



## Finance Officers Certification Exam

### Registration Instructions

1. [Click here](#) to access the list of exams.
2. Click “Register Now” under the exam you wish to register for.
3. Click “Create a New Account”.
  - Please note that the School of Government started using a new course registration system in June 2018, so your previous login information may no longer be valid. If you have registered for another course or certification exam since June 2018, you will have an account in our new registration system. If this is the case, enter your email address and password and click “Click Here to Login”, then click “Register” next to your name.
4. Fill out the registration form and click “Submit Registration”; you will see your name and the exam along with a status of “Pending – Confirmed”.
5. If you wish to register for additional exams, click “Click Here to See A List of Events”. If you are registering for just one exam, proceed to Step 8.
6. Click “Register Now” under the additional exam you wish to register for.
7. Fill out the registration form and click “Submit Registration”. Repeat Steps 5 and 6 to register for additional exams. If you are ready to check out, proceed to Step 8.
8. Click “Click Here to Checkout Now”.
9. Select your payment method to complete your registration. If you select Credit Card, you will be redirected to the University’s payment page to fill out and submit your credit card information; if you select Bill Me/Purchase Order, you will be redirected to a confirmation page that displays your statement. Your status will now show “Confirmed”.
10. Your registration has now been submitted. You will receive information on accessing the exam(s) the week that the exams are open.

For additional help, please visit our [Frequently Asked Questions](#).