Quick Start Guide for Test Registration

**Step 1 - Go to www.texes.ets.org**

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Click the Register link found in the top navigation.

**Step 2 - Login to your account**

Enter your username and password and click login.

If you do not have an account, click New User to create one. (See the Quick Start Guide for New User Account Creation for detailed instructions.)

**Step 3 - Click Register for a Test**

Once you are logged in, click the Register for a Test link found at the top of the left navigation.

**Step 4 - Read the Requirements**

Be sure to read the online registration requirements. Then click the Register button to begin registering for a test.
**Step 5 - Compliance**

Read the compliance statements. Check the box next to each statement acknowledging compliance and click Next.

**Step 6 - Schedule a Test**

There are five steps necessary for selecting your test. You will need to select:
1. a test
2. location
3. testing center
4. date
5. test options

After these five steps are complete, click Add Test to save your selections.

Once you are finished selecting your test(s), click Next.

**Step 7 - Review Selections**

Review your test selections. Check to make sure you have selected the correct test information.

This screen also shows you the fee for the test(s) selected.

If you need to make changes to any selections, click the Edit button.

Click Next when you are finished reviewing the test selections.
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Step 8 - Payment Information

Enter your billing address and credit card payment information.

After entering your billing address and payment information, verify that the information entered is correct.

Once all required fields are entered click Next to continue.

Step 9 - Submit Registration

Once all of the information is verified, click Next to submit your test registration. **DO NOT CLICK NEXT AGAIN.**

Step 10 - Order Confirmation

After submitting your registration and payment you will be presented with your Admission Ticket.

This screen displays user information, selected test information, tips and the total fees paid.

To print your Admission Ticket, click the *Print* button.

Your test registration is now complete. Click *Your Account* to return to your account page.