The Schedule Appointments screen displays open test enrollment windows that are available for scheduling an appointment. If an appointment is already scheduled, that specific enrollment does not display in this area.

**Figure 1: Schedule Appointments**

### Definitions and Charts

<table>
<thead>
<tr>
<th>Description</th>
<th>Available Action</th>
<th>Individual Name</th>
<th>Test Name</th>
<th>Window Begin Date</th>
<th>Window End Date</th>
<th>Appointment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</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>
<td>Name of the individual.</td>
<td>Displays the name of the corresponding test for the enrollment window.</td>
<td>Displays the first day of the 180 day enrollment window. This begin date displays regardless of the available action.</td>
<td>Displays the last day of the 180 day enrollment window for corresponding test. Test window will expire after this 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>
</tbody>
</table>
How to Use the Filtering Options

1. Enter an Individual ID and/or select a Test Type from the dropdown.
   NOTE: Using only one criterion will display broader search results and not using either criteria will display all open test enrollments for associated individuals.

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

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 4).

3. Complete the process using the Prometric website (see Figure 5).
Figure 5: Prometric Website

Additional Resources

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