The *Manage Test Appointments* page displays all open test enrollment windows for associated mortgage loan originators.

An individual has an open test enrollment window when the test payment has been submitted. Once an open window exists, the following actions become available:

- Awaiting Candidate Agreement
- Schedule
- Reschedule/Cancel

![Figure 1: Manage Test Appointments](image1)

<table>
<thead>
<tr>
<th>Description</th>
<th>Available Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Action</td>
<td>The action that is available for the specific test enrollment. Three possible actions may display: Awaiting Candidate Agreement, Schedule, and Reschedule/Cancel. Company and individual users will have the Schedule and Reschedule/Cancel option. Individuals must accept the Candidate Agreement from his or her individual account prior to the individual or company being able to schedule an appointment.</td>
</tr>
<tr>
<td>Individual Name</td>
<td>Name of the individual.</td>
</tr>
<tr>
<td>Test Name</td>
<td>Displays the name of the corresponding test for the enrollment window.</td>
</tr>
<tr>
<td>Window Begin Date</td>
<td>Displays the first day of the 180 day enrollment window. This begin date displays regardless of the available action.</td>
</tr>
<tr>
<td>Window End Date</td>
<td>Displays the last day of the 180 day enrollment window for corresponding test. Test window will expire after this date.</td>
</tr>
<tr>
<td>Appointment Date</td>
<td>Displays the date of scheduled appointment; specific time will not display. The date displays as a hyperlink, and clicking on the hyperlink will take the user to an appointment confirmation page on Prometric’s website with details of the appointment.</td>
</tr>
<tr>
<td>Location</td>
<td>Displays the city and state of the testing center where the specific test has been scheduled.</td>
</tr>
<tr>
<td>Created Entity</td>
<td>Displays the name and NMLS ID of the entity (company or individual) who opened the test enrollment.</td>
</tr>
</tbody>
</table>

![Figure 2: All Open Test Enrollment Windows – Column Headers](image2)
How to Use the Filtering Options

1. Enter an Individual ID and/or select a Test Type from the drop-down menu.
   
   **NOTE**: Using only one criterion displays broader search results; not using either criterion displays all open test enrollments for associated individuals.

2. Click the Filter button (see Figure 3).

![Figure 3: All Open Test Enrollments Filtering Options](image)

How to Export Enrollments

**Export**

1. Click the Export button to export a CSV file containing enrollment windows based on the filtering criteria entered (see Figure 4).

![Figure 4: Filtering Options – Export](image)

**Export All**

1. Click the Export All button to export a CSB file containing all open enrollment windows, regardless of the filtering criteria entered (see Figure 5).

![Figure 5: Filtering Options – Export All](image)
How to Schedule a Test Appointment

1. Enter the desired filter criteria as described in How to Use the Filtering Options above.
2. Click the Schedule button for the corresponding testing window (see Figure 6).
3. Complete the process using the Prometric website (see Figure 7).
How to Reschedule/Cancel a Test Appointment

1. Enter the desired filter criteria as described in How to Use the Filtering Options above.

2. Click the Reschedule/Cancel button for the corresponding testing window (see Figure 8).

3. Continue through the Prometric website by following the prompts (see Figure 9).
1. Enter the desired filter criteria as described in How to Use the Filtering Options above.
2. All test enrollments in an “Awaiting Candidate Agreement” status require the individual to log in and accept the agreement (see Figure 10).

Figure 10: All Open Test Enrollments Windows

Additional Resources

- Testing Page on NMLS Resource Center
- MLO Testing Handbook
- UST Implementation Information Page
- View Testing Information