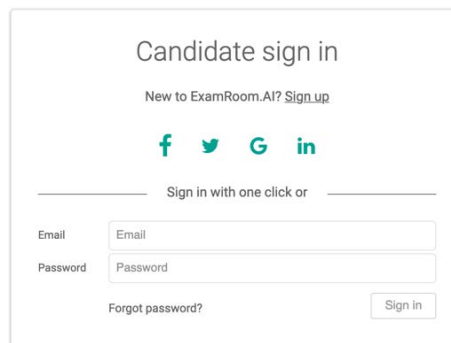


Scheduling Your OKAP Exam

- Scheduling Your OKAP Exam
- Rescheduling

Scheduling Your OKAP Exam

1.) Go to: <https://examroom.aao.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):



Candidate sign in

New to ExamRoom.AI? [Sign up](#)

[f](#) [t](#) [G](#) [in](#)

Sign in with one click or

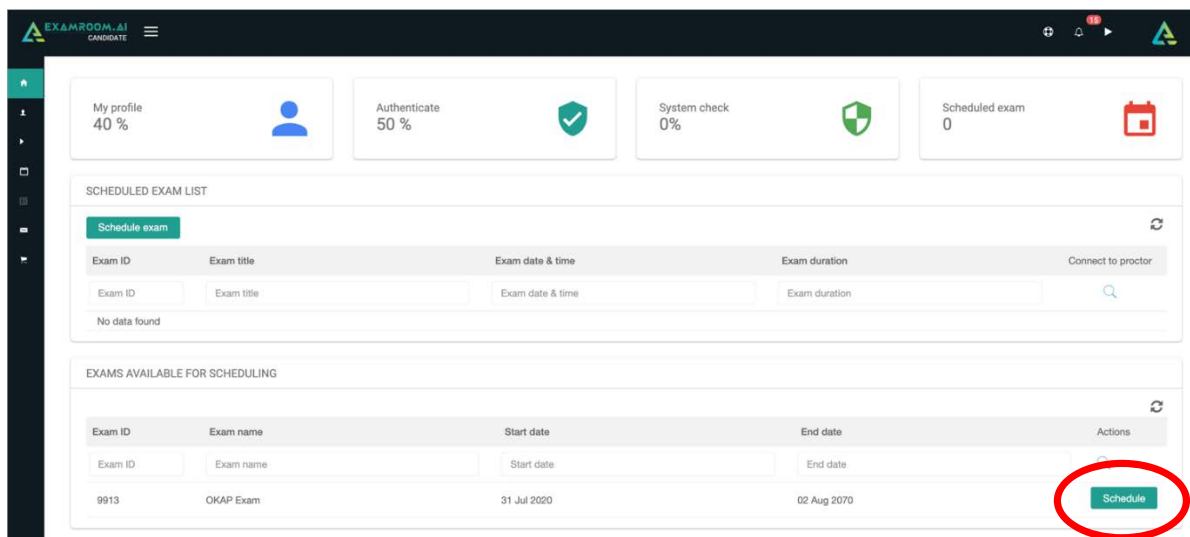
Email

Password

[Forgot password?](#)

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.



My profile 40 %

Authenticate 50 %

System check 0%

Scheduled exam 0

SCHEDULED EXAM LIST

[Schedule exam](#)

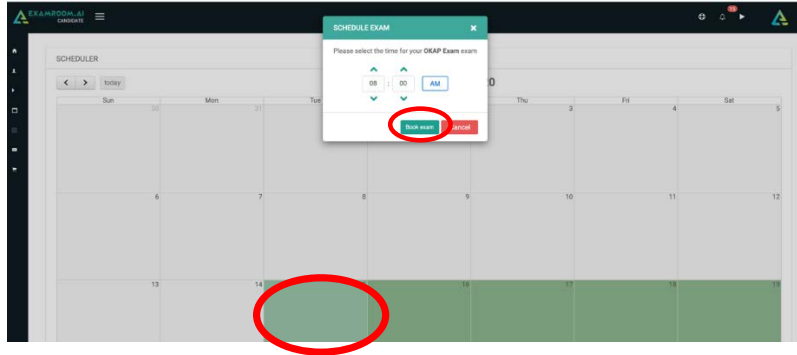
Exam ID	Exam title	Exam date & time	Exam duration	Connect to proctor
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No data found				

