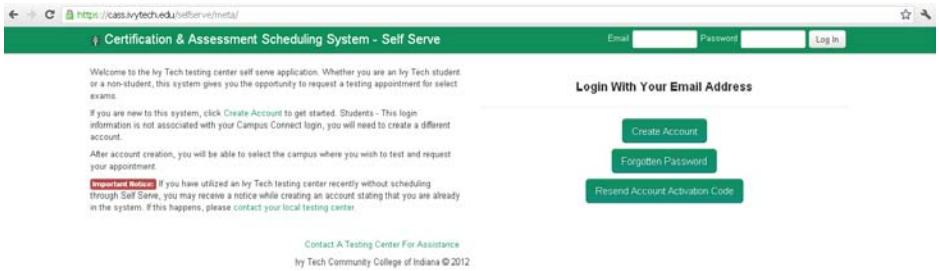
Using CASS Self Serve

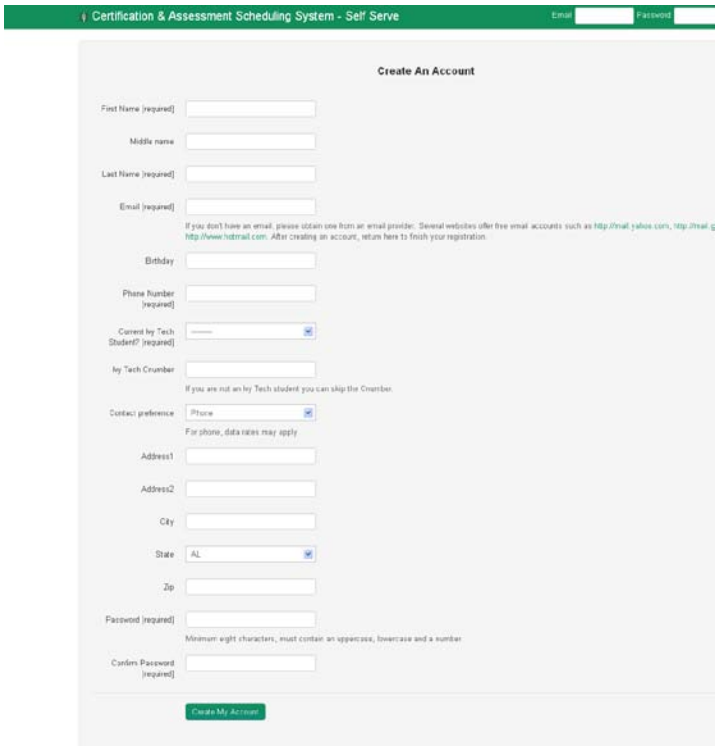
Login/Creating an Account

CASS Self Serve can be accessed by going to http://www.ivytech.edu/schedulenow. Existing users can proceed by entering an email and password.



New users will need to create an account in order to use Self Serve. Click to get started.

