**Instructions for Creating your Professor Account in Registerblast**

1. You will receive “Password Reset Request” email from Registerblast ([Support@registerblast.com](mailto:Support@registerblast.com)). This is NOT spam.
2. Click the link in the email, and set your password to a password of your choice.
3. You will immediately be transferred to the Professor module. This is where you will see all the exams scheduled for your students.
4. Your username is your MCC email. You will set your own password.
5. If you do not receive the password reset request email, you can go to the following link and click “Need Password or account assistance?” <https://www.registerblast.com/monroecc/Professor/Login>

Note: It may take 24 hours for your account to be fully enabled.

**To Log In:**

1. Go to: <https://www.registerblast.com/monroecc/Professor/Login> (add this as a bookmark to your browser)
2. Type in your email and password
3. You will be directed to the Professor Module

**To Submit a Test:**

1. Log in.
2. At the top, click “Submissions”
3. Click the + sign in the top right corner.
4. Under Submission Name, enter it in the following format: BIO145 Exam 1.
5. Assign Submission to “Accommodated Testing at the Brighton Campus” or “Accommodated Testing at the Downtown Campus,” whichever is applicable.
6. Complete the Submission builder, answering all of the questions.

Alternately, you may receive an email from Registerblast requesting a submission. That means that a student has made an appointment in the testing center. Just click the link in the email and you will go through steps 1-6 above.

Testing Services will now receive notification that an exam has been submitted. Our staff will review it and if everything is in order, we will approve the exam and attach it to the student’s registration.

Note: The student never has an electronic copy of the test available to them unless it is an online test (through Blackboard, My Math Lab, Wiley Plus, etc).