

TESTING CENTER

HOW TO SCHEDULE YOUR ASSESSMENT APPOINTMENT

1. Begin at www.heartland.edu
2. Click on “**myHeartland**” at the top-right of the page (next to the Information menu)
3. Click on “**Login**” and enter your Login Name and Password
4. Click on the “**Appointments**” tab, then click on “**Assessment/Placement Testing**”
5. Review **Important Information** on the right, and choose a campus location for your test
6. Click “Make Appointment” to make a new appointment, or click “View or Cancel Appointments” to cancel an existing appointment.
7. Click on the test(s) you plan to take and click “Continue”
8. Click “Select” to choose your appointment date/time
9. Enter your phone number for a text appointment reminder (optional)
10. Print or save your appointment confirmation or go to your Heartland email to view your appointment confirmation

Congratulations! You successfully scheduled your appointment. Please remember:

- Testing appointments are available during our regular [hours](#) in the Student Commons Building, room 2002
- Appointments must be scheduled 48 hours in advance
- Check your Heartland email for appointment confirmation and any possible updates
- A **photo ID** is required at check-in
- If you have questions about placement or what tests you need, visit www.heartland.edu/testing or call 309-268-8077