SCHEDULING FOR CLEP/DSST TESTING

If you are taking a CLEP, make sure you have already registered for the exam on the CLEP website and have your Registration Ticket before following the instructions below.

If you are taking a DSST, you do not need to register for the exam on the DSST website. Proceed directly to the instructions below.

1. Go to www.appointment.com/offutt
2. If you already have an account, enter your login credentials
3. If this is your first time taking a test in the Offutt/UNO Test Center, click on "Register as a New User". This can be found below the space to enter login information
   a. DO NOT click on the "Sign Up" or the "Login" buttons that are found in the upper right-hand corner of the screen
4. You will be taken to a Calendar screen showing the available testing days
5. Click "Schedule an Exam" on the day you wish to take your test
   a. Open the Examinations Drop-down Menu and select the box that reflects the exam you will take
      i. **DSST Exam** – select this for first attempts at a DSST exam
      ii. **Retake DSST Exam** – select this for retests of the same DSST exam title
         1. Retakes are not DANTES funded and you are responsible to pay for the exam.
         2. For DSST, you will register and pay after arriving at the testing center – Credit Cards only
         3. You will be responsible for the $25 administration fee – cash or check only, payable to UNO. You will give this fee to the test center administrator
      iii. **CLEP Exam** – select this for first attempts at a CLEP exam
      iv. **Retake CLEP Exam** – select this for retests of the same CLEP exam title
         1. Retakes are not DANTES funded and you are responsible to pay for the exam
         2. For CLEP, you must pre-register on the CLEP website before arriving at the testing center – you will still get a Registration Ticket and must bring this with you to take your exam
         3. You will be responsible for the $25 administration fee – cash or check only, payable to UNO. You will give this fee to the test center administrator
   b. After you select the Examination box, click on the "Available" button next to the time when you would like to test
      i. If the "available" button is not present, it means all appointment slots for that time are booked and you need to select a different time or date
6. Click the "Book" button to finalize your appointment reservation
7. You may call the UNO Offutt office at 402.595.2371 if you have questions or to book over the phone (as long as you already have an account set up on the Appointment website).

On the Day of Testing:
- Bring 2 forms of photo ID (one must be your military CAC Card if you are DANTES funded)
- Bring your CLEP Registration Ticket (not required for DSST exams)
- If retaking an exam or if you are not DANTES funded – bring credit card and $25 in check or cash
- No food, drink, study materials, or electronic devices of any kind are allowed in the testing center. You will be required to keep all personal items in the provided lockers for the duration of testing.

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