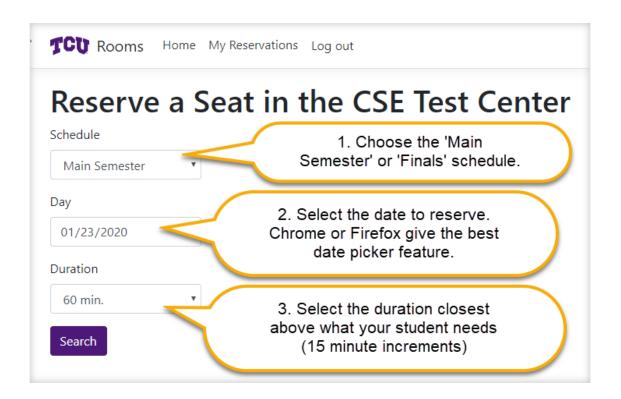
Faculty Instructions for the CSE Test Center reservation website

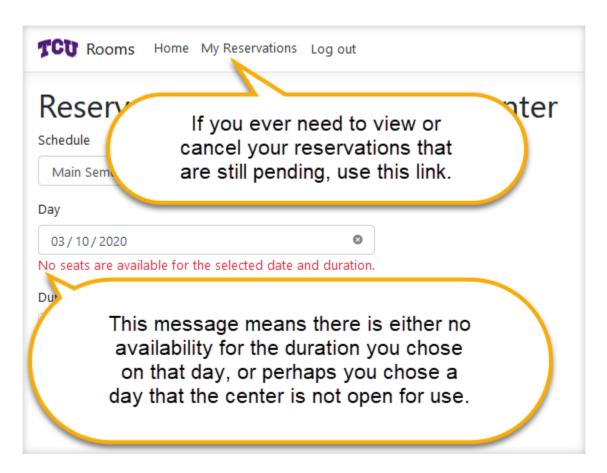
Please refer to the screenshots below to walk you through the process for using the CSE Test Center reservation site.

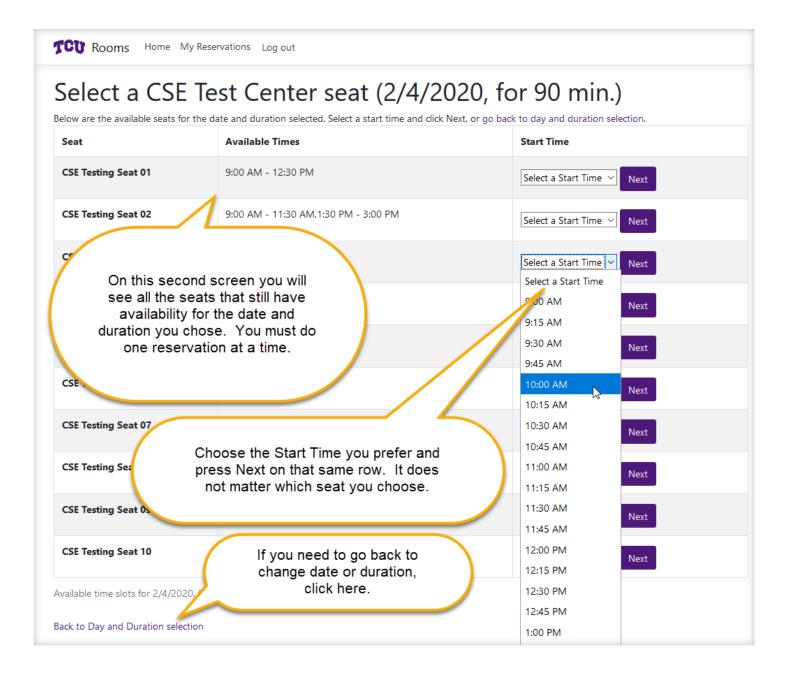
The site is located at: https://reserve.tcu.edu/TestCenters/CSE (not case sensitive)

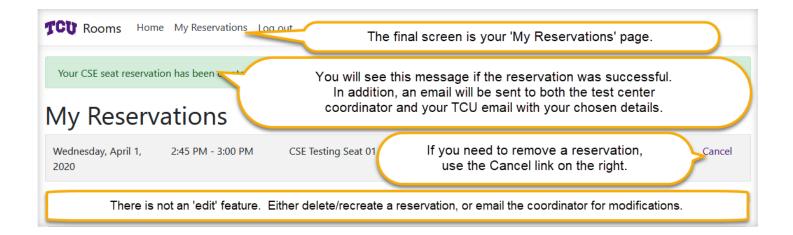
When you enter the site, you will be prompted for your TCU username and password, unless you are already logged in on your browser. The site is available from off-campus.

If you find that you are unable to log in to access the website, please contact the CSE Test Center coordinator (Kathy Ferguson) to request access, and she will pass on that request to TCU Information Technology.









Note – please be aware that the confirmation email will be sent to both the test center coordinator (Kathy) and also copied to the person entering the reservation (their TCU email, automatically retrieved from their login credentials).

However, the student will NOT be copied on the reservation details. It will be up to the faculty member's prerogative to either forward the confirmation email, or he or she may edit it as desired before sending to the student. An example confirmation email is shown below. A similar confirmation email is also sent if a reservation is DELETED.

----Original Message-----

From: Ferguson, Kathy <kathy.ferguson@tcu.edu> Sent: Wednesday, January 22, 2020 4:10 PM To: Ferguson, Kathy <kathy.ferguson@tcu.edu>

Cc: <your faculty email>

Subject: CSE Testing Center - Reservation CREATED

Reservation: Frog, Super via Professor, Amazing

Resource: CSE Testing Seat 01 Date: 4/1/2020 2:45:00 PM

Description:

Student: Frog, Super Seat: CSE Testing Seat 01 Start Time: 2020-04-01 2:45 PM

Duration: 15 min.

Requestor: Professor, Amazing

Requestor Email: amazing.professor@tcu.edu
Department: COSC - Computer Science

Course: COSC 10123-035

Special Instructions: Answer sheet provided, NO notes, Not allowed to sing during exam

Comments: Kathy, I just wanted you to know that I think you are great.

For Students - Make sure you SHOW UP and are ON TIME for your scheduled reservation!

Testing Center is in TUCKER 136 - During Finals in TUCKER 139

BRING YOUR STUDENT ID - IT WILL BE REQUIRED FOR ENTRY.