EXAMS AVAILABLE FOR SCHEDULING

Exam ID	Exam name	Start date	End date	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9913	OKAP Exam	31 Jul 2020	02 Aug 2020	Schedule

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

4.) Next, click on the green box for your preferred day to test, and then choose your desired time:

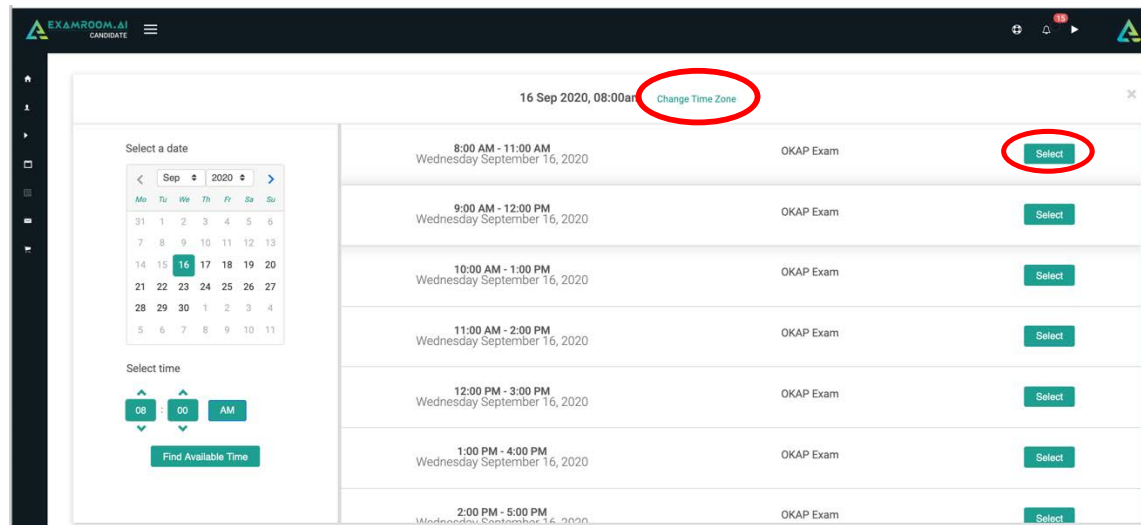


5.) After selecting your exam day and time, choose an available timeslot based on the length of your exam. **Important:** The time zone displayed is based off your current computer settings. To change your time zone, click on the **Change Time Zone** link:

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.

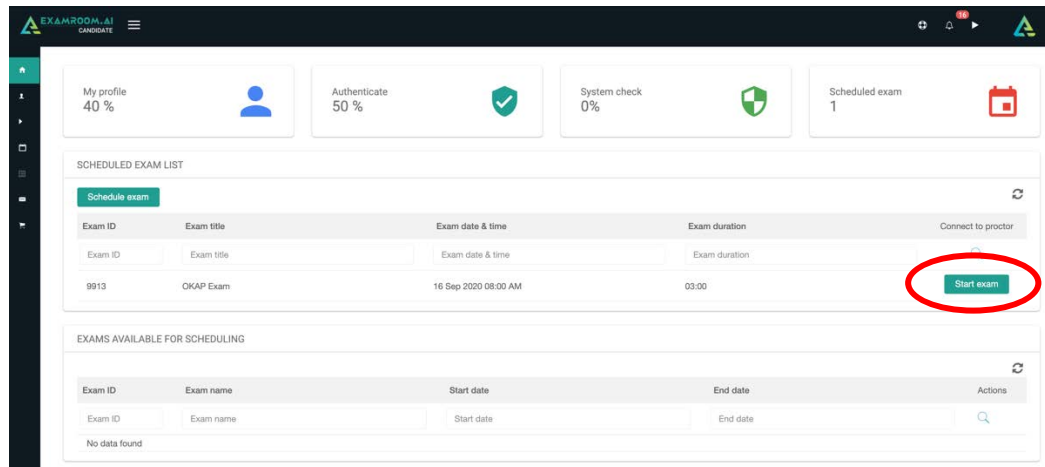


6.) After clicking the **Select** button for your exam timeslot, click **OK** to confirm. You will be brought back to your dashboard and your exam appointment will now appear in the **Scheduled Exam List**:

