EXAMROOM.AI

Scheduling Your OKAP Exam

- Scheduling Your OKAP Exam
- Rescheduling

Scheduling Your OKAP Exam

1.) Go to: https://examroom.aao.org/ and enter your login credentials (this link and your login credentials were sent to your email address on file with the American Academy of Ophthalmology from no-reply@examroom.ai):
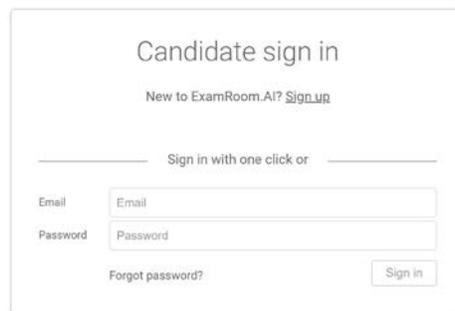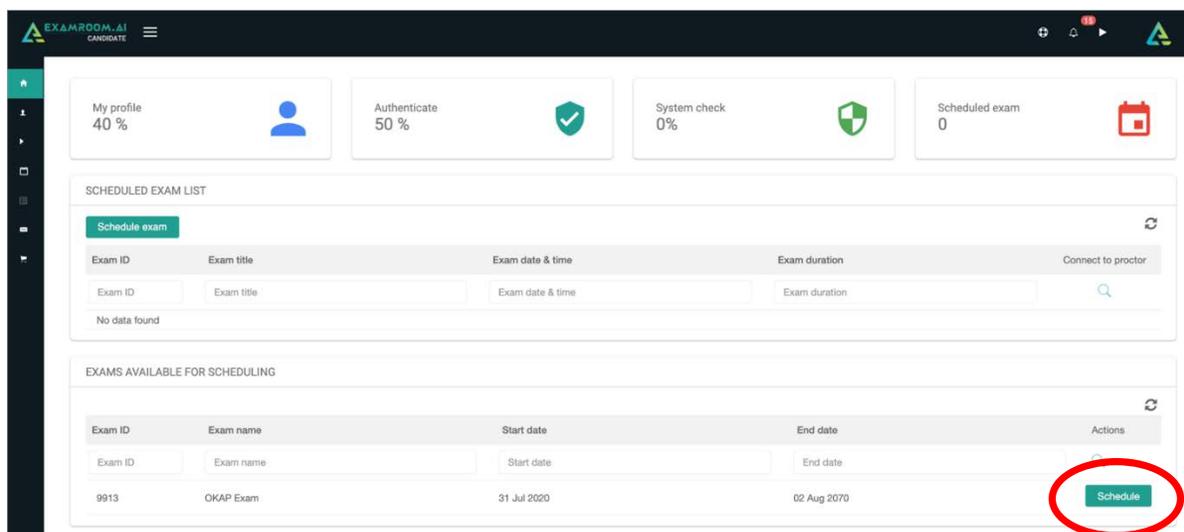

2.) After logging in you will be brought to your ExamRoom.AI Account dashboard. From here you can:
- Run a system check
- Update your contact information
- Schedule your exam appointment, and;
- Start your exam on your scheduled day and time.

3.) To schedule your exam, click on the **Schedule** button next to your available exam.

If you have any questions, contact us at: 877-848-EXAM (3926), support@examroom.ai, or https://examroom.ai/ chat box

4.) Next, click on the green box for your preferred day to test, and then choose your desired time:
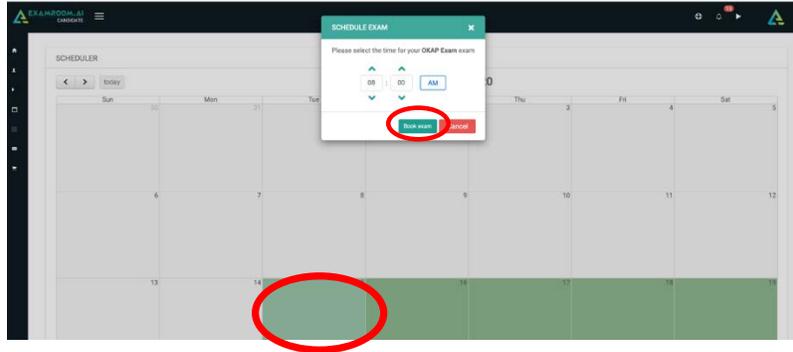

5.) After selecting your exam day and time, choose an available timeslot based on the length of your exam. **Important:** The time zone displayed is based off your current computer settings. To change your time zone, click on the **Change Time Zone** link:

For earlier time slots, change the time on the calendar on the left-hand side.

