Enrollment and Account Creation Instructions

1. Go to the appropriate Catalog page.

For Test Administrators/Test proctor training: https://catalog.cognia.org/browse/oktesting/tat



For Test Proctor Training: <u>https://catalog.cognia.org/browse/oktesting/tpt</u>

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Click on any course listed (they are all the same and you only need to complete one) then click enroll.
 Note: If the course listing is full, please go back and choose another listing.

	Test Administrator/Test Proctor	
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This will bring you to the sign in/create an account page. You must create a new Canvas login for Cognia's Canvas. An account used for other schools will not exist here.

3. Fill out the information under 'Don't have an account? Sign up here!', click the appropriate checkboxes, and then click 'Register New Account'.

After you click 'Register New Account', an email will be sent to you to confirm your account and create a password.

Note: If you get a message saying you already have an account, please contact <u>clientcare@cognia.org</u> for assistance.

4. Check your email for further instructions.

Emails from Canvas Catalog generally process within a few minutes. If you don't see the email, check your spam folder.

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Test Administrator/Test Proctor	
Training 2023	
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