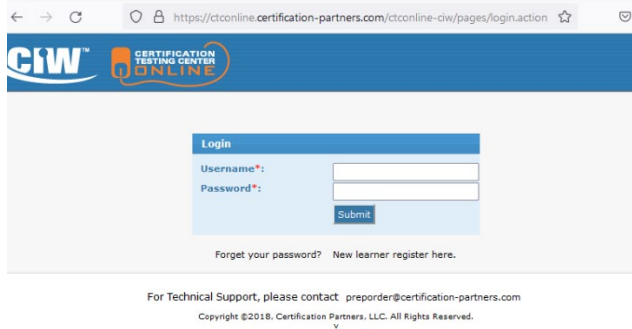


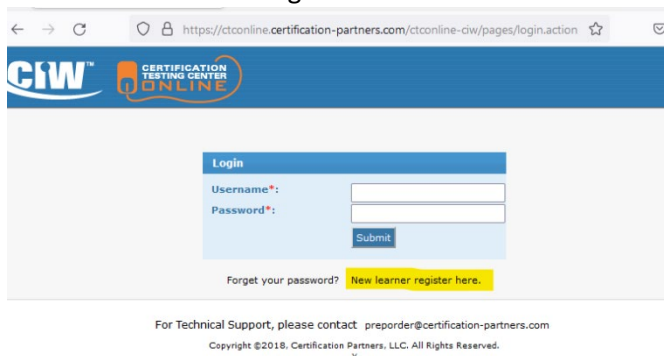
## Steps to Register for a CIW account

1. Go to <https://ctconline.certification-partners.com/ctconline-ciw/pages/login.action>



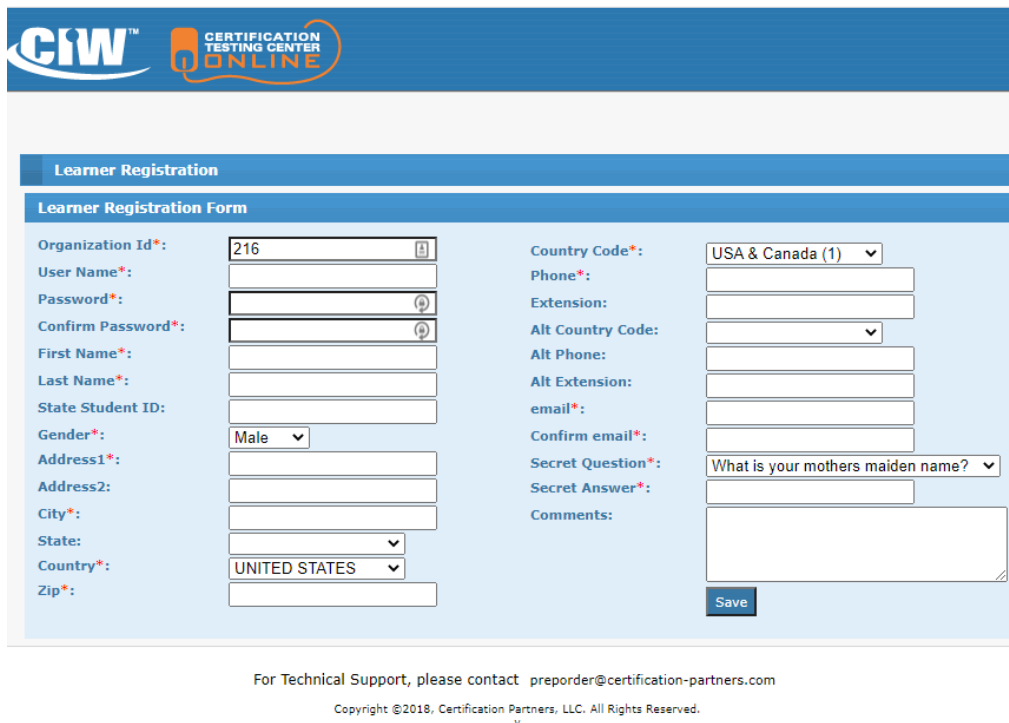
The screenshot shows the CIW login page. At the top is the CIW logo and 'CERTIFICATION TESTING CENTER ONLINE'. Below is a 'Login' box with fields for 'Username\*' and 'Password\*', and a 'Submit' button. Links for 'Forget your password?' and 'New learner register here.' are below the login box. At the bottom, contact information for technical support is provided: 'For Technical Support, please contact preporder@certification-partners.com' and 'Copyright ©2018, Certification Partners, LLC. All Rights Reserved.'

2. Click on “New Lerner register here”



This screenshot is identical to the previous one, but the 'New learner register here.' link is highlighted in yellow to indicate it should be clicked.

3. Fill out the Lerner registration form – USE Organization ID# 216 and your BC student email



The screenshot shows the 'Learner Registration Form' on the CIW website. The form is titled 'Learner Registration' and 'Learner Registration Form'. It contains two columns of fields. The left column includes: 'Organization Id\*' (with '216' entered), 'User Name\*', 'Password\*', 'Confirm Password\*', 'First Name\*', 'Last Name\*', 'State Student ID', 'Gender\*' (with 'Male' selected), 'Address1\*', 'Address2\*', 'City\*', 'State', 'Country\*' (with 'UNITED STATES' selected), and 'Zip\*'. The right column includes: 'Country Code\*' (with 'USA & Canada (1)' selected), 'Phone\*', 'Extension', 'Alt Country Code' (with a dropdown), 'Alt Phone', 'Alt Extension', 'email\*', 'Confirm email\*', 'Secret Question\*' (with 'What is your mothers maiden name?' selected), 'Secret Answer\*', and 'Comments'. A 'Save' button is at the bottom right. Below the form, contact information for technical support is provided: 'For Technical Support, please contact preporder@certification-partners.com' and 'Copyright ©2018, Certification Partners, LLC. All Rights Reserved.'

4. Make sure to remember your username and password.