Click **Find Available Time**.
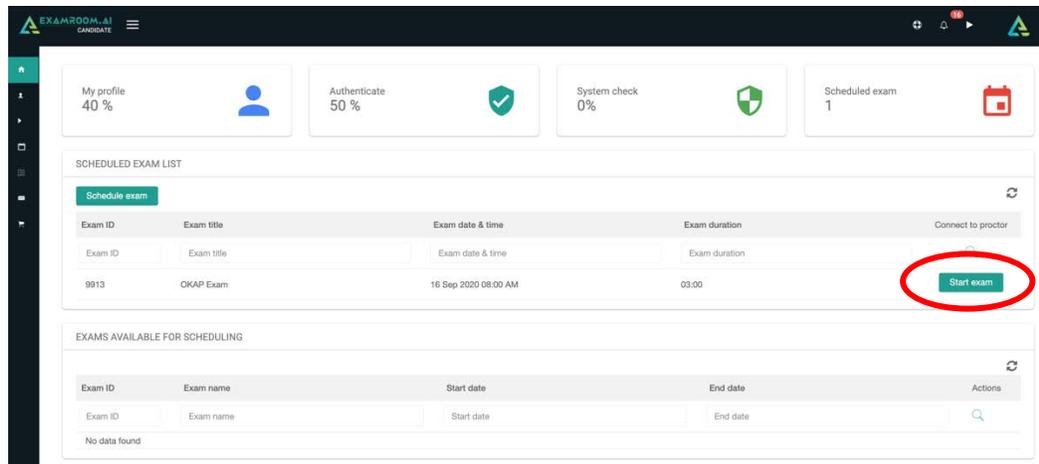
Click on **Select** for your timeslot.
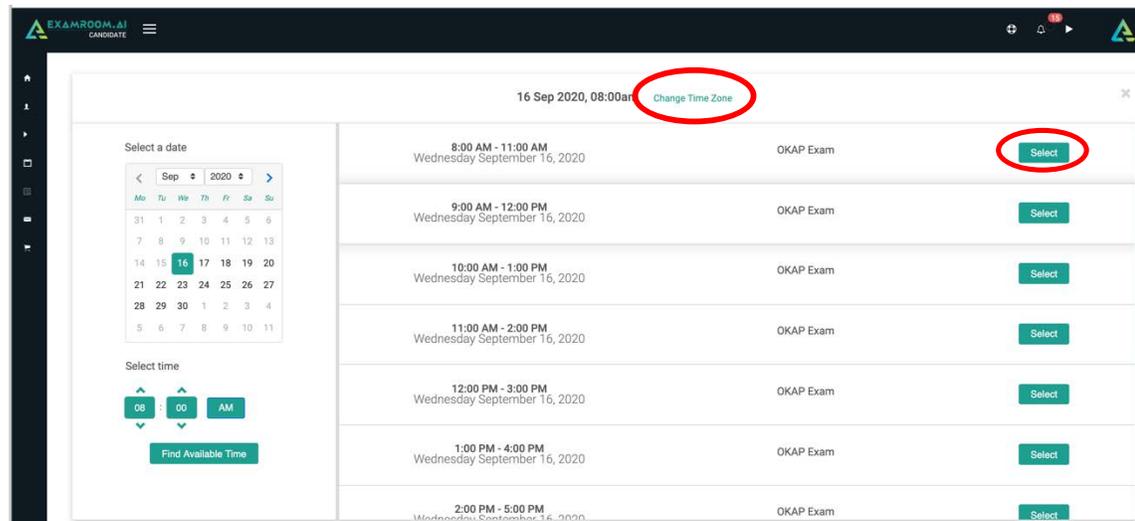
6.) After clicking the **Select** button for your exam timeslot, click **OK** to confirm. You will be brought back to your dashboard and your exam appointment will now appear in the **Scheduled Exam List:**