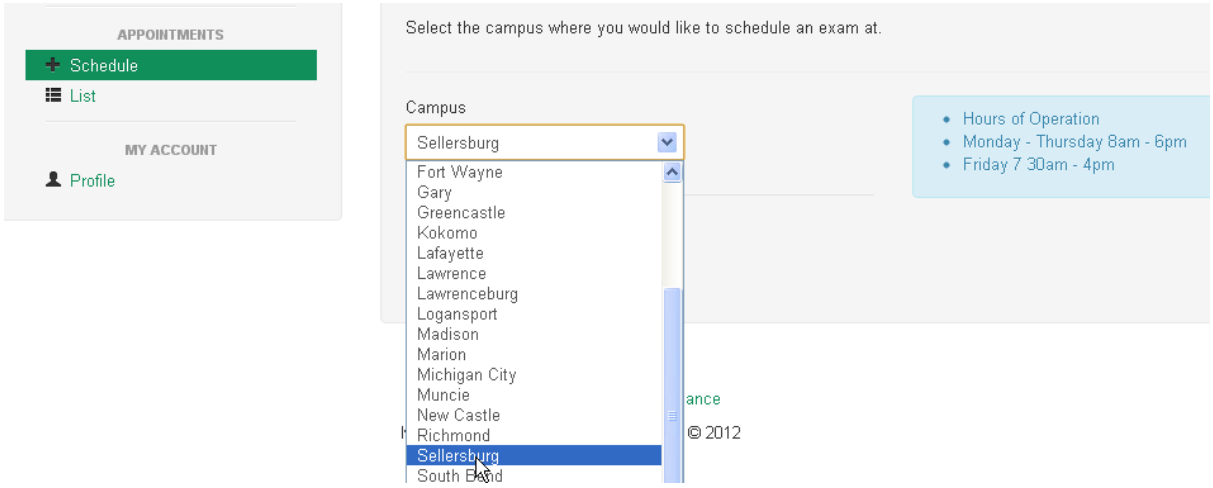
When creating an account make sure you fill out all items that are labeled [required]. If you are an existing student make sure you have your Ivy Tech C#. Note: If you are taking an exam that results in a certificate that will need to be mailed to you, please include your mailing address as we will need this to mail your certificate(s) after you take your exam (e.g. Hospitality, ADMF, CAAP).



Once you have created your account you will receive an email from Ivy Tech that includes a link to activate your account. Click on that link which will bring you to the main page. Login with your email and password.

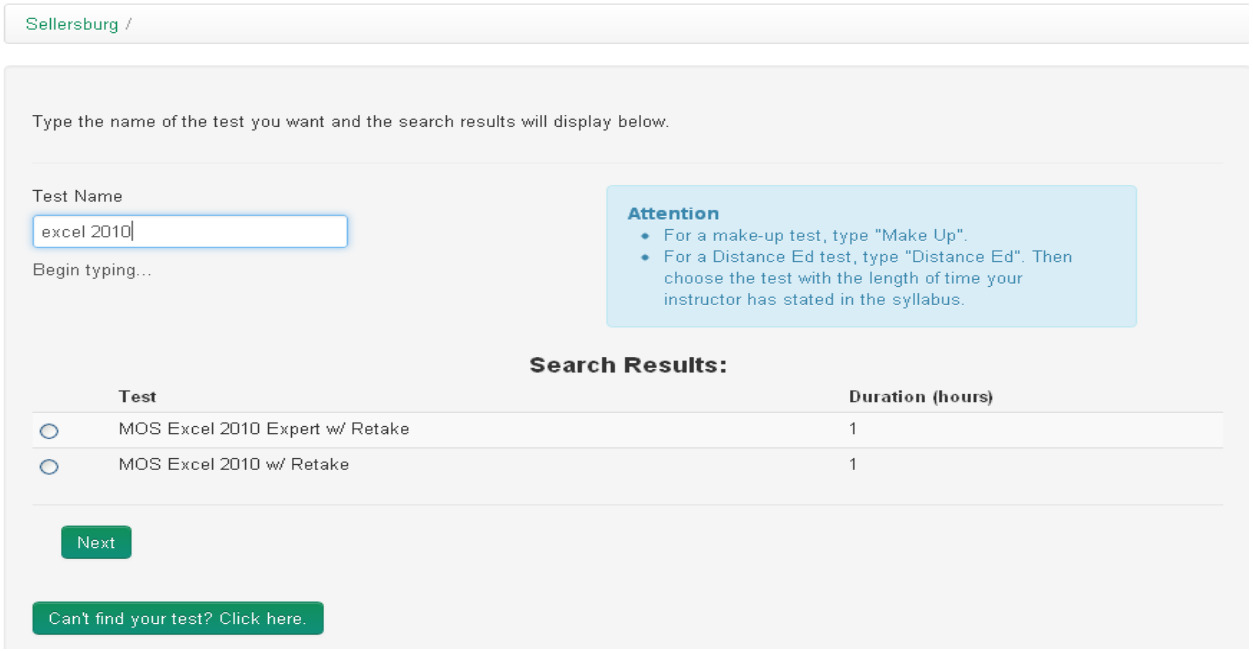
Select Campus

Select the campus where you would prefer to take your exam. Campus-specific information appears to the right. Click NEXT.



