

UMUC Europe - Ramstein NTC Reservation System Instructions

1. Visit <http://labs.asia.umuc.edu/europentc-reserve/Web/?> to get started!
2. First time users will need to create an account (minimal information is required). It is recommended to select "My Dashboard" as Default Homepage. Returning candidates will log-in with their previously created usernames/passwords.
3. To create a new reservation, click on "Make a Reservation".
4. Under "Select Your Testing Location", choose "Ramstein" from the drop down list. The Ramstein NTC testing schedule will appear starting on the current day's date.
5. To change dates, click on the calendar icon to the right of "Ramstein" or one of the green arrows to either side of the displayed dates.
6. Locate the day/time you would like to test. Available spots will appear white. If your desired testing date/time is available, simply click on the white space to make a reservation.
7. Next, select your exam title from the drop down list and designate your service affiliation. Please do not adjust the beginning/ending date/time. Doing so will not allow you to create the reservation. Also, if you would like to receive a reminder via email, simply check the box and establish how long prior to the start of the testing session you would like to receive the reminder.
8. After completing the form, hit the "Create" button located on the lower right-hand side. A pop-up box will appear stating that your reservation has been successfully completed!

Important RNTC Scheduling Notes

Monday, Wednesday and Friday appointments are open to any CLEP/DSST exam reservation, except the Principles of Public Speaking DSST exam. The Principles of Public Speaking DSST is only administered on Thursdays at 08:30 (Pt 1) and 13:30-16:00 (Pt 2). Candidates interested in taking the Principles of Public Speaking DSST must schedule Pt 1 at 08:30 as well as a half hour Pt 2 appointment in the afternoon at 13:30, 14:00, 14:30, 15:00 or 15:30. Please note that only two candidates can take Pt 2 at the same time. Additionally, no other CLEP/DSST exams are given on Thursdays.

Additional Helpful Features

Candidates will be able to view upcoming appointments on the Dashboard under "My Upcoming Reservations". Candidates can also view upcoming appointments by scrolling over "Make a Reservation" and selecting "My Calendar" when it appears.

To cancel an appointment, candidates will first need to locate the reservation by either of the methods listed above. Once the reservation has been located, simply click on it. On the form that appears, click "Delete" on the lower left-hand side. This will remove your reservation from the system.

To reschedule an exam, candidates will need to delete the reservation following the instructions listed above. Next, candidates must recreate the reservation on another available date/time.

Please contact the RNTC via email at ntcramstein-europe@umuc.edu if you have any questions!