Online Scheduler Instructions

UT Arlington Students:  http://students.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: _____________________