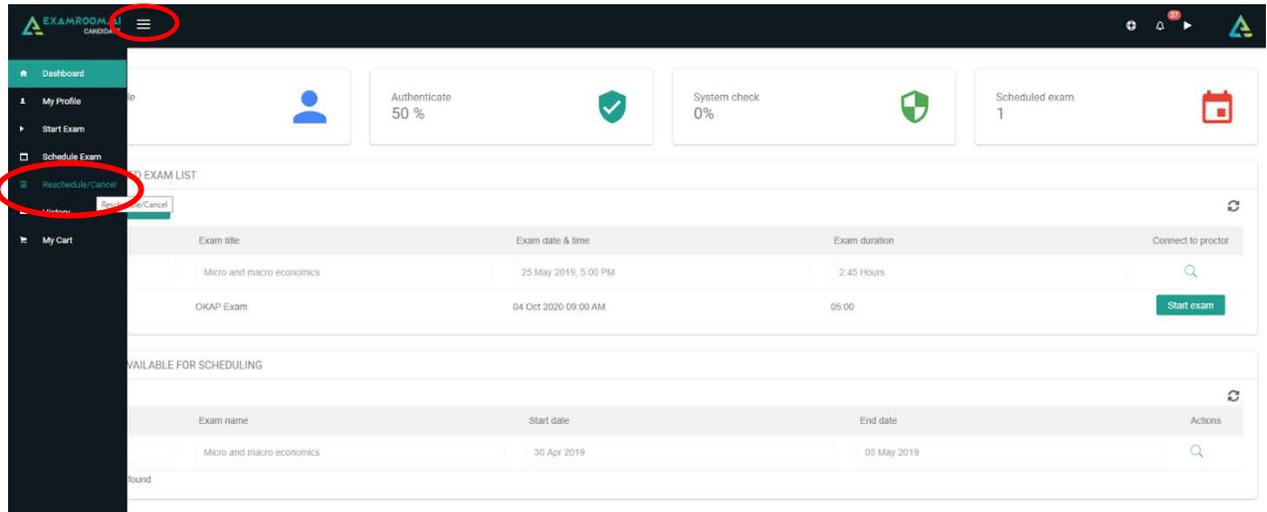Your exam now appears in the Scheduled Exam section.

On exam day, click **Start Exam** at least 10 minutes before your scheduled appointment and follow the prompts.

(The exam link will not be available for you to access before your scheduled day/time).
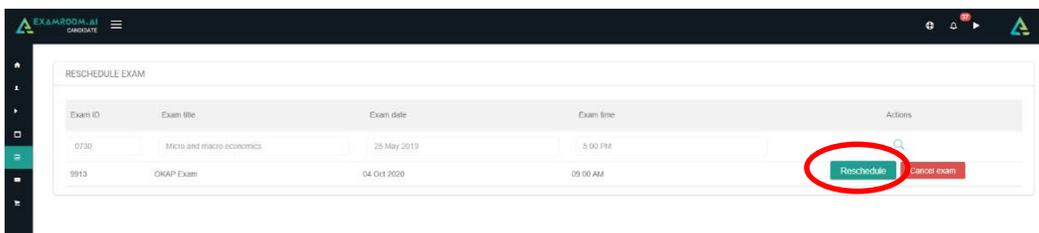
If you have any questions, contact us at: 877-848-EXAM (3926), support@examroom.ai, or https://examroom.ai/ chat box
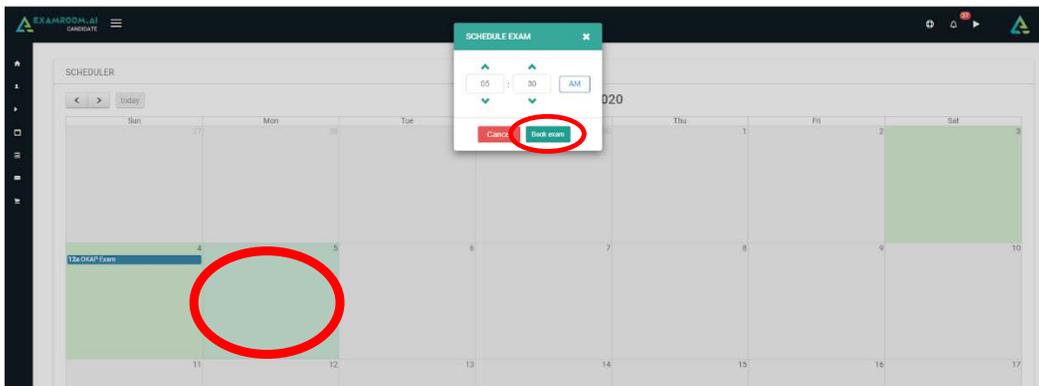
Rescheduling