Your exam now appears in the Scheduled Exam section.

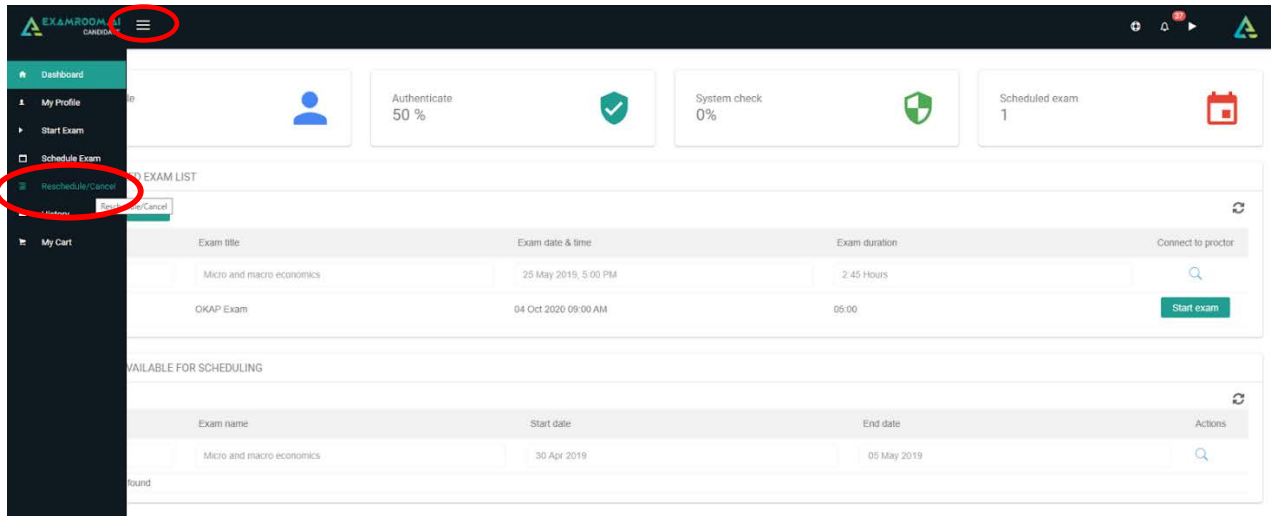
On exam day, click **Start Exam** at least 10 minutes before your scheduled appointment and follow the prompts.

