# Scheduling Your Exam Online

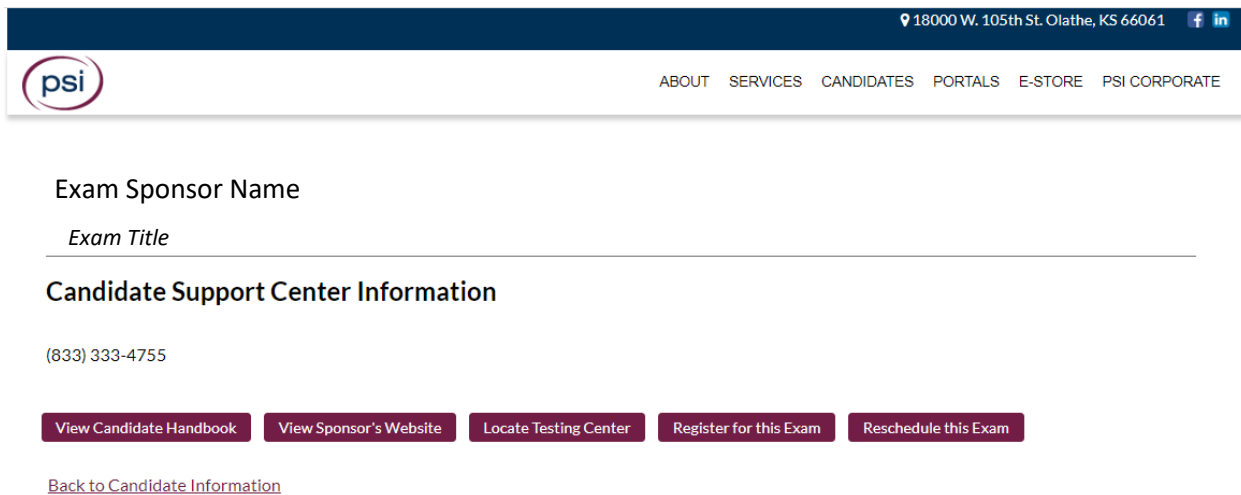## Contents

## General Information



With the addition of remote proctoring, your program is using a different PSI scheduling platform. Once you receive the email to schedule from your program sponsor, click on the link provided to schedule. PSI advises that you use Google Chrome as your Internet Browser when going through the scheduling process.

If you do not have Google Chrome, you can download it from: https://www.google.com/chrome/

You will be brought to a page that looks similar to this:



Click on the Register for this Exam button.

**Register for this Exam**

## I Need to Set up An Account with PSI

If it is your first time in the platform, you will need to click on New User?

### Log In

Please enter your login information. Passwords are case sensitive.

User name: [                    ]
Password: [                    ]

**Log In**

New user?
Forgot your password?
Forgot your user name?

If special accommodations are being requested, do not continue with the online registration process and contact AMP at 800/345-6559 to schedule your examination.

Please completed the required fields (in orange)

### New User

Please complete the information below. Required fields are displayed in orange.

**Choose a user name and password**

Choose a user name: [                    ] (8 to 20 characters in length)
Choose a password: [                    ] (Case Sensitive. 8 to 20 characters in length)
Re-enter password: [                    ]

**Enter your personal identification information**

First Name: [                    ]
Middle Name: [                    ]
Last Name: [                    ]
Zip Code: [            ]
(5 Digits. For addresses outside of the United States, please enter 00000.)

Enter your Assigned ID# [                    ] (9 characters, no spaces or dashes)
Verify your Assigned ID# [                    ]

**Continue**

## New User

Please complete the information below. Required fields are displayed in orange.

**Choose a user name and password**

| | | |
|---|---|---|
| **Choose a user name:** | test.user | (8 to 20 characters in length) |
| **Choose a password:** | •••••••• | (Case Sensitive. 8 to 20 characters in length) |
| **Re-enter password:** | •••••••• | |

**Enter your personal identification information**

| | | |
|---|---|---|
| **First Name:** | Test | |
| Middle Name: | | |
| **Last Name:** | User | |
| **Zip Code:** | 66061 | |
| | (5 Digits. For addresses outside of the United States, please enter 00000.) | |
| **Enter your Assigned ID#** | T20112020 | (9 characters, no spaces or dashes) |
| **Verify your Assigned ID#** | T20112020 | |

Continue

Click on Continue

They system will search for your eligibility and you will need to enter your contact information. Orange fields are required.