Select Test

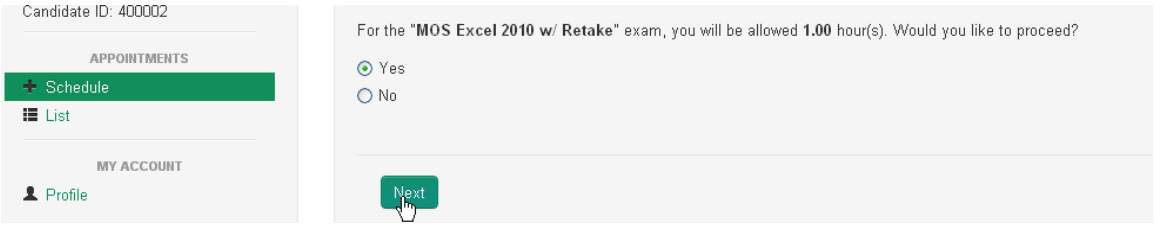
Type in the type of test you are taking, for example *Distance Ed* or *Excel*. A list will populate and you will be able to select how long you will need to take the exam. Once you make a selection click NEXT.



If you are having trouble finding the test you need, a button is provided for you to fill out a form that will be sent to the testing center. The testing center will respond within 48 business hours.

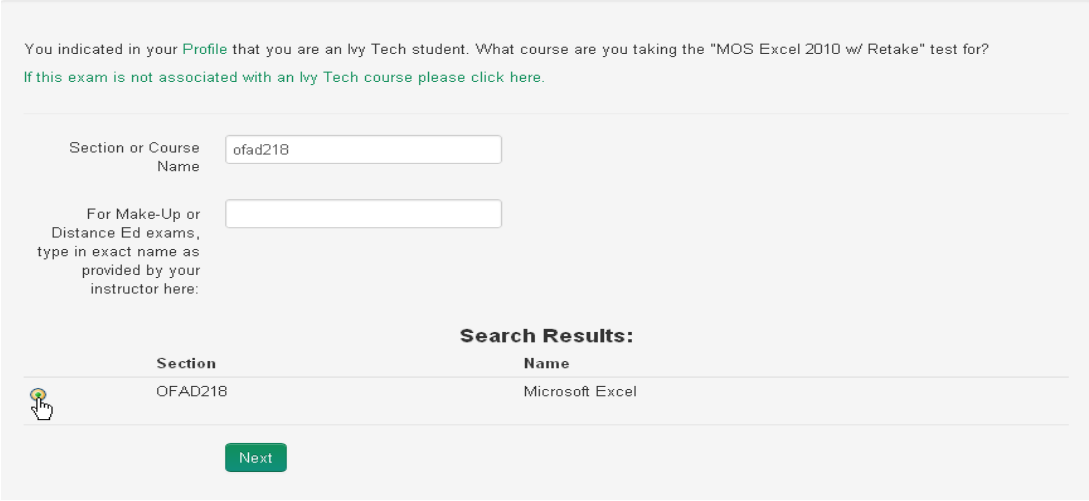
Confirming Exam Duration

A confirmation screen will appear verifying the duration of the test. Click YES to proceed. If NO is selected, you will be brought back to the beginning of the scheduling process. Once you have made your selection, click NEXT to continue.



Course Information

This screen will prompt you to put in your section or course number. Be sure to select your course from the list that populates.

