

How to Book Computerized College Placement Tests (CCPT) Online (via FlexReg)

Additional CCPT information can be found at www.humber.ca/ccpt.

Please use Google Chrome or Mozilla Firefox to book your CCPTs as Internet Explorer and Safari are not supported on FlexReg.

Visit this webpage and find your program on the list: <http://www.humber.ca/student-life/testing-services/placementtesting/programlist>. If your program is not on the list, you do not need to take CCPTs.

Once you find your program, click "Register" to be taken to FlexReg to book your CCPTs.

COMPUTERIZED COLLEGE PLACEMENT TEST PROGRAM LIST

Students in the following programs are required to complete Computerized College Placement Tests (CCPT) before registering for their English and/or Math courses. If you don't see your program on the list, you do not need to complete CCPTs.

When you find your program, click "Register" to register for a time/location for a CCPT assessment at a Testing Services location. Please use Google Chrome or Mozilla Firefox to complete your registration as Internet Explorer and Safari are not supported. Step-by-step CCPT instructions can be found here.



Program Name

Program Name	English Placement Test	Arithmetic Skills Test	Algebra Skills Test	Registration Link
Acting for Film and Television	Y	N	N	Register
Advertising and Marketing Communications	Y	N	N	Register
Animation - 3D	Y	Y	Y	Register

Under the Search Results, you can view: Campus Locations, Dates and Timings, Availability, and Location.

Schedule Builder

The Search bar can be used to search by Subject number or part/all of the course title. Searching can also be done using the Advanced Search. **SEATS WILL BE CALCULATED AND YOU CAN PROCEED WITH REGISTRATION AND PAYMENT OR CLICK CANCEL REGISTRATION.**

Search Results (Found 9 classes.)

Sort... Detailed View

CCPT 040 001 - English & Math Placement
 North Campus Seats: 25
 11/03/14-11/03/14 M 4:30 PM-6:30 PM
 North - Building B Room: 104


CCPT 040 002 - English & Math Placement
 North Campus Seats: 25
 11/04/14-11/04/14 T 9:00 AM-11:00 AM
 North - Building B Room: 104


CCPT 040 003 - English & Math Placement
 North Campus Seats: 25
 11/06/14-11/06/14 Th 9:00 AM-11:00 AM
 North - Building B Room: 104

Schedule

Current Registered

	Sunday	Monday
8:00 AM		
9:00 AM		
10:00 AM		
11:00 AM		
12:00 PM		

You will be able to schedule the placement test on the corresponding timetable by selecting the  icon, which appears when you place your cursor over any of the test session boxes.

CCPT 020 002 - English Placement	
North Campus	Seats: 25
11/13/14-11/13/14	Th 1:00 PM-2:00 PM
North - Building B	Room: 104B
Fees	 
CCPT 020 003 - English Placement	
North Campus	Seats: 25
10/30/14-10/30/14	Th 3:00 PM-4:00 PM
North - Building B	Room: 104B
Fees: \$0.00	



To Book a placement test, look for an option that states either North Campus, Lakeshore Campus or Orangeville Campus.

CCPT 040 005 - English & Math Placement		CCPT 040 006 - English & Math Placement	
North Campus	Seats: 25	Lakeshore Campus	Seats: 22
11/11/14-11/11/14	T 9:00 AM-11:00 AM	11/05/14-11/05/14	W 9:00 AM-11:00 AM
North - Building B	Room: 104	Lakeshore - Building A	Room: 235
CCPT 040 008 - English & Math Placement			
Orangeville Campus	Seats: 10		
11/05/14-11/05/14	W 1:30 PM-2:30 PM		
Orangeville	Room: 204		

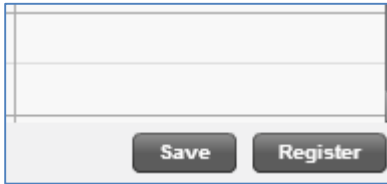
Once you select the placement test you wish to take, it will be placed on your schedule.

2:00 PM		
3:00 PM		
4:00 PM		
5:00 PM	English & Math Placement	11/03/14 - 11/03/14
6:00 PM		
7:00 PM		
8:00 PM		

If you wish to choose another test session instead, scroll over the blue box where the course is located on your schedule, and click on the X to remove the current test session from your schedule.

