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TEST TAKER REGISTRATION

ProScheduler Registration

1. Launch your preferred internet browser.
2. Type in https://foodsafety.prometric.com in the web address field.
3. The Food Safety login page will be displayed.
4. Click on the link Register as Test Taker, if you are registering for a new account.

5. The Register User screen will be displayed.
6. Input all required fields then click Register.
The system will then display following the message, ‘Please check your email.’

Retrieve Registration Information

Please check your inbox or the email account associated with your user name for the registration instructions.

1. Click the Link that is within the email.

2. The Change Your Password screen will be displayed, in your internet browser.

3. Type in a New Password. Ensure that it contains no less than 8 characters, at least one letter and at least one number.

4. Retype this information in the Confirm New Password field.

5. If your new password does not meet the criteria specified, the system will prompt you to re-enter a new password that does.

6. Once you are finished, click the Change Password button.
Service Agreement

After successfully creating the password, you will be sent to the Home Screen.

1. Read the Services Agreement.
2. Select the check box, which is below the Service Agreement box, to indicate your agreement with the terms and conditions.
3. Click the Continue button.
ORDERING PROCEDURES

Order Products

To select and pay for an exam, you will need to order a product.

Select Order Products.

The following page will show all available products for ordering. Select the number of products needed and select Add to Cart. Once the order is complete, select Checkout.

*For Remotely Proctored exams through ProProctor, use the exam title containing “…via ProProctor…” as shown in the image below.
Checkout

In the **Checkout** screen, the test taker will have the opportunity pay by credit card.

After successfully placing the order and payment, the test taker will receive a summary of the order.
SCHEDULING AN EXAM

Once the candidate has purchased their exam, they will need to complete the scheduling process.

Click on **Exams** and then **Schedule Now**. Follow the prompts in our online scheduling software.

For ProProctor (**remotely delivered exams**), call the ProProctor registration line at 1-800-813-6779. Be sure to have the eligibility number ready during the scheduling process and provide the information exactly as displayed below.
**Please note:** The eligibility number is a long alpha numeric sequence in which the first 4 characters of your last name follow. **DO NOT INCLUDE THE LAST NAME AS PART OF THE ELIGIBILITY; ONLY THE ALPHA NUMERIC SEQUENCE.**

Eligibility numbers are case sensitive, so please ensure you are entering the data just as shown on your screen.

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**ORDER HISTORY**

By Selecting **Order History**, the test taker will be able to view and track the status of each exam ordered.

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**REFUNDS AND REIMBURSEMENTS**

All purchases of Food Safety products, including but not limited to exam(s) and/or other services are final and nonrefundable. By completing a purchase you agree not to alter, reproduce or copy course exams or content contained within exam booklets, and not to disseminate course exam(s) and/or other content except to deliver an exam which you agree to collect and return to Prometric. You understand and agree that clicking through to 'submit' means that you have completed a purchase and that there are **no refunds** granted for purchases in question, even if you purchased a specific exam and/or other service by mistake. Additionally, any exams submitted that violate a proctor procedure or policy will not be scored and fees will not be refunded. It will be the responsibility of the proctor to contact the candidates, administer another exam and submit additional fees.