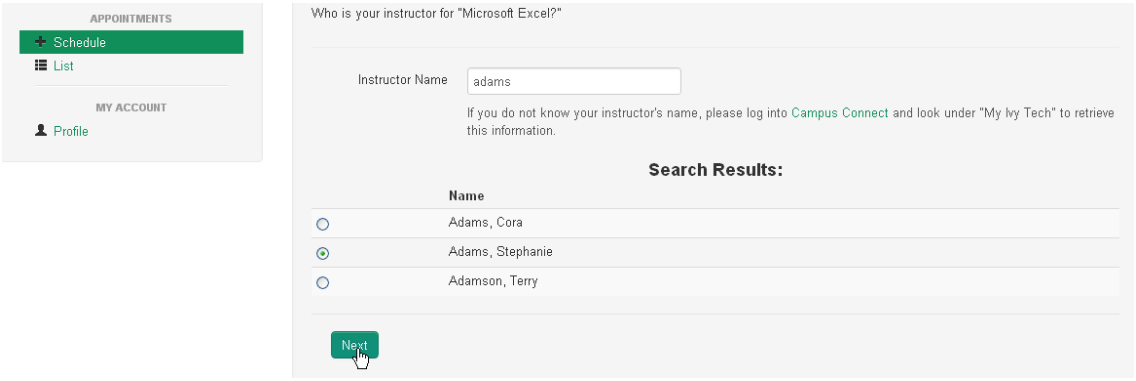


If you will be taking multiple exams in one class, you may want to enter the “name” (ex. Quiz one, midterm, final) of the exam given by your instructor/syllabus. This will help the testing center know which exam this request is associated with.

The Course Information screen will only show if you indicated you are an Ivy Tech student in your CASS Profile. If you are an Ivy Tech student, but not taking this test as part of a course, a link is provided to skip this screen.

Instructor Information

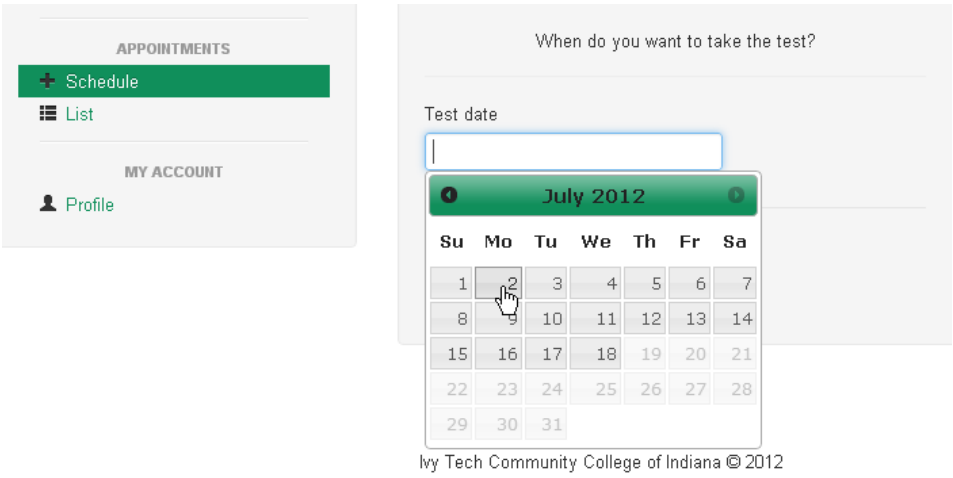
The following screen will ask you to input your instructor's name. Input your instructor's last name and a list will populate. Choose your instructor from the list provided. Click NEXT.
(Note: If you do not know your instructors name, click the Campus Connect link. Return to CASS Self Serve when you have the name of your instructor.)



The Instructor Information screen will only show if you indicated you are an Ivy Tech student in your CASS Profile.

Choose Test Date and Time

The next page will prompt you to choose a date for your exam. When you click on the space provided a calendar will appear which you can use to select your test date.

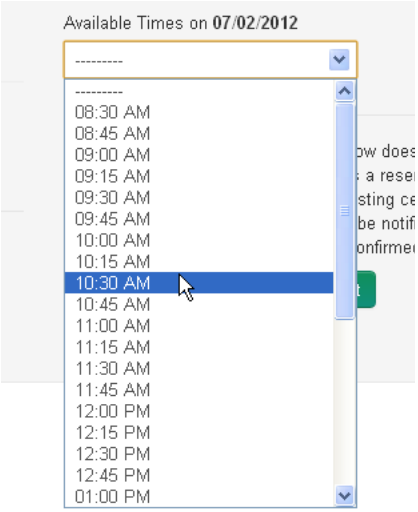


Once you have selected a date, click

.