English & Math Placement	
11/03/14 - 11/03/14	
 	
	Remove from Schedule Builder

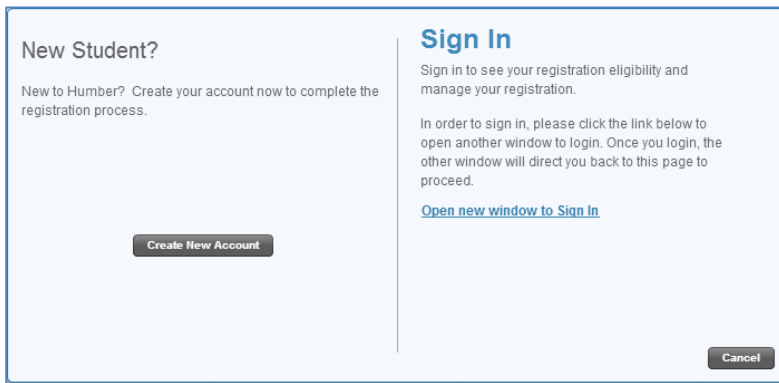
Once you are satisfied with your test session date/time, click the Register button in the bottom right corner to register.




A screenshot of a registration form. At the bottom of the form, there are two buttons: "Save" and "Register".

At this point, you have not fully registered for your CCPTs yet. Please continue on with the guide below.

IMPORTANT: You will then be prompted to sign-in to Flexible Registration. Sign in using your regular Humber login credentials used for MyHumber (www.humber.ca/myhumber). **Do not create a new account as all students already have an account.**

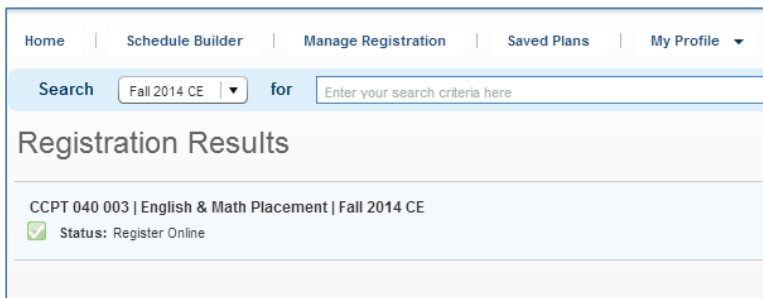


A screenshot of the registration page. On the left, under "New Student?", it says "New to Humber? Create your account now to complete the registration process." with a "Create New Account" button. On the right, under "Sign In", it says "Sign in to see your registration eligibility and manage your registration." and "In order to sign in, please click the link below to open another window to login. Once you login, the other window will direct you back to this page to proceed." with a link "Open new window to Sign In" and a "Cancel" button.



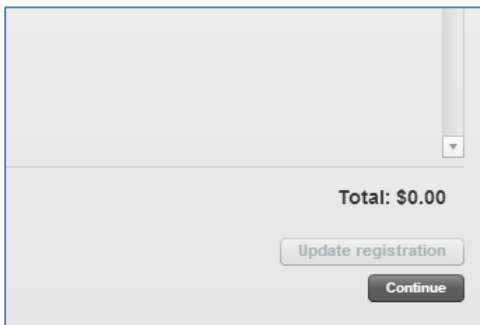
A screenshot of the Humber login form. It features the Humber logo and the text "HUMBER". Below the logo are two input fields: "Username:" and "Password:". A "Log In" button is positioned below the password field. At the bottom, there are two links: "Help! I Do Not Know My Username" and "Help! I Need to Reset My Password".

Once you sign-in, you can view your Registration Results.



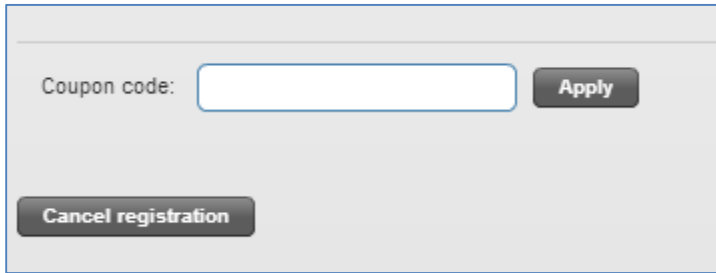
A screenshot of the "Registration Results" page. The navigation bar includes "Home", "Schedule Builder", "Manage Registration", "Saved Plans", and "My Profile". A search bar shows "Fall 2014 CE" selected. The main content area displays "Registration Results" for "CCPT 040 003 | English & Math Placement | Fall 2014 CE" with a status of "Register Online" and a green checkmark.

Click the Continue button on the bottom right of the Registration Results page to Finalize your CCPT registration.



A screenshot of the registration summary. It shows "Total: \$0.00" and two buttons: "Update registration" and "Continue".

Click Cancel Registration on the bottom left corner if you would like to choose another testing session.