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

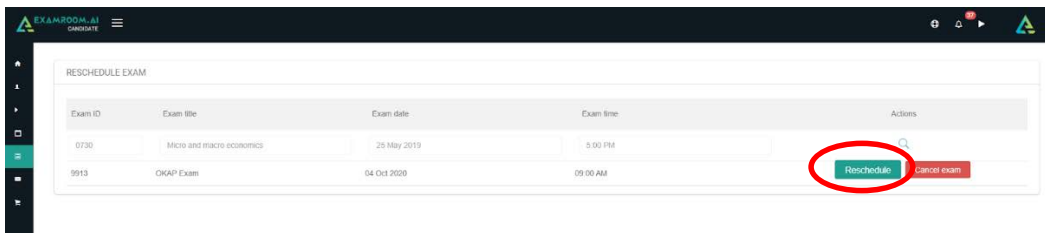


Rescheduling

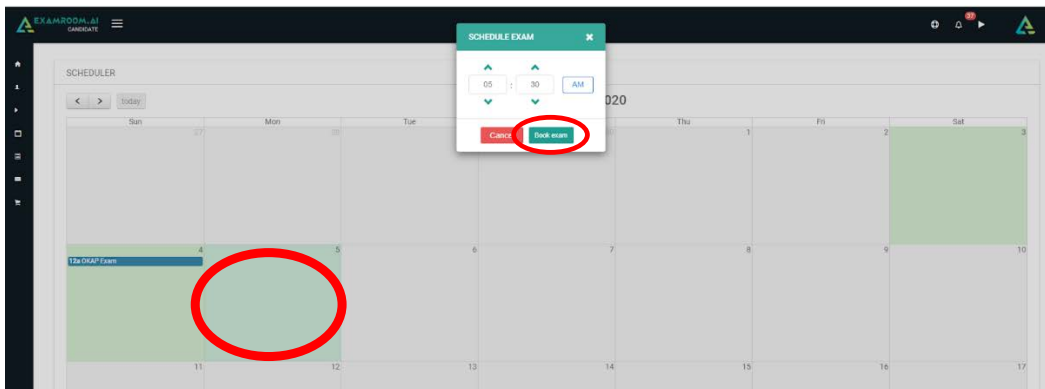
1.) If you need to change your appointment date or time log in to your dashboard and click on the Reschedule/Cancel menu option:



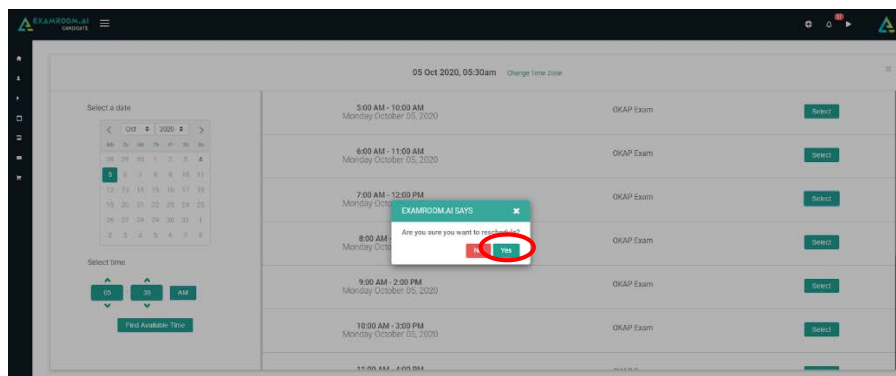
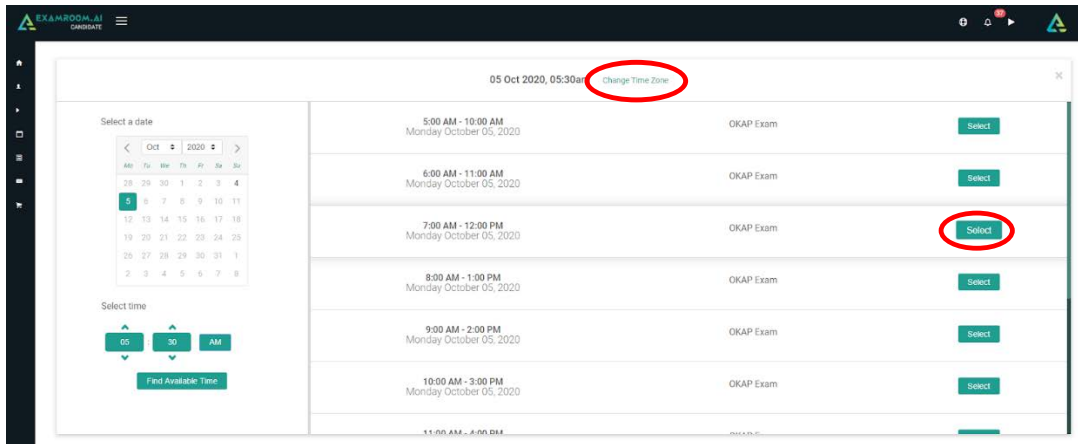
2.) Click on the **Reschedule** button:



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**:

