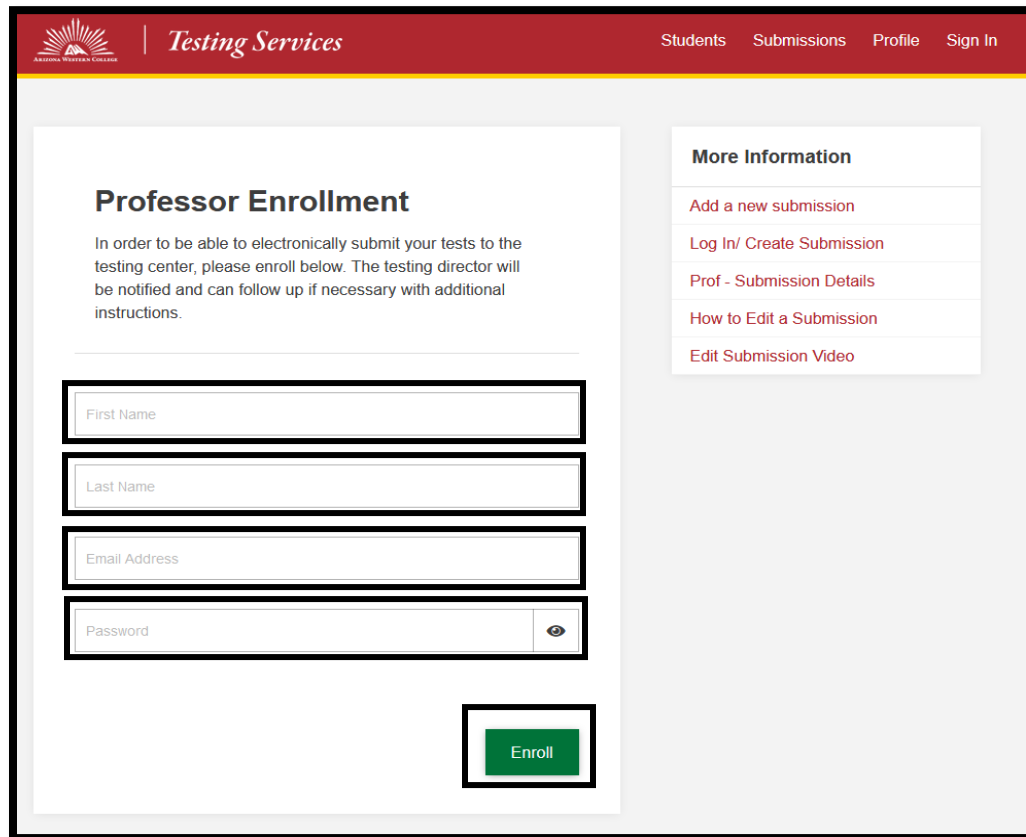


# How Professors Enroll in RegisterBlast

## READ THROUGH THIS ENTIRE DOCUMENT

1. Go to [www.registerblast.com/azwestern/Professor/enroll](http://www.registerblast.com/azwestern/Professor/enroll)
  - This is the link each professor will use to create their RegisterBlast (RB) account. See Figure A

Figure A



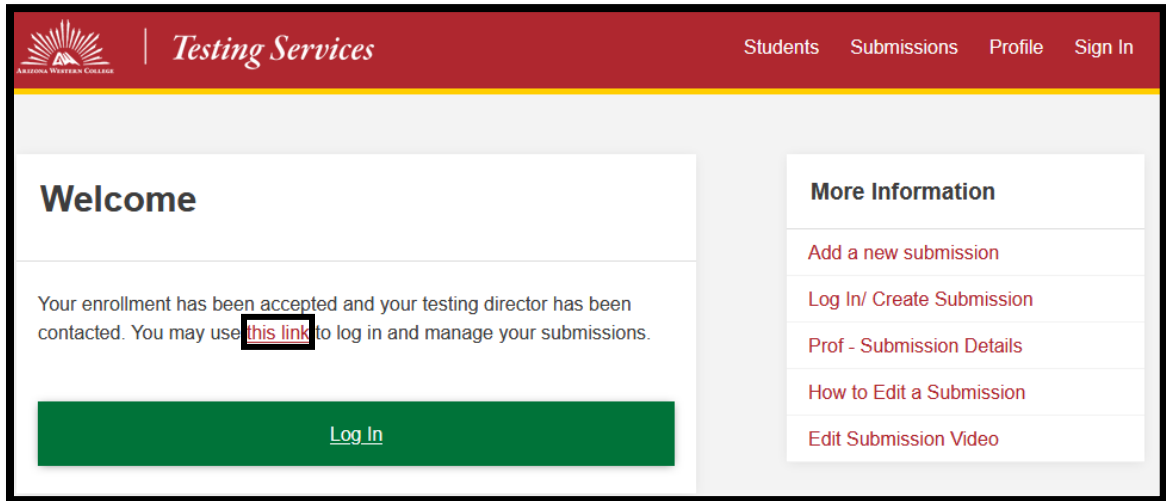
The screenshot shows the 'Professor Enrollment' page. At the top, there is a navigation bar with the Arizona Western College logo and 'Testing Services' text, and links for 'Students', 'Submissions', 'Profile', and 'Sign In'. The main content area is titled 'Professor Enrollment' and includes a brief instruction: 'In order to be able to electronically submit your tests to the testing center, please enroll below. The testing director will be notified and can follow up if necessary with additional instructions.' Below this is a form with four input fields: 'First Name', 'Last Name', 'Email Address', and 'Password'. The 'Password' field has a toggle icon for visibility. A green 'Enroll' button is located at the bottom right of the form. To the right of the form is a 'More Information' sidebar with links: 'Add a new submission', 'Log In/ Create Submission', 'Prof - Submission Details', 'How to Edit a Submission', and 'Edit Submission Video'.

2. Complete the quick and easy Professor Enrollment Form
  - Add First Name
  - Add Last Name
  - Email Address – this email is the one used for logging into the Professor Submission link.
  - Set up password

**Passwords must contain at least eight characters, including one number, one uppercase letter, one lowercase letter, and one special character.**

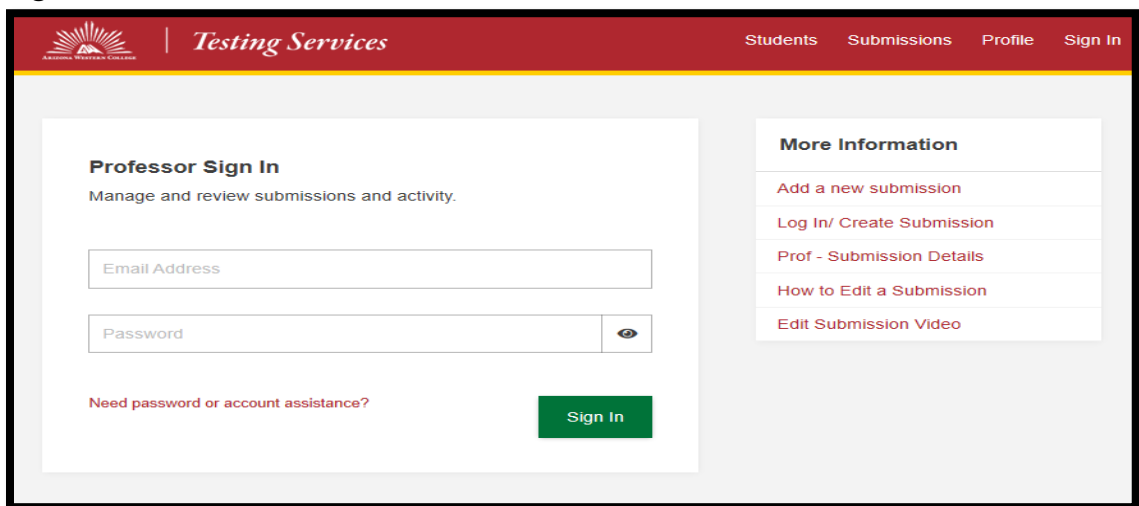
- Confirm Password (enter the same password).
  - Click the **Enroll** button.
3. Once enrolled, you will receive a confirmation message as shown in Figure B.  
**\*\*\*Professors, once you have enrolled, please allow 24 hours for the Testing Center to complete your account activation process before submitting exams. After the allotted time, you may proceed to submit your exam requests.\*\*\***

Figure B



4. Click “[this link](#)” in the confirmation page to be taken to the Professor Sign In page. [www.registerblast.com/azwestern/Professor/Login](http://www.registerblast.com/azwestern/Professor/Login)  
**Helpful Tip:** *Bookmark this page for future use.* See Figure C.

Figure C



Click on the following link to see a video on [How to Enroll as a Professor](#).