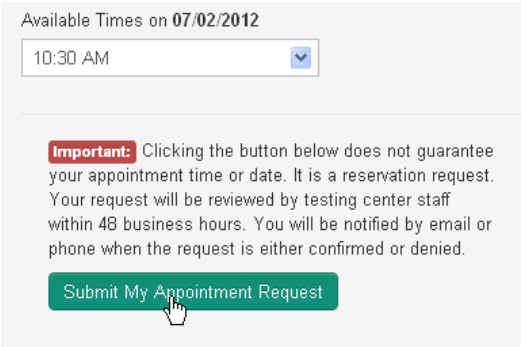
A new drop down option will appear on the right side of the screen once you have selected a test date. This lets you choose your test start time. If times that work for you are not available you will be required to select a different Test Date.

Choose a start time.



Submitting Your Request

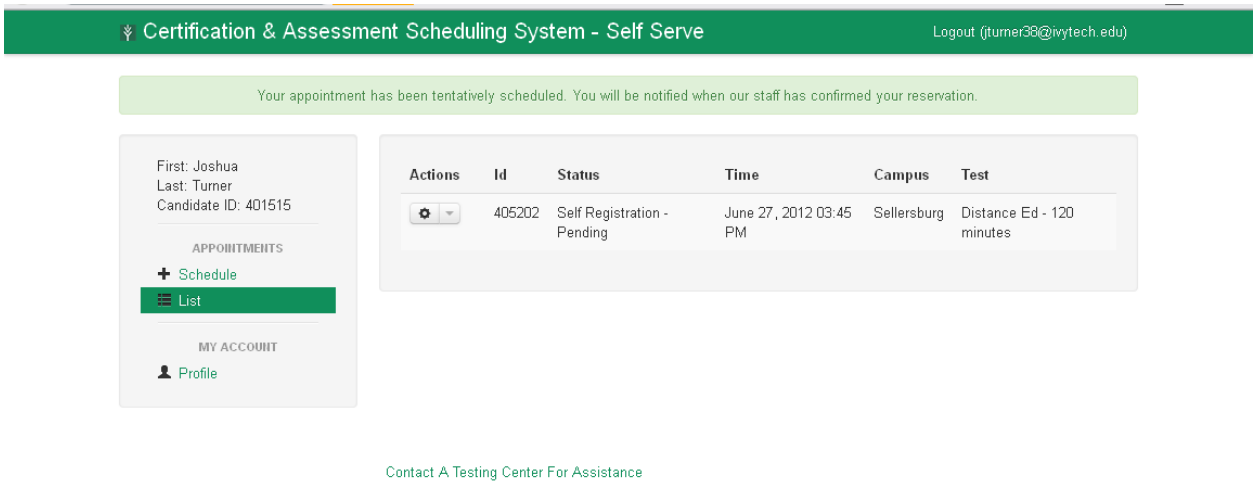
After you have selected your date and time, you are ready to submit. Please note that CASS Self Service allows you to request testing times. Your appointment is not confirmed until you are notified by testing center personnel.

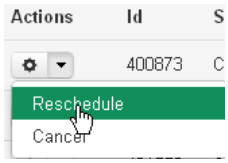


When ready, click the button to submit your request.

Viewing Your Appointment Requests

You will have a screen that shows that your request has been received and is pending testing center verification. At this point you will wait for confirmation from the test center to approve or deny your appointment request. Please allow at least 48 business hours to receive the approval/denial notification. If after 48 business hours you have not received a response, you may contact the center via phone. A link to testing center phone numbers is provided. You may view this screen anytime by clicking List.



Cancelling or Rescheduling

Once the request has been submitted, you can use the Actions feature to Reschedule or Cancel an appointment up to 48 hours in advance. If less than 48 hours in advance, you will need to contact the testing center to reschedule or cancel your appointment.