

## HOW TO SCHEDULE A TEST SESSION

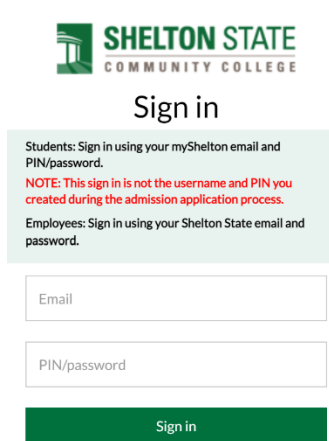
Note: Google Chrome is the recommended browser to use with the online appointment system.

**Step #1:** Go to <https://my.sheltonstate.edu>.

**Step #2:** Sign in to myShelton.

**Email:** Shelton State Email Address

**PIN/password:** 6-digit date of birth (MMDDYY)



The image shows the sign-in page for Shelton State Community College. At the top is the college's logo and name. Below that is the heading "Sign in". A text box contains instructions: "Students: Sign in using your myShelton email and PIN/password." followed by a red note: "NOTE: This sign in is not the username and PIN you created during the admission application process." and "Employees: Sign in using your Shelton State email and password." Below the text are two input fields: "Email" and "PIN/password". At the bottom is a green "Sign in" button.

**Note:** Usually, your Shelton State email is [firstname.lastname@my.sheltonstate.edu](mailto:firstname.lastname@my.sheltonstate.edu), unless you have a common name. Then, a number may be added to the end of your last name.

For example, a student named "Shelton Bucs" email address would be [shelton.bucs@my.sheltonstate.edu](mailto:shelton.bucs@my.sheltonstate.edu).

**Step #3:** Click the "Student" tab.

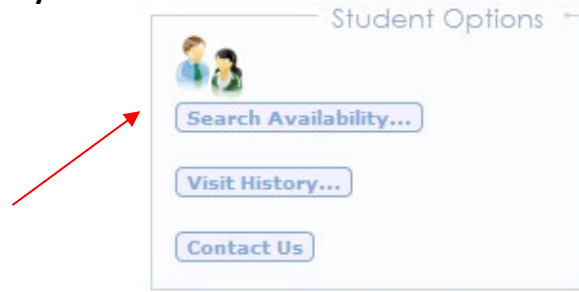


**Step #4:** Click the "Schedule Placement Testing" under Student Services.

### Student Services

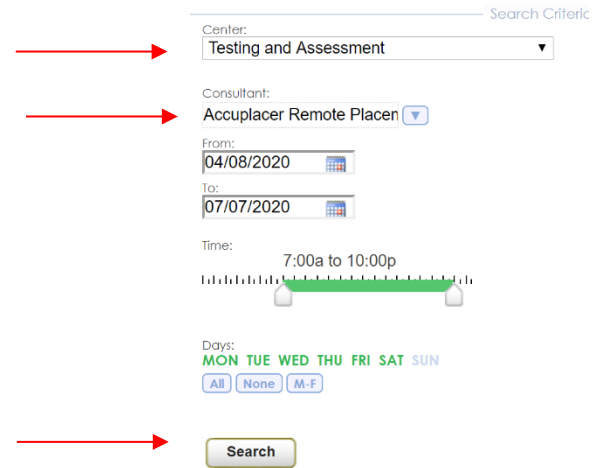
- Academic Calendar
- Registration Guide
- Catalog
- Student Handbook
- Advising
- Tutoring
- Testing & Assessment Services
- Schedule Placement Testing
- Disability Services
- Complaint Process
- Student Success Seminars
- STARS
- Complete Withdrawal Form - **NEW**

