**Student steps on how to schedule an appointment**

a. Select an option from the drop-down menu below in **Choose a Group**.

![Choose a Group drop-down menu](image1.png)

b. Continue to choose the correct option from any remaining **Choose a Group** drop-down menu. This process narrows down your test selections.

![Continued Choose a Group](image2.png)
c. Select your exam from **Choose an Exam**(required)

d. Click the **Calendar Icon**
e. Select **Choose a Date** to make your selection for your exam

![Choose a Date](image)

f. Select an option under **Choose a Time** to take your exam

![Choose a Time](image)
g. Go to **Who is taking this exam** click into each field and add in the personal information for the person who will be taking the exam.
h. Read the Exam Guideline Acknowledgement in the scroll box.

i. Click the check box to acknowledge and follow the guidelines.

j. Click the Add to Cart.
k. Click **Complete Registration**.
1. Your **Confirmation Email** will appear on the screen. You may print a copy for your records.