### MailingAddress

| | |
|---|---|
| **Address 1** | 18000 W 119th |
| Address 2 | |
| **City** | Olathe |
| County | |
| **State** | KS |
| **Zip Code** | 66061 – |
| **Country** | UNITED STATES OF AMERICA |
| **Email Address** | bkalinowski@psionline.com |
| **Home Phone** | 7176823626    ext |
| Work Phone | ext |
| Fax Number | |
| Cell Phone | |
| **Date of Birth** | January    15    1980 |
| Gender | Female |

Cancel    Next

Next You will need to select and answer security questions:

To enhance security we require that you complete the following questions. Answers to the questions are not case sensitive.

| | |
|---|---|
| Please select your first security question: | --Select security question-- ▾ |
| Please enter your answer here: | [                    ] *Letters and numbers only.* |
| Please select your second security question: | --Select security question-- ▾ |
| Please enter your answer here: | [                    ] *Letters and numbers only.* |
| Please select your third security question: | --Select security question-- ▾ |
| Please enter your answer here: | [                    ] *Letters and numbers only.* |

**Submit**

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To enhance security we require that you complete the following questions. Answers to the questions are not case sensitive.

| | |
|---|---|
| Please select your first security question: | Where did you go to elementary school? ▾ |
| Please enter your answer here: | School    *Letters and numbers only.* |
| Please select your second security question: | What is your favorite sports team? ▾ |
| Please enter your answer here: | Sports    *Letters and numbers only.* |
| Please select your third security question: | What was your high school mascot? ▾ |
| Please enter your answer here: | Mascot    *Letters and numbers only.* |

**Submit**

When complete, click on Submit.

You will be brought to the scheduling platform and will see the exam you are eligible to schedule.

**EXAM NAME**

Exam Title – Ready to Schedule

**CONFIRMATION NUMBER:**

B65752131

**EXAM DURATION:**

XX minutes

Schedule Exam

## Security Procedures

You must arrive at the exam center 30 mins before the start of your scheduled time or forfeit your examination fees and you will not be allowed to take your scheduled test
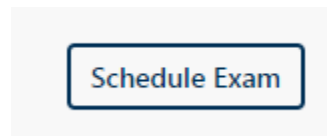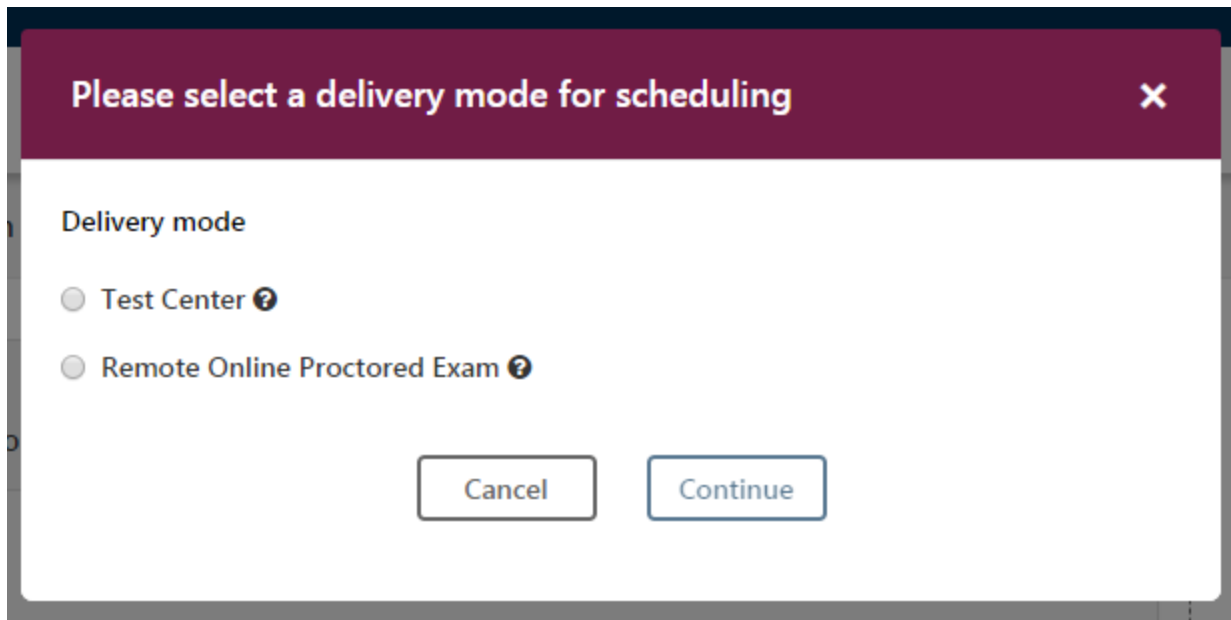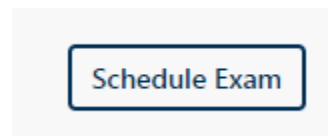
## Required Identification Documents