Coupon code:

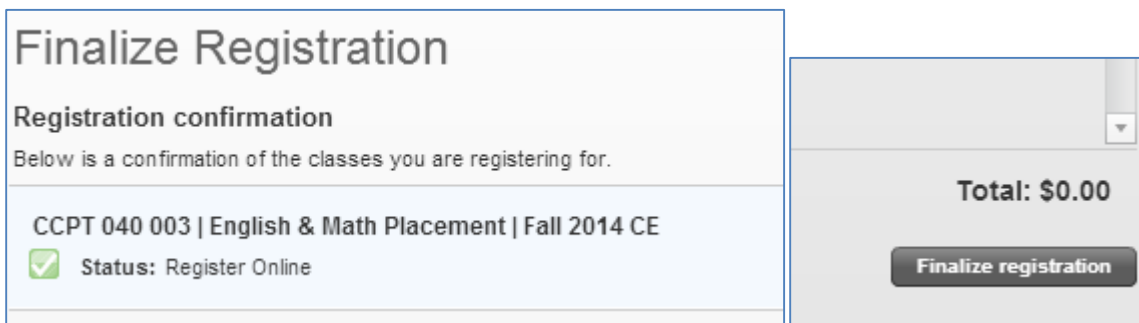
After you click Continue, you may see a Registration Disclosure message. Read the message and then click Accept.



Registration Disclosure

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By clicking the Accept button, you must now Finalize your Registration. Finalize your registration by clicking the “Finalize Registration” button in the bottom right corner.



Finalize Registration

Registration confirmation

Below is a confirmation of the classes you are registering for.

CCPT 040 003 | English & Math Placement | Fall 2014 CE

Status: Register Online

Total: \$0.00

You are now registered for your testing session. You will see a Final Invoice that includes the specific information about your scheduled placement test. (**Reminder: there is no fee for placement tests**).

Final Invoice

Your registration is complete. Please print this page for your records by clicking the 'Print' button at the bottom right of this screen.

Name: Michael Berg
Payment method: Bill me later
Date: Oct 29, 2014

Schedule

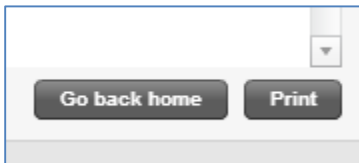
CCPT 020 006 | English Placement
Term: Fall 2014 CE
CRN: 50573
Schedule type: Classroom Instruction
Instructor: Barclay, Leah

Credit hours: 0.000
Grade mode: No Grade Required
Course level: Continuing Education

Start date	End date	Days	Start time	End time	Campus	Building	Room
Nov 11, 2014	Nov 11, 2014	T	4:00 PM	5:00 PM	Lakeshore Campus	Lakeshore - Building A	225

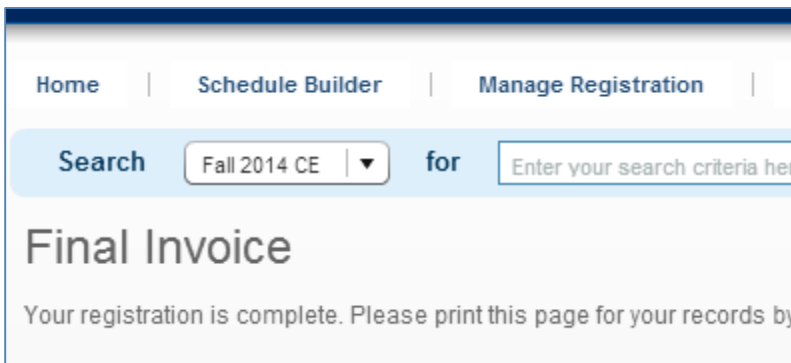
Invoice 00019839
CCPT 020 006 | English Placement

Press the Print button in the bottom right corner to print a copy of the invoice for your records.



Dropping the Testing Session After Fully Completing Registration

If you wish to cancel this placement test session after fully completing the registration process, click on Manage Registration at the top of the page.



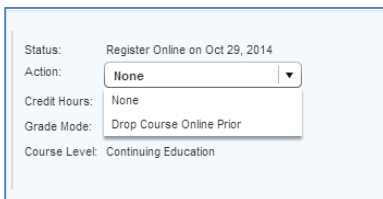
Home | Schedule Builder | **Manage Registration** |

Search for

Final Invoice

Your registration is complete. Please print this page for your records by

From the Manage Registration page, find the specific session/course you wish to drop, and on the "Action" dropbox, choose "Drop Course Online Prior". Click the Save button in the bottom right corner to successfully drop the course.



Status: Register Online on Oct 29, 2014
Action:
Credit Hours: None
Grade Mode:
Course Level: Continuing Education

Additional CCPT information can be found at www.humber.ca/ccpt.