

You are now able to book your exam timeslot with the LAC!

Please follow these instructions to book your LAC exams:

1. In your course, navigate to the topic “**Book your exams with the LAC**” topic, click the link “**Book your exam**”
2. A window will pop up and you will see a ① icon, with the exam you are registered to write. Select the **green exam link**.  
Should look like this:  
**U of A Exams > course name > exam name - your instructor’s name**
3. Choose the date and time you would like to write the exam. Fill out any necessary information, select “**Add to Cart**”
4. The next page will confirm the exam you signed up for, and the date you selected to write. If everything is correct, select “**Complete Registration**”
5. A confirmation email will be sent to your ualberta email address.

Note: If you need to cancel or reschedule your timeslot, please navigate back to the “**Book your exam**” link (see above - step 1). On the right hand side you will see a “**My History**” section. Select “**View complete history**” to reschedule or cancel your exam timeslot with the LAC.

If you need additional support, feel free to email [edlac@ualberta.ca](mailto:edlac@ualberta.ca). Thanks!