1.) If you need to change your appointment date or time log in to your dashboard and click on the **Reschedule/Cancel** menu option:


2.) Click on the **Reschedule** button:

3.) Select your new date and time:

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4.) Choose an available timeslot based on the length of your exam. **Important:** The time zone displayed is based off your current computer settings. To change your time zone, click on the **Change Time Zone** link:
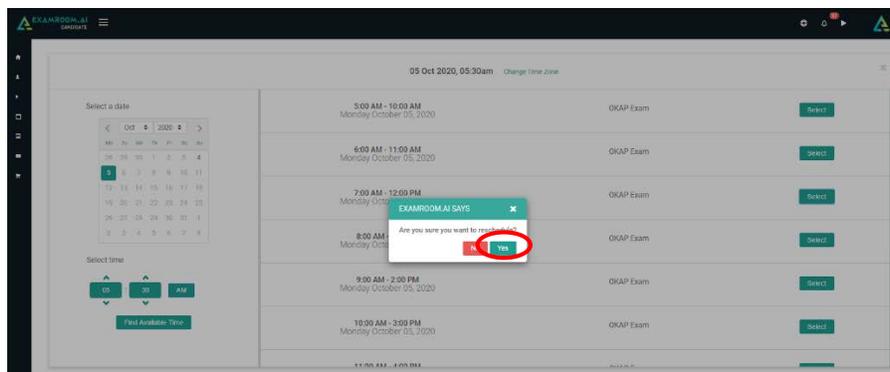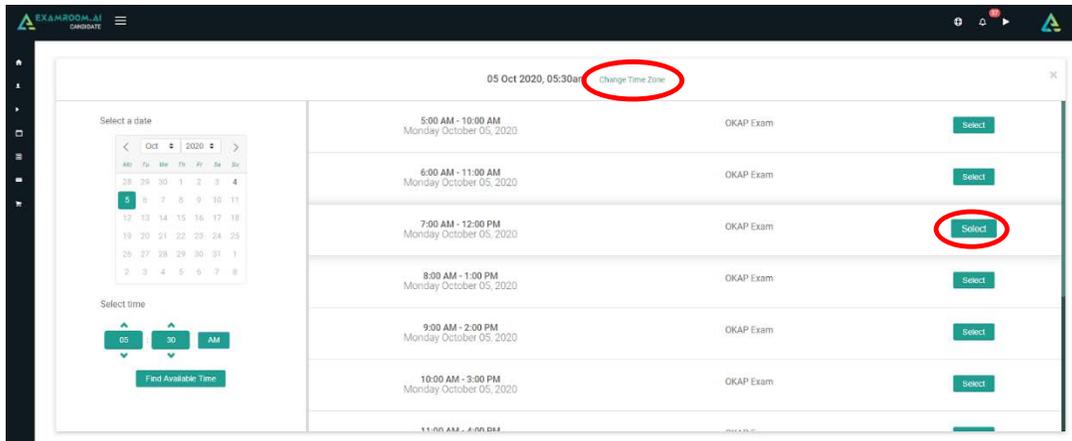
5.) After confirming the new exam date or time You will be brought back to your dashboard where you will see your new exam date and/or time appearing in the **Scheduled Exam List:**

If you have any questions, contact us at: 877-848-EXAM (3926), support@examroom.ai, or https://examroom.ai/ chat box