Government-issued ID

Note: Please refer to your program's Candidate Information Guide for additional required documentation

< Go to Dashboard

Click on Schedule Exam

Schedule Exam

A pop up will appear and you will be able to select Test Center or Remote Online Proctored.

- Test Center –You will go to a traditional brick and mortar PSI test center and will be guided through the process by a Test Center Administrator.
- Remote Online Proctored – You will test from your home, office, or other suitable location and will be guided through the process by a Remote Proctor.
    - Please see minimum system requirements

## I Already Have an Account with PSI

If you have already created your account and want to schedule later, reschedule, or launch your online remotely proctored exam, you will click on the same link in the email provided by your test sponsor.

Enter your username and password.



Click on Log In

You will be brought to the scheduling platform and will see the exam you are eligible to schedule.

Click on Schedule Exam



A pop up will appear and you will be able to select Test Center or Remote Online Proctored.

- Test Center –You will go to a traditional brick and mortar PSI test center and will be guided through the process by a Test Center Administrator.
- Remote Online Proctored – You will test from your home, office, or other suitable location and will be guided through the process by a Remote Proctor.
    o Please see minimum system requirements

**Please select a delivery mode for scheduling** ✕

Delivery mode

○ Test Center ❓

○ Remote Online Proctored Exam ❓

Cancel    Continue

Select one and click on Continue.

Continue

## I Want to Test in a Test Center

Select Test Center as the delivery mode.

## Exam Name

☑ **Exam Title**
Examination    240 minutes

### Find Test Location

I have a Test Center Code ⓘ

Country

| United States of America ▼ |

Enter City / Postal Code

| Olathe, KS 66061, USA 🔍 |

Preferred Month

| July 2020 ▼ |

[ Search Exam Center ]



Select a country in the top drop down. Then enter a city or zip code in the second drop down. Finally, select a preferred month for testing. Please note that your eligibility expiration date will be the last day available on the scheduling platform. For example, if your eligibility expires on September 30th, that is the last day appointments will be available to you. Click on Search Exam Center.

[ Search Exam Center ]

A list of available test centers will appear below.

| Exam Center Address ⇅ | | Distance ⬇ | First Available Date ⇅ | |
|---|---|---|---|---|
| 1. OLATHE 18000 W. 105th St. Corporate Ridge Office Park Olathe KS US 66061 | | 0.96 miles | 01 July 2020 | ⌄ |
| 2. Gladstone, Missouri (HRB) H & R Block Office 5941 Antioch Gladstone MO US 64119 | | 28.09 miles | 07 July 2020 | ⌄ |
| 3. JEFFERSON CITY 2410 Hyde Park Road Suite C Jefferson City MO US 65109 | | 140.8 miles | 01 July 2020 | ⌄ |

Click on the name of the Center.



Select a date on the calendar and a time for the exam.

Click on Continue at the bottom of the page.

Continue

A pop up containing the details of your selection will appear. You have the option to change your selection or to continue booking your appointment.

**Confirm Schedule Details and Proceed**

Exam Name

| Exam Center | Scheduled Date | Start Time | EXAM DURATION |
|---|---|---|---|
| OLATHE | Jul 01, 2020 | 01:30 PM | 240 Minutes |
| 18000 W. 105th St. | | (Time Zone: America/Chicago) | |
| Corporate Ridge Office Park | | | |
| Olathe,KS,US 66061 | | | |

Change    Continue

After clicking on Continue, you will receive a pop up that the booking was created successfully.

