

Instructions for Creating your Professor Account in Registerblast

If you have a student with an active accommodation letter from MCC's Disability Services office, you may follow the steps below.

1. Email me, [Sarah Pantaleo](#), and let me know you would like to set up your professor account.
2. You will receive "Password Reset Request" email from Registerblast (Support@registerblast.com). This is NOT spam.
3. Click the link in the email, and set your password to a password of your choice.
4. You will immediately be transferred to the Professor module. This is where you will see all the exams scheduled for your students.

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. Then click "New Submission."
4. Under Test Name, put in the three-letter department code (BIO, etc) and the three digit course number (101, etc). eg. BIO 101
5. Click "Choose File." Upload the test file from your computer to Registerblast.
6. If you have additional materials, click "Add Additional File to this test." Continue adding until all files the student will need to test are uploaded.