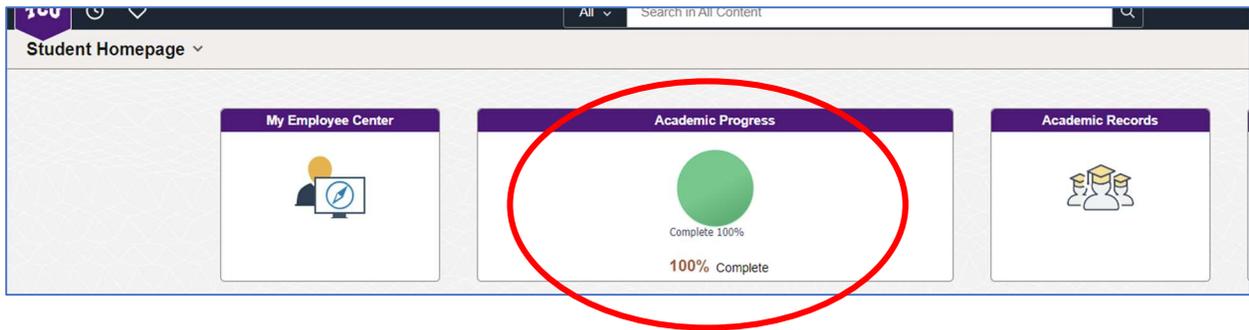
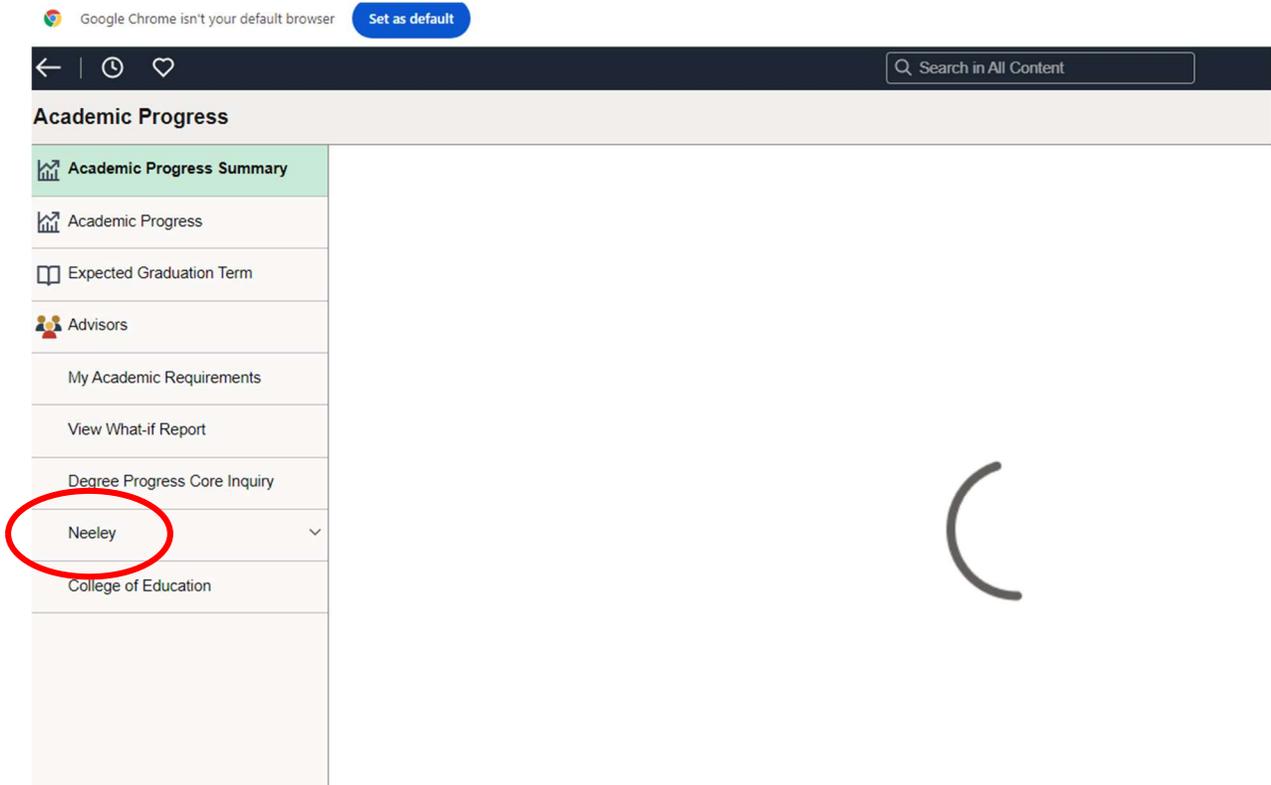


1. Log in to your my.tcu.edu student portal. Click on Academic Progress, shown below.



2. Then Click on Neeley, shown below



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

Academic Progress Summary

Report data generated on 08/19/2024 10:11:35AM

Complete 100%

*Progress based on Units

100% Complete

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

Microsoft Test/Prep

Microsoft Test/Prep

ADD Class or Test:

- Click on magnifying glass to select a Class or Test.
- Select the Class or Test.
- Select the button with the plus (+) sign.
- YOU WILL RECEIVE AN EMAIL CONFIRMING REGISTRATION.**

DROP Class or Test

- Click on an eligible Class or Test.
- Click "Yes" to confirm.
- YOU WILL RECEIVE AN EMAIL CONFIRMING THE DROP.**

Online/Remote Prep Classes and In-Person Tests Summer and Fall 2024

- For prep classes, you will receive an email with a Zoom link and prep class materials the day of your prep class.
- For tests, you will arrive 10 minutes before your scheduled time. Located on 2nd floor in Tandy Hall NEEL 2105 A-B.

If you have extended time, you should not sign up for the last test slot of the day. 3pm is the last testing slot available for accommodations testing each day due to closing at 5pm.

As a reminder - You will be billed for no shows and you cannot drop a class or test within 2 days of the class or test. Tests are \$75 and Prep Classes are \$125. Please arrive 10 minutes prior to your testing time.

You will be required to show your TCU ID when you arrive for an exam.

Classes that do not meet the minimum enrollment will be cancelled. Plan ahead!

Class Nbr

| Class Nbr | Exam/Prep | Date | Start Time | End Time | Location | Pass or Fail |
|-----------|-----------|------------|------------|----------|----------------------|--------------|
| 25151 | Test/Exam | 02/24/2023 | 03:00PM | 04:00PM | Neeley ROOM 2105 A-B | Passed |

5. Click Search Criteria to input more specific dates

Cancel | **Lookup**

Search for: Class Nbr

> **Search Criteria**

Search Results

231 rows

| 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.

Cancel | **Lookup**

Search for: Class Nbr

> **Search Criteria** [Show Operators](#)

Class Nbr (begins with)

Date (begins with) 

Search Results

231 rows

| 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 |