Chattanooga State is using a self scheduling software for students to schedule their own day/time/location for their proctored test/exam. To log-on go to this url — https://app2.timetrade.com/tc/login.do?url=cscc or the Schedule Proctoring link in eLearn and on the eLearn Student Orientation Site.

Be Sure to Schedule your test day/time/location as early as possible. Spaces are limited and failure to get a proctor appointment is NOT an excuse to have an extension for your test/exam.

IMPORTANT TO REMEMBER

- Arrive on Time — you will not be given extra time if you are late
- Bring your Chattanooga State College ID — it is required to have access to the testing room
- Personal Items Not Allowed — You will be asked to turn off all electronic devices (phone, pages, etc.) and put them with your other personal items in a location away from your testing seat.
- No Children Allowed — children will not be allowed in the testing area

User Name & Password

The first time you Log-on, **Click here** to register and set your personal Username and Password.

This will take you to the **Contact Information Page** where you will be required to complete all items marked.

Please use your **Tiger Web Email** address.

If you do not know it go to Tiger Web and click on eMail.

http://tigerweb.chattanoogastate.edu/cp/home/login

Confirmation of your proctoring test day/time/locations will be sent to this email address.

**NOTE** — All **ACTION buttons** are in the bottom right hand corner of each page.
Once you logon, you will see the Choose Appointment Options Page.

Use the Location drop down box to select the testing location and testing type (computer or paper).

This will bring up the available dates and times for the current week.

**NOTE THE:**
- + sign will move the week forward;
- — sign will move the week backward;
- The Calendar will show multiple months
- Request to be on the Wait List Options

Select the day/time you want to schedule by clicking in the white Available Time box.

The Collect appointment specific information from client page will open.

Here you MUST fill in the areas with an asterisk.

If you are a student registered with Disabilities Support Services be sure to fill out this box.

When finished click the Next button at the bottom right hand corner.

*Cancel Appointment Request  Next*
To Confirm Appointment

Next you will see the **Review Appointment Details** page. If all is correct, click the **Make Appointment** button. If this is not correct then click the **Back** button to edit or the **Cancel Appointment Request**.

The **Appointment Confirmation** page will appear next.

- It would be wise to print this as a copy for your records.
- If this confirmation is to be put on the wait list, click **Add To Wait List**
- If you are happy with the scheduled appointment click the **Finish** button.
You will return to the Choose appointment options.

Your scheduled appointment will be highlighted in green.

You can continue to make another scheduled test day/time/location if needed.

Tabs and Wait List

Be sure to click on and review the tabs at the top of each page.

A summary of scheduled testing day/time/locations is under the My Appointments tab.

You can change your personal information under the My Account tab.

Wait List Options

If all the appointment time you need are full, you may put yourself on the Wait List.

Complete the information shown and click Next.

College ID Requirement

Please note that you MUST show your Chattanooga State College ID to the proctor before you will be allowed to take your test.