The information on your dashboard will outline your appointment details.

**EXAM NAME**

Exam Name – Scheduled for Test

CONFIRMATION NUMBER:
B65752131

| EXAM DATE: | EXAM TIME: | EXAM DURATION: | EXAM LOCATION: |
|---|---|---|---|
| Jul 01, 2020 | 01:30 PM | 240 minutes | OLATHE |
| | Time Zone: | | 18000 W. 105th St. |
| | America/Chicago | | Corporate Ridge Office Park |
| | | | Olathe,Kansas,USA 66061 |
| | | | Get Directions |

Print Acknowledgement    Reschedule    Cancel Schedule

## Security Procedures

You must arrive at the exam center 30 mins before the start of your scheduled time or forfeit your examination fees and you will not be allowed to take your scheduled test
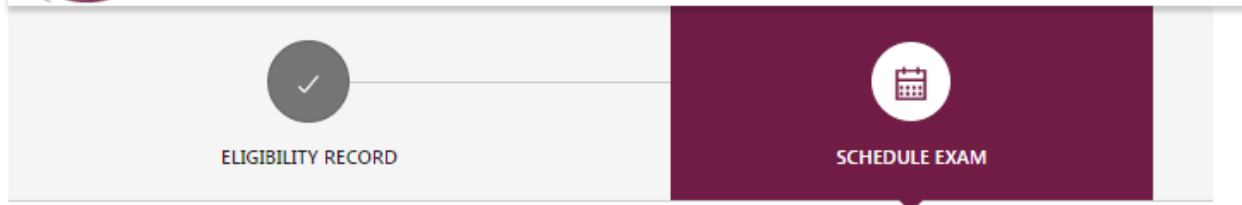
## Required Identification Documents

Government-issued ID

Note: Please refer to your program's Candidate Information Guide for additional required documentation

‹ Go to Dashboard

You will receive an email from no-reply@psiexams.com with your exam information.

# I Want to Test Online
Select Remote Online Proctored as the delivery mode.

Enter a Country in the drop down. You can either start typing in the field or scroll through the list. Next Select a time zone. Please note that your eligibility expiration date will be the last day available on the scheduling platform. For example, if your eligibility expires on September 30th, that is the last day appointments will be available to you.

Select a date on the calendar and a time for the exam.

Click on Continue at the bottom of the page.

A pop up containing the details of your selection will appear. You have the option to change your selection or to continue booking your appointment.



After clicking on Continue, you will receive a pop up that the booking was created successfully.

The information on your dashboard will outline your appointment details.

**EXAM NAME**

Exam Name – Scheduled for Test

CONFIRMATION NUMBER:

B65752131

| EXAM DATE: | EXAM TIME: | EXAM DURATION: |
|---|---|---|
| Jul 01, 2020 | 02:30 PM | 240 minutes |
| | Time Zone: | |
| | America/Chicago | |

Print Acknowledgement    Reschedule    Launch Exam    Cancel Schedule

## Security Procedures

Please note that smoking, eating, or drinking is not allowed while taking your exam.

If you are taking your exam via Web Delivery, note the following:

- You must take your exam in a private room, free from distractions.
- To check your system compatibility, please visit the following link and follow the directions provided: CLICK HERE for a System Compatibility Check
- You can launch the exam within 30 minutes of your appointment time.

< Go to Dashboard

## Required Identification Documents

Government-issued ID

Note: Please refer to your program's Candidate Information Guide for additional required documentation

You will receive an email from no-reply@psiexams.com with your exam information.

PSI strongly encourages you to perform the system compatibility check by clicking on CLICK HERE under Security Procedures.

- To check your system compatibility, please visit the following link and follow the directions provided: CLICK HERE for a System Compatibility Check

## I Want to Reschedule My Exam

You will need you to complete the same steps to log in. You may search for the exam at goamp.com and click on Candidates. Select a category, find the sponsor under program, and select the exam title. You may click on either Register for this exam or Reschedule the exam buttons.