Scheduling Your OKAP Exam

1.) Go to: 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/ chat box
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).

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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:

![Dashboard Image]

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

![Reschedule Button Image]

3.) Select your new date and time:

![Calendar Image]

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