

## STEP BY STEP INSTRUCTION TO REGISTER FOR A PACE EXAM

1. Open the UTSA web page at [www.utsa.edu](http://www.utsa.edu) or log directly into ASAP at [https://asap.utsa.edu/pls/prod/twbkwbis.P\\_WWWLogin](https://asap.utsa.edu/pls/prod/twbkwbis.P_WWWLogin)
2. Log into ASAP with your student ID and password and go to the Student Services tab
3. Select the “Testing Service Office” (Test Registration)
4. Select the “Register for TEST Session”
5. Select the PACE exam
6. Register for a convenient test session (make a note of the day/ time/ room number)