Student steps on how to schedule an appointment

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

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

f. Select an option under **Choose a Time** to take your exam.
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. Add your phone number to the **Needed Information** field.

k. Click **Add to Cart**.

l. Click **Complete Registration**.

m. Your **Confirmation Email** will appear on the screen. You may print a copy for your records.