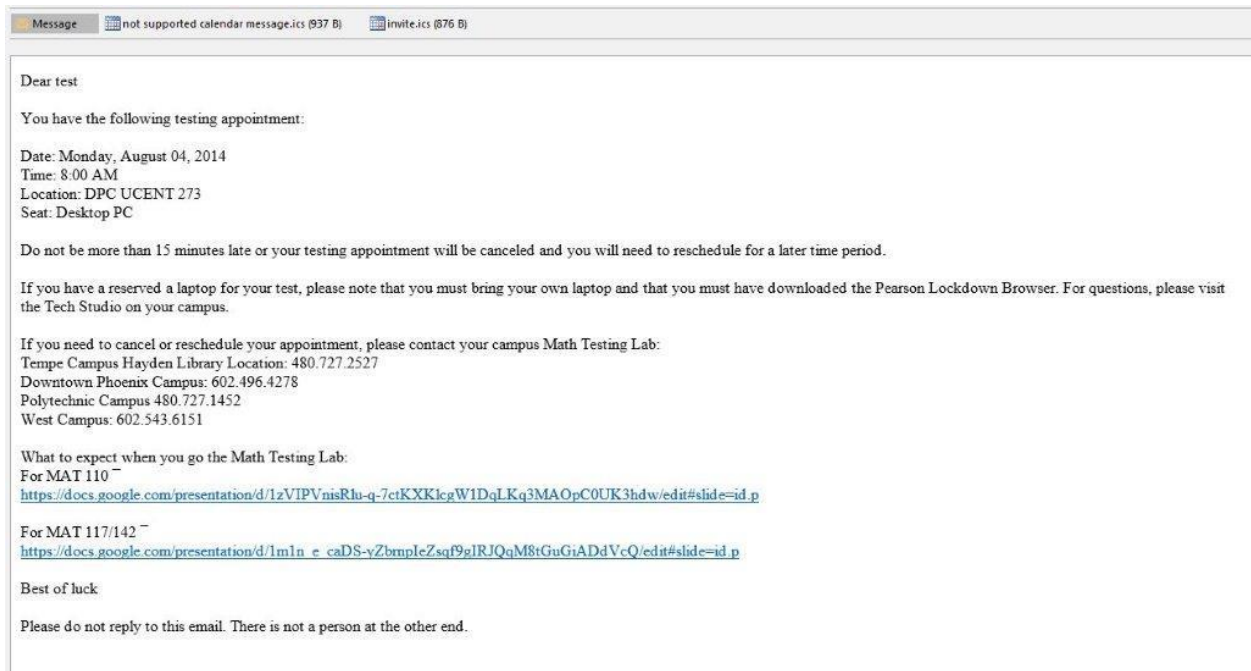7. After you have filled out the following boxes click "Search"

8. After you click "Search", open testing appointments will show up on the right of the screen, as shown below. Please select your desired testing slot.
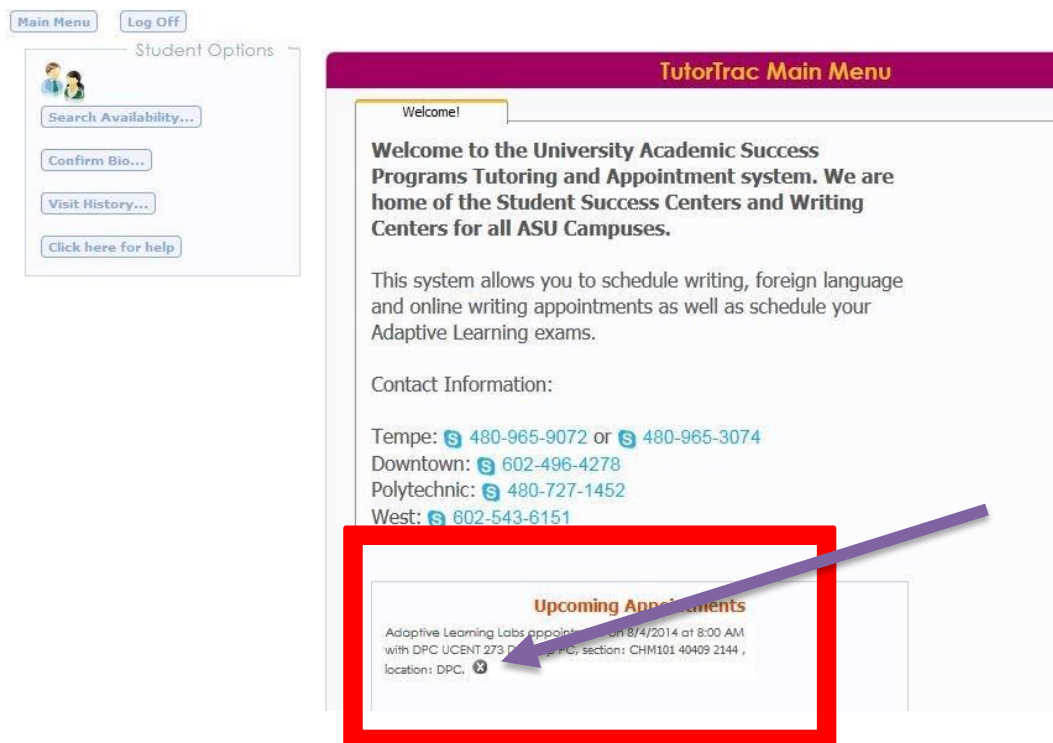

9. After you select your desired testing slot a window will appear. Double check all the information to make sure this is the appointment you desire. If everything seems correct, click "Save" at the bottom left.

10. Shortly after you click "Save" you will receive a confirmation email that will list all of your testing appointments details. The email will look like the screenshot below.

11. If you would like to cancel your appointment, follow steps 1-4 and then click on the circle with the X .

12. If you would like to view your scheduled test, follow steps 1-4 and then click on "View History" which will take you to a list of current and past exams.