

Online Scheduler Instructions

UT Arlington Students: <http://utatesting.timetrade.com>

Non-UT Arlington Students: <http://nonstudents.utatesting.timetrade.com>

Welcome to UTA Testing Service Online Scheduler

You will need to complete the Examinee Registration Contact Information.

Pick a User name and Password – Minimum 6 letters each

Must know your Student ID#

Click Next

You will be given an Account Summary

Submit your registration if information is correct

You then are directed to Test Appointment Options

Select Test Type, click on desired test

You can Explore Availability

Select date on any white cell

Will give test appointment availability

Select Time

Read instructions for the desired test

Check box that you understand instructions, click next

Or you can cancel Test appointment request

Review Appointment details

You will either cancel or make test appointment

It will then state “Test has been booked.” To pay for exam there is a statement that says:
When there is a registration fee you should **CLICK HERE** to complete the transaction.

Click Finish

Sign out.

Your registration account information will be emailed to you with your user name and password. Please keep this in a safe place as you will use this information to register for any and all tests with UT Arlington Testing Services.

Username: _____

Password: _____