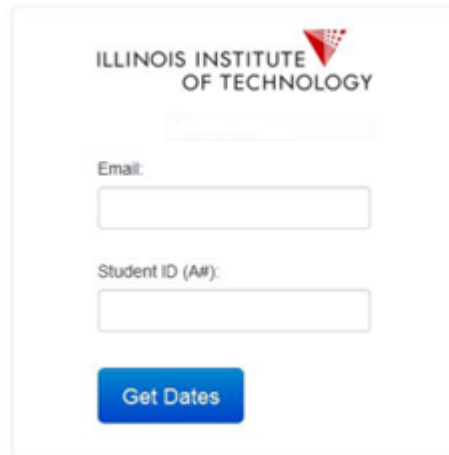


Reserving an English Assessment Appointment

1. Go to the assessment website located at <http://pl.iit.edu/pe-sl-assessment/>
 - a. A copy of these instructions can be obtained from the link entitled “Download Instructions Here”
2. Click the link entitled “Reservation System” to reserve an appointment
3. You will be taken to the Reservation System. Type an email address where you currently receive email

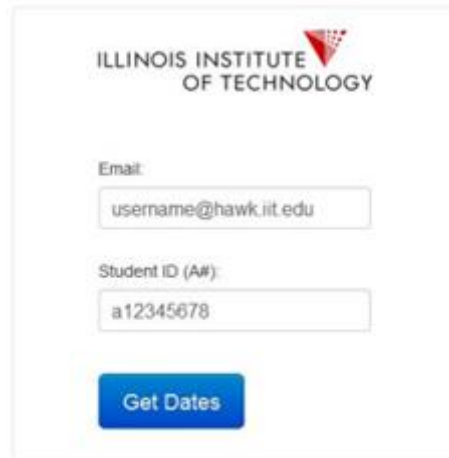


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Email:

Student ID (A#):

4. Type your student id number, also so known as an “A” number
This can be found on your hawk card or admission letter



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Email:

Student ID (A#):

5. Click “Get Dates” to begin

6. A drop-down menu will appear labeled "Date"



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Email:
username@hawk.iit.edu

Student ID (A#):
a12345678

Date:
08-09-2013

7. Select a date from the drop-down menu by clicking the desired date



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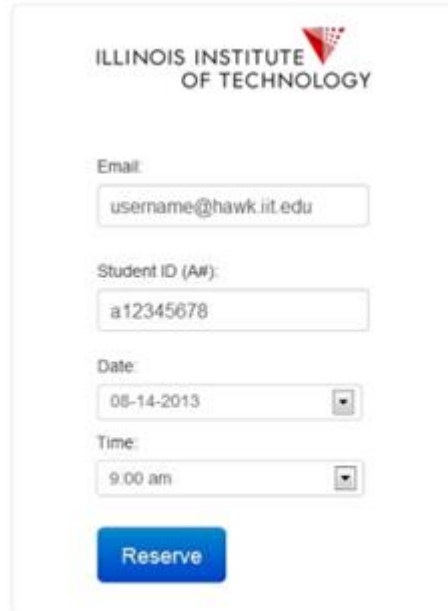
Email:
username@hawk.iit.edu

Student ID (A#):
a12345678

Date:
08-09-2013
08-09-2013
08-14-2013
08-15-2013
08-16-2013

Reserve

8. A drop-down menu will appear labeled "Time"



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Email:
username@hawk.iit.edu

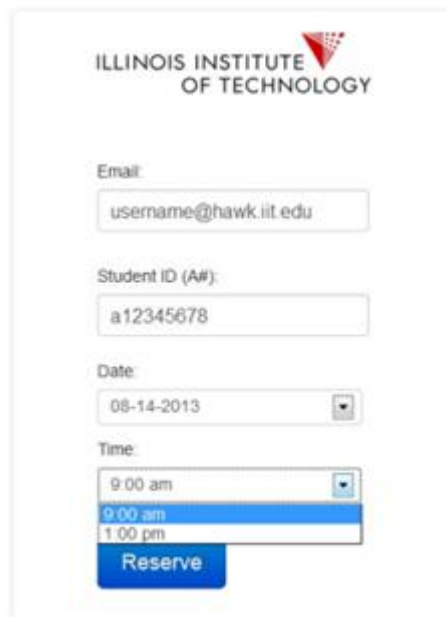
Student ID (A#):
a12345678

Date:
08-14-2013

Time:
9:00 am

Reserve

9. Select a time from the drop-down menu by clicking the desired time



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Email:
username@hawk.iit.edu

Student ID (A#):
a12345678

Date:
08-14-2013

Time:
9:00 am
9:00 am
1:00 pm

Reserve

10. After you have select a date and time for your appointment, click the “Reserve” button to set the reservation



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Email:
username@hawk.iit.edu

Student ID (A#):
a12345678

Date:
06-14-2013

Time:
9:00 am

Reserve

11. After clicking the “Reserve” button you will receive the message below and an email confirmation will be sent to the email you supplied and your @hawk.iit.edu email address.



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Thank you.
Your reservation has been made.
You will receive a confirmation email shortly.