Fall 2025 Scheduling a <u>Make-Up</u> Test in SpaceFinder*

A Make-Up test may be scheduled only if you have instructor permission to test in the SSC.

**Testing is in the Student Success Center ● Haggerty Library, 1st Floor
414.930.3026 ● mmu-testing@mtmary.edu**

Make-Up Testing Hours				
Monday unavailable	**Tuesday** 3:00pm-8:00pm	**Wednesday** 3:00pm-6:00pm	**Thursday** 1:00pm-4:00pm	**Friday** 1:00pm-4:00pm

1. Go to https://scheduling.mtmary.edu/spacefinder (link is also available at the bottom of MMU homepage).

2. Enter your username (first part of your email address before @mtmary.edu).

3. Enter your password (same as your email password).

4. Click Sign In.

5. Under My Reservation Templates, find Schedule a Make Up Test.

6. Click Book Now in order to begin the scheduling process.

7. Enter Date of test, Start Time, and End Time. Do NOT enter or change any other information.

8. Click the FIRST Search button directly under SSC Make Up Testing.

9. Under Rooms You Can Request, click the Plus Sign (+) next to any available Desk.

> **Important Notes:**
> - It does not make a difference which available "desk" you choose. All desks for make-up testing are located in the same room.
> - The red lines designating the time you've chosen must bracket white/light gray squares (not dark gray squares). Testing is not available during times when squares are dark gray or marked closed. Since shading is not always visible, it is better to rely on the make-up testing hours listed above.
> - Desks already scheduled are marked "private" with a blue or green bar across the times.

10. In the Attendance & Setup Type box, simply click Add Room. Do NOT enter or change any information.

11. In the upper right corner, click Next Step.

12. In the Reservation Details form:

- The first section is Event Details. Do NOT enter or change any information, unless it is incorrect.

- The second section is Additional Information. Select a response for each field and check the box.

13. Click Create Reservation.

14. The Reservation Created message means you're done scheduling! Now just wait for an email from mmu-testing@mtmary.edu stating whether your request is approved or denied.

> **Important Notes:**
> - Please allow 2 full business days to receive approval or denial of your request.
> - As the student, it is your responsibility to inform the instructor about this appointment request, to adhere to the instructor's testing deadline, and to allow sufficient time for the instructor to deliver the test to the Student Success Center (at least 2 full business days).
> - Please contact mmu-testing@mtmary.edu with any questions.

8/29/25