Scheduling Your OKAP Exam

1.) Go to: [https://examroom.aoa.org/](https://examroom.aoa.org/) and enter your login credentials (this link and your login credentials were sent to your email address on file with the American Academy of Ophthalmology from no-reply@examroom.ai):

2.) After logging in you will be brought to your ExamRoom.AI Account dashboard. From here you can:
   - Run a system check
   - Update your contact information
   - Schedule your exam appointment, and;
   - Start your exam on your scheduled day and time.

3.) To schedule your exam, click on the **Schedule** button next to your available exam.

If you have any questions, contact us at: 877-848-EXAM (3926), support@examroom.ai, or [https://examroom.ai/](https://examroom.ai/) chat box
4.) Next, click on the green box for your preferred day to test, and then choose your desired time:

![Calendar Image]

5.) After selecting your exam day and time, choose an available timeslot based on the length of your exam. **Important:** The time zone displayed is based off your current computer settings. To change your time zone, click on the **Change Time Zone** link:

![Time Zone Change Image]

For earlier time slots, change the time on the calendar on the left-hand side.

Click **Find Available Time**.

Click on **Select** for your timeslot.

6.) After clicking the **Select** button for your exam timeslot, click **OK** to confirm. You will be brought back to your dashboard and your exam appointment will now appear in the **Scheduled Exam List**:

![Exam Appointment Image]

Your exam now appears in the **Scheduled Exam section**.

On exam day, click **Start Exam** at least 10 minutes before your scheduled appointment and follow the prompts.

(The exam link will not be available for you to access before your scheduled day/time).

If you have any questions, contact us at: 877-848-EXAM (3926), support@examroom.ai, or https://examroom.ai/ chat box
Rescheduling

1.) If you need to change your appointment date or time log in to your dashboard and click on the Reschedule/Cancel menu option:

2.) Click on the Reschedule button:

3.) Select your new date and time:
4.) Choose an available timeslot based on the length of your exam. **Important:** The time zone displayed is based off your current computer settings. To change your time zone, click on the Change Time Zone link:

5.) After confirming the new exam date or time You will be brought back to your dashboard where you will see your new exam date and/or time appearing in the **Scheduled Exam List:**