Making an appointment in TimeTrade for the first time

1) Access the internet and go the www.nwacc.edu
2) Under “current students” click on “testing”
3) On the left click “hours and appointments”
4) Check hours and to see if we are closed for any holidays or special occasions
5) Click o the TimeTrade link
6) Under the username and password, click on click here to register
7) Enter first and last name, an e-mail address, and a phone number.
8) Create a username and password, we recommend using your NWACC username and password
9) Submit registration
10) Choose activity
a. Choose “COMPASS Placement Test when you take the COMPASS test for any purpose
b. Choose “NWACC Computer test for any test taken on a computer other than the COMPASS test
c. Choose “Paper and Pencil Test” for any NWACC test not involving the use of the computer.
d. Choose “Friday Evening Blackboard Test” for tests taken on the Blackboard system only. This option is limited to Friday afternoons and evenings during certain times of the year, for example mid-terms and finals. If your class is on Blackboard, but the test is paper/pencil choose the paper test option. If your test is math and given through “MyMathLab”, choose the computer option.
11) Choose your duration.
12) Choose your preferred date and click next. If your date is showing as not available:
a. First contact the Testing Center staff to make sure it is not a computer error
b. Choose another date. Occasionally, certain dates will fill up and you may have to choose an alternate date.
13) Click on the time you would like to start the test
14) Click “Make Appointment”
15) Click “Finish”
16) Your chosen time will appear in green. Verify that it is the time you would like.