

# Online Registration for Testing Services

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## Follow these simple steps to register for an exam:

1. To register for an exam go to [www.utrgv.edu/p16/testing](http://www.utrgv.edu/p16/testing)
2. Scroll down, look for, and click on the “Register for an Exam” button
3. Click on the location where you would like to test
4. Click on the exam you are needing to register for
5. Find the date and time you would like to register for and click the event name
6. Click the “Add to Cart” button
7. Enter modifier information (First Name, Last Name, Email address, and Phone number) at the bottom of the page and press continue
8. You may continue shopping to add any additional exams you may need
9. When you are done adding all necessary exams to your cart you will press the “Checkout” button
10. If this is your first time registering for an exam with P16 Outreach & Testing Services, you have the option to create an account or you may check out as a guest. To create an account, click the “Register Now” button.
11. You will then need to create a profile for yourself. All fields marked with an “\*” are required fields
12. Once completed click on “Create Account & Continue Shopping” button
13. Select payment method CHECK, VISA, MASTERCARD, or DISCOVER
14. Fill out the fields using the information from the debit card or check
15. Fill out all required Billing Address fields
16. Press continue
17. You will need to review your order and agree to the “Refund Policy Agreement” and submit your order
18. Please print out receipt and bring on the day of your exam, as well as an acceptable photo identification

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### **P-16 Outreach & Testing Services**

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7/13/2023