



Make-Up Testing Hours

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|---------------|----------------|----------------|----------------|----------|
| 4:00pm-8:00pm | 4:00pm-8:00pm | 12:00pm-4:00pm | 12:00pm-4:00pm | 10:00am-2:00pm | closed |

1. Go to <https://scheduling.mtmary.edu/spacefinder> (link is also available at the bottom of MMU homepage).
2. Enter your username (first part of your email address before @mtmary.edu).
3. Enter your password (same as your email password).
4. Click **Sign In**.
5. Under **My Reservation Templates**, find **Schedule a Make Up Test**.
6. Click **Book Now** in order to begin the scheduling process.
7. Enter **Date** of test, **Start Time**, and **End Time**. Do NOT enter or change any other information.
8. Click the FIRST **Search** button directly under **SSC Accommodated Testing**.
9. Under **Rooms You Can Request**, click the **Plus Sign (+)** next to any available **Desk**.

Important Notes:

- It does not make a difference which available “desk” you choose. All desks for make-up testing are located in the same room.
- The red lines designating the time you’ve chosen must bracket white/light gray squares (not dark gray squares). Testing is not available during times when squares are dark gray or marked closed. Since shading is not always visible, it is better to rely on the make-up testing hours listed above.
- Desks already scheduled are marked “private” with a blue or green bar across the times.

10. In the **Attendance & Setup Type** box, simply click **Add Room**. Do NOT enter or change any information.
11. In the upper right corner, click **Next Step**.
12. In the **Reservation Details** form:
 - The first section is **Event Details**. Do NOT enter or change any information, unless it is incorrect.
 - The second section is **Additional Information**. Select a response for each field and check the box.
13. Click **Create Reservation**.
14. The **Reservation Created** message means you’re done scheduling! As time permits, you and your instructor may receive a courtesy confirmation email.

Important Notes:

- It is the student’s responsibility to inform the instructor about this appointment request, to adhere to the instructor’s testing deadline, and to allow sufficient time for the instructor to deliver the test to the Student Success Center.
- Please contact mmu-testing@mtmary.edu with any questions.