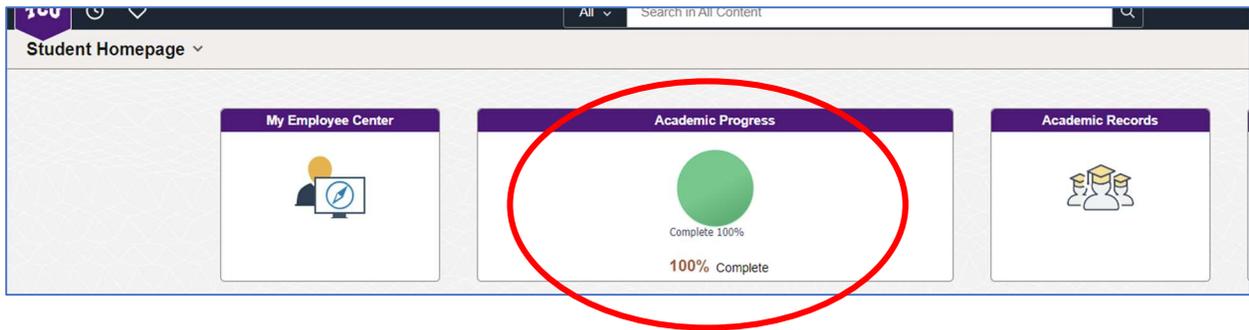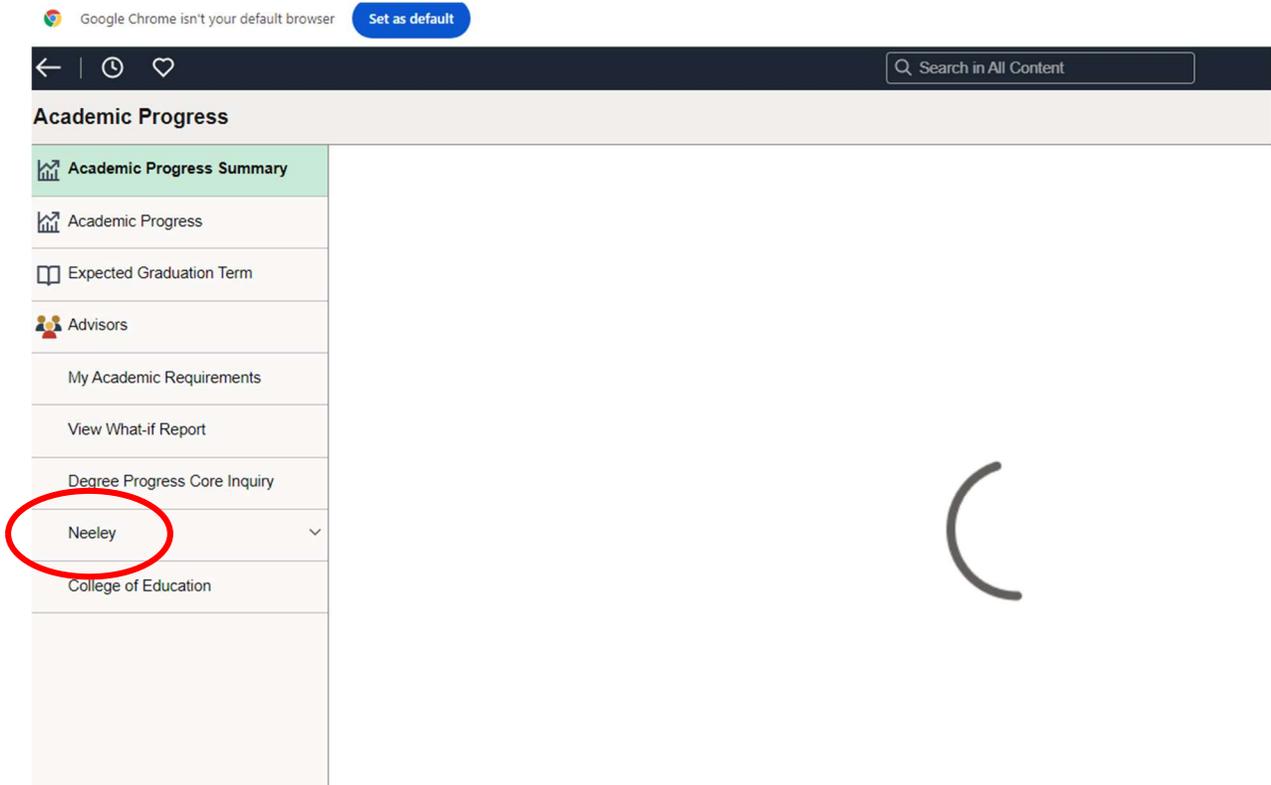1. Log in to your my.tcu.edu student portal. Click on Academic Progress, shown below.

2. Then Click on Neeley, shown below

3. Click on Microsoft Test/Prep, shown below.

4. Then you can click the magnifying glass below to see more options to find the class or test date/time that you want.

5. Click Search Criteria to input more specific dates

Date ↑↓	Microsoft Test ↑↓	Start Time ↑↓	End Time ↑↓
08/20/2024	Test/Exam	12PM	1PM
08/20/2024	Test/Exam	4PM	5PM
08/20/2024	Test/Exam	1PM	2PM
08/20/2024	Test/Exam	2PM	3PM
08/20/2024	Test/Exam	11AM	12PM
08/20/2024	Test/Exam	10AM	11AM
08/20/2024	Test/Exam	3PM	4PM
08/21/2024	Test/Exam	4PM	5PM
08/21/2024	Test/Exam	11AM	12PM
08/21/2024	Test/Exam	1PM	2PM
08/21/2024	Test/Exam	3PM	4PM
08/21/2024	Test/Exam	2PM	3PM
08/21/2024	Test/Exam	12PM	1PM
08/21/2024	Test/Exam	10AM	11AM

6. Then input the start date that you want to look for and hit search. You will click to sign up.

Date ↑↓	Microsoft Test ↑↓	Start Time ↑↓	End Time ↑↓
08/20/2024	Test/Exam	12PM	1PM
08/20/2024	Test/Exam	4PM	5PM
08/20/2024	Test/Exam	1PM	2PM
08/20/2024	Test/Exam	2PM	3PM
08/20/2024	Test/Exam	11AM	12PM
08/20/2024	Test/Exam	10AM	11AM
08/20/2024	Test/Exam	3PM	4PM
08/21/2024	Test/Exam	4PM	5PM
08/21/2024	Test/Exam	11AM	12PM
08/21/2024	Test/Exam	1PM	2PM
08/21/2024	Test/Exam	3PM	4PM