Welcome to PSI!
This document is a step-by-step guide to navigate the PSI website. We hope you find this helpful!

Click on Sign up

Create Account – Required fields are marked with a Red Astrisk*

Create Account
Your PSI account allows you to register, schedule and take a test with various PSI test owners. It will also give you access to preparation materials such as practice tests, books and preparation courses.

Personal Details

First Name* | Last Name*
Liberti | Van Dell

Middle Name | Generation
Enter Middle Name | Enter Generation

Email* | 
Iherhold@edu.com

Password Setup

Create Password*
**************

ReType Password*
**************

Password Rules:
- Must be between 8 - 32 characters long.
- Must contain at least one uppercase and lowercase letter.
- Must contain at least one number and special character (Allowed Special Characters: ! @ # $ % ^ & * ( ) - _ + { [ ]} [ ] | \ / : ; ' , .)
- Password cannot contain words from any part of the email address.

Please use ‘Link My Record’ on Dashboard, if you have previously contacted a PSI Customer Support representative and paid for an examination, or you believe that your licensing or certification agency has provided PSI with eligibility information for you.
Once you complete your account set up. You will be asked to login to continue.

Enter your login information.

Once logged in, your name will be in the top corner and an arrow in the bottom pointing to “Link My Record”.

Welcome to PSI
You can schedule an exam if you have previously contacted a PSI Customer Support representative and paid for an examination, or if you believe that your licensing or certification agency has provided PSI with eligibility information for you.

To continue, click ‘LINK MY RECORD’.

For questions about your America Culinary Federation Examination Please Contact 800-211-2754
Input the requested information. Your ACF ID# is a critical piece for linking records.

You will receive a pop-up notice advising the successful link. Close this window.
After the link, you will see the exam eligibility records available to you. You can Schedule your Exam or View Details. Click on Schedule Exam.

Select a language.
Select your location and Preferred Month

<table>
<thead>
<tr>
<th>Exam Center Address</th>
<th>Distance</th>
<th>First Available Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVERLAND PARK</td>
<td>4.8 miles</td>
<td>11 April 2019</td>
</tr>
<tr>
<td>8001 College Blvd Suite 285 Overland Park KS US 66210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLUMBIA</td>
<td>5.29 miles</td>
<td>11 April 2019</td>
</tr>
<tr>
<td>18000 W 105th St, Corporate Ridge Office Park Columbia KS US 66061</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kansas City (Gladstone), Missouri (AMP)</td>
<td>23.58 miles</td>
<td>11 April 2019</td>
</tr>
<tr>
<td>9541 Antioch Gluestone MO US 64119</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kirksville - Kirksville Area Technical Center*</td>
<td>140.57 miles</td>
<td>12 April 2019</td>
</tr>
<tr>
<td>1105 S Cottage Grove Kirksville MO US 65301</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wichita - Aviation Testing Inc.*</td>
<td>158.32 miles</td>
<td>11 April 2019</td>
</tr>
<tr>
<td>9534 E Harry Wiggins KS US 67207</td>
<td></td>
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Exam Instructions

- All tests:
  - You must take the exam on a computer.
- Unproctored Exams:
  - You may take your exam at the time of purchase (on-demand).
- Live Remotely Proctored Exams:
  - You cannot schedule same-day exams.
  - You may reschedule at least two days in advance of your scheduled exam time.
  - You may cancel at least two days in advance of your scheduled exam time.
- Recorded Proctored Exams:
  - You may take your exam at the time of purchase (on-demand).
  - You will need to download a secure browser which could take approximately 30 minutes depending on your connection speed.

Relevant Links

- Buy Online Books
- Online Practice Exam
- Examiing with PSI
- PSI Continuing Education Services
- PSI Learning Academy
- PSI Examination Tutorial

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From the list of locations, click on the location name to view dates/times. Select your date and time and click on Continue.

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You will receive a pop up to confirm your schedule details. Click Continue if the details are correct. If not, you can click Change to make necessary changes.

*Important – the system will allow you to schedule an exam prior to making payment. If payment is not received w/in 30 minutes your scheduled appointment will be unscheduled automatically*
Payment:
Input your Credit/Debit Card information.
Check the Terms and Conditions Box
Click “Pay Now”

Vouchers:
Input the voucher code
Click “Apply”
Check the Terms and Conditions Box
Click “Pay Now”

Once the schedule process is complete, you will see the details on your dashboard screen.
There are several options for candidates to use in their dashboard.

**Print Acknowledgement**

**Print Receipt**

**Reschedule**

**Cancel Schedule**

More Information:

If a candidate schedules their exam and payment is not processed the system will count down the time to cancellation.