**Step #5:** From *Student Options*, select **Search Availability**.

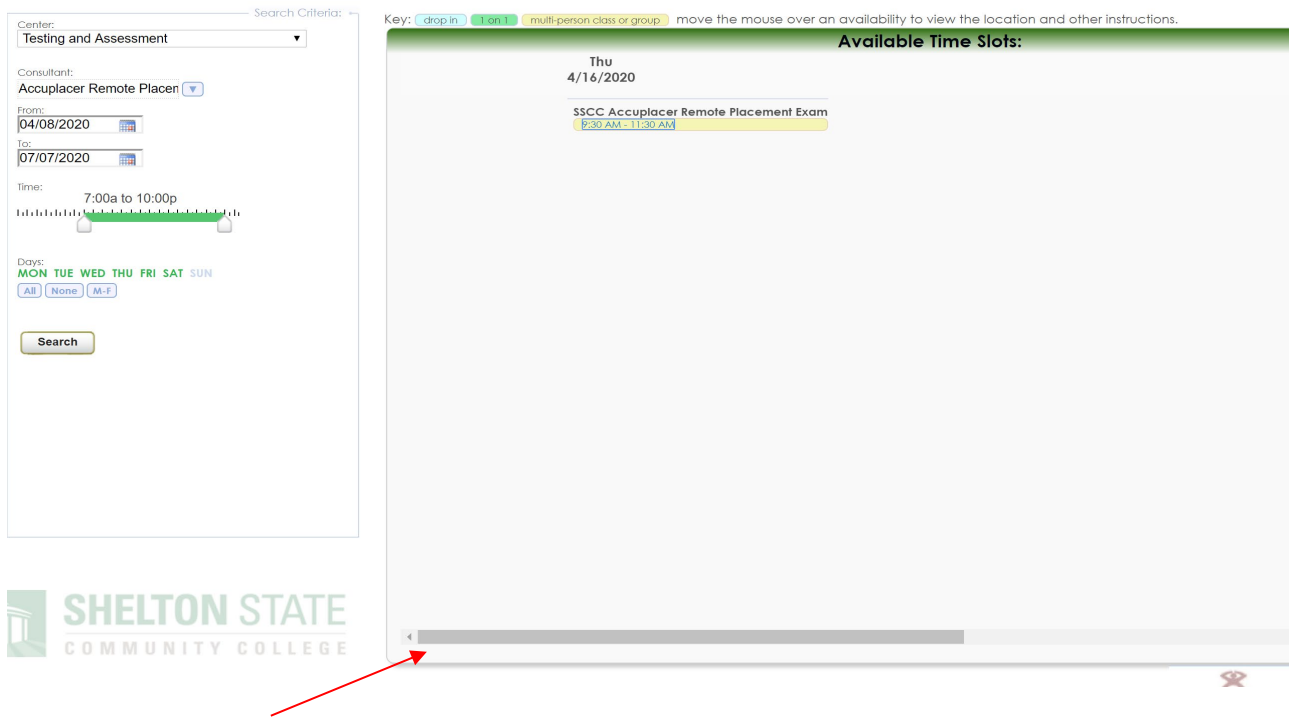


**Step #6:** From the *Search Criteria*, select:

- a. From the *Center Menu*, select the appropriate Center.
  - i. Select *Testing and Assessment* to register for Placement Assessment
- b. From the *Consultant Menu*, select test option.
- c. **DO NOT** change the date range.
- d. **DO NOT** change the Time or Days.
- e. Select **Search**



**Step #7:** View *Available Time Slots*. Use the bottom scroll bar to see all available times.



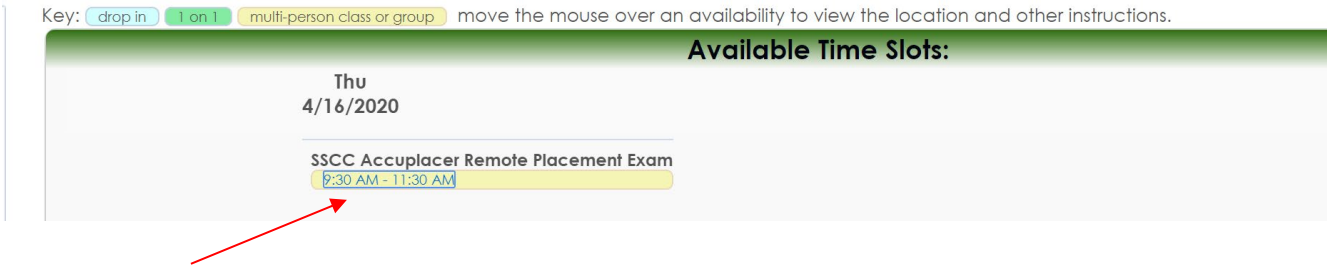
**Step #8:** Select a time by clicking on the session time you would like to schedule.

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to view the location and other instructions.

### Available Time Slots:

Thu  
4/16/2020

SSCC Accuplacer Remote Placement Exam  
9:30 AM - 11:30 AM



**Step #9:** Select **Save** when *the Appointment Entry* screen appears.

### Appointments Entry

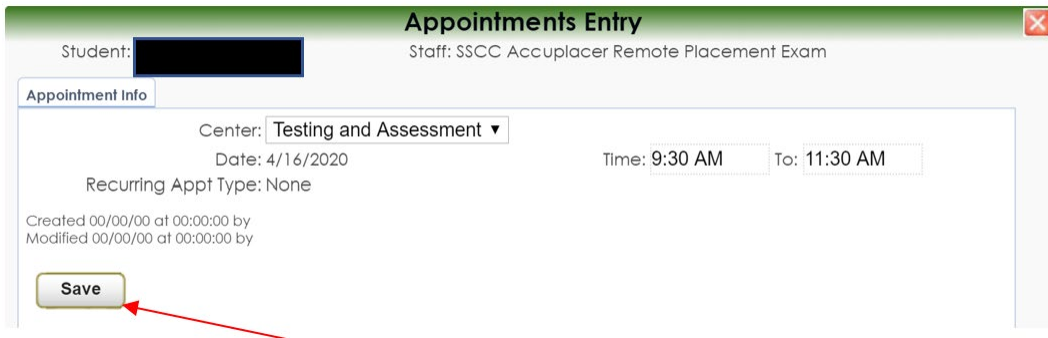
Student: [REDACTED] Staff: SSCC Accuplacer Remote Placement Exam

Appointment Info

Center: Testing and Assessment ▾  
Date: 4/16/2020 Time: 9:30 AM To: 11:30 AM  
Recurring Appt Type: None

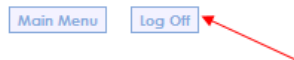
Created 00/00/00 at 00:00:00 by  
Modified 00/00/00 at 00:00:00 by

**Save**



**Step #10:** Select **Log Off**.

[Main Menu](#) [Log Off](#)



Search Criteria:

Center:  
Testing and Assesmer ▾



You have scheduled your appointment. A confirmation email will be sent your Shelton State email address.