

Scheduling Your OKAP Exam

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- Rescheduling

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1.) Go to: <u>https://examroom.aao.org/</u> 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.Al? Sign up	
	Clear is with some slight or	
	Sign in with one click or	
Email	Email	
Email Password	Email Password	

2.) After logging in you will be brought to your ExamRoom.Al 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.

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My profile 40 %	-	Authenticate 50 %	System check 0%	Scheduled exam 0
SCHEDULED EXA	IM LIST			
Schedule exam				
Exam ID	Exam title	Exam date & time	Exam duration	Connect to proc
Exam ID	Exam title	Exam date & time	Exam duration	Q
No data found				
EXAMS AVAILAB	LE FOR SCHEDULING			
Exam ID	Exam name	Start date	End date	Actions
Exam ID	Exam name	Start date	End date	

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		16 Sep 2020, 08:00ar Cham	ge Time Zone	×
calendar on the left- hand side.	> Select a date	8:00 AM - 11:00 AM Wednesday September 16, 2020	OKAP Exam	Select
	Mo Tu We Th Fr Su Su 31 1 2 3 4 5 6 7 8 9 10 11 12 13	9:00 AM - 12:00 PM Wednesday September 16, 2020	OKAP Exam	Select
Time.	E 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4	10:00 AM - 1:00 PM Wednesday September 16, 2020	OKAP Exam	Select
Click on Select for your	26 27 30 6 2 3 4 5 6 7 8 9 10 11 Select time	11:00 AM - 2:00 PM Wednesday September 16, 2020	OKAP Exam	Select
timeslot.		12:00 PM - 3:00 PM Wednesday September 16, 2020	OKAP Exam	Select
	Find Available Time	1:00 PM - 4:00 PM Wednesday September 16, 2020	OKAP Exam	Select
		2:00 PM - 5:00 PM	OKAP Exam	Select

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 <u>Scheduled Exam</u> section.	My profile 40 %	•	Authenticate 50 %	System check 0%	Scheduled exam
On exam day, click Start	SCHEDULED E	XAM LIST			
before your scheduled	Schedule exe	m			8
appointment and follow the	Exam ID	Exam title	Exam date & time	Exam duration	Connect to proctor
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prompts.	9913	OKAP Exam	16 Sep 2020 08:00 AM	03:00	Start exam
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available for you to access	Exam ID	Exam name	Start date	End date	Actions
before your scheduled	Exam ID	Exam name	Start date	End date	Q
day/time).	No data found				

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:

					• △"► 🤇
Destriboard My Profile	•	Authenticate 50 %	System check 0%	Scheduled exam	
Start Exam Schedule Exam CEXAM	LIST				
Resch of/Cancel					0
🖿 My Cart	Exam title	Exam date & time		Exam duration	Connect to proctor
	Micro and macro economics	25 May 2019, 5:00	РМ	2 45 Hours	Q
	OKAP Exam	04 Oct 2020 09:00 AN		5:00	Start exam
VAILABLE	FOR SCHEDULING				
					C
	Exam name	Start date		End date	Actions
	Micro and macro economics	30 Apr 2019		05 May 2019	Q
found					

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

	-VAM			
RESONEDOLL	LANIN .			
Exam ID	Exam title	Exam date	Exam time	Actions
0730	Micro and macro economics	25 May 2019	5.00 PM	9
9913	OKAP Exam	04 Oct 2020	09:00 AM	Reschedule Cancel exam

3.) Select your new date and time:

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•	SCHEDULER			► AM 020				
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	A 12x Dicki ^a Esen		6	7	8	9		10
		12	13	14	15	10		17

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:

	05 Oct 2020, 05:30an Cha	nge Time Zone	
Select a date	5:00 AM - 10:00 AM Monday October 05, 2020	OKAP Exam	Select
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3 6 7 6 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	7:00 AM - 12:00 PM Monday October 05, 2020	OKAP Exam	Soloct
26 27 28 29 30 31 1 2 3 4 5 6 7 8	8:00 AM - 1:00 PM Monday October 05, 2020	OKAP Exam	Select
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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:**

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My profile 40 %		Authenticate 50 %	System check 0%	٢	Scheduled exam 1	
SCHEDULED EX	CAM LIST					
Schedule exar	n					-
Exam ID	Exam title	Exam date & time		Exam duration		Connect to proctor
0730	Micro and macro economics	25 May 2019, 5 0	0 PM	2:45 Hours		Q
9913	OKAP Exam	05 Oct 2020 07:00 /	NM .	05:00		Start exam
FXAMS AVAII A	IRLE FOR SCHEDULING					
						4
				End date		Actions
Exam ID	Exam name	Start date				