

# SAGES ON Line TESTING: Test Taker Self Registration

\* Must use Internet Explorer

## 1. Setup user Account

- Open Internet Explorer
- Go to [www.webassessor.com/sages](http://www.webassessor.com/sages)
- The SAGES Testing Home Page should now appear on screen
- Select the "Create a New Account" link at the top right corner of the site.

Figure 1.1

home | login | forgot password | **create new account**

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SAGES - HOME

Welcome to the SAGES Tests Registration System!  
Please sign in to schedule or take a SAGES approved assessment. Currently available assessments include:

- SAGES/ACS FLS cognitive assessment
- SAGES FES cognitive assessment

[Click here](#) for ordering information. To register for the FLS assessments, create a new account or login to your existing account.

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- The Create New User window will now appear on your screen.
- Complete the user info as accurately as possible. All required info is marked with an asterisk. **Please pay close attention when entering your voucher number on which the exam will be activated. You must have an active voucher number before registering for your account. It is imperative that you enter an accurate email address as your credentials will be emailed to you.**
- Hit Save when complete

Figure 1.2

CREATE TEST TAKER ACCOUNT

Username:  \*

Must be an email address or alphanumeric characters.

First Name:  \*

Last Name:  \*

Email Address:  \*

Secret Word:  \*

Primary Phone:

Fax:

Address Line 1:  \*

Address Line 2:

City:  \*

Province/State:  \*

Postal Code:  \*

Country:  \*

Client Specific Fields:

Voucher Number:  \*

Institution:  \*

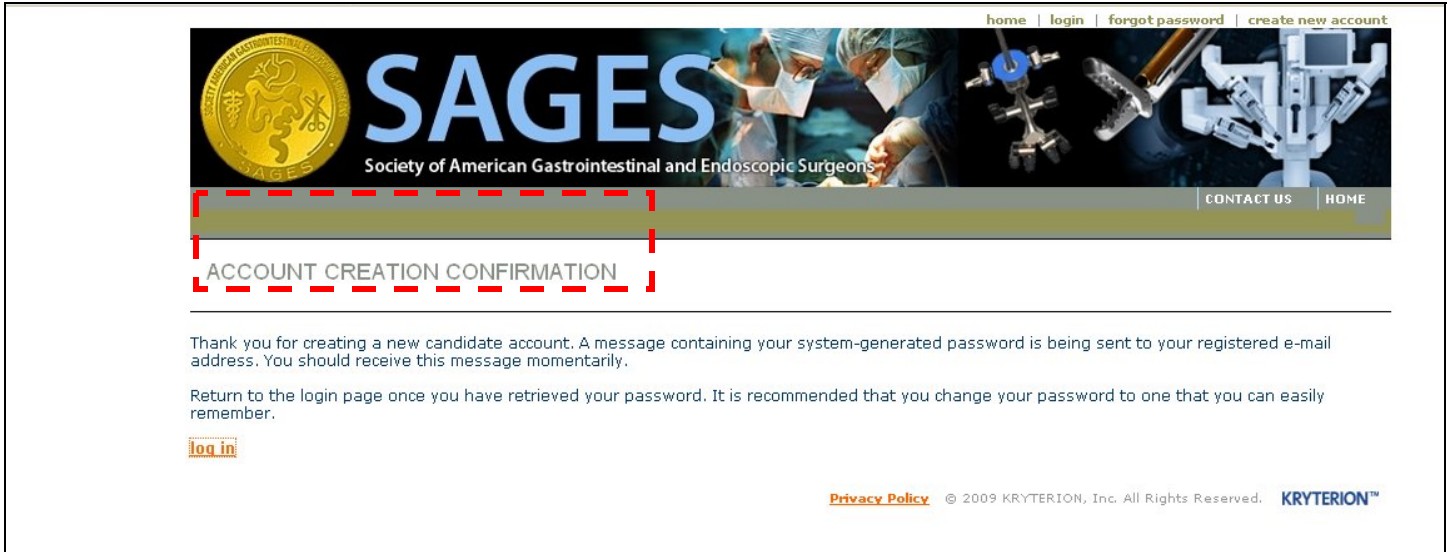
Medical Specialty:  \*

Medical Specialty (Other):

**G.** Save Cancel

- h. A confirmation message will appear on screen

Figure 1.3

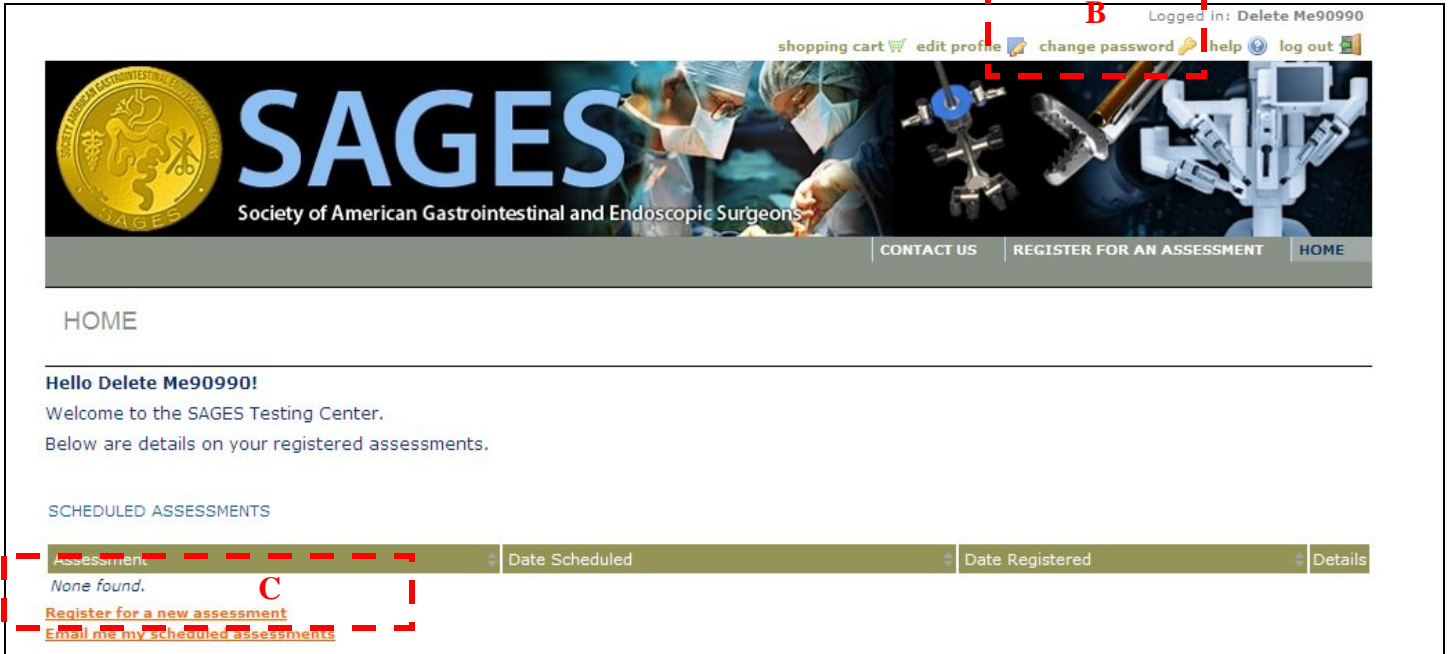


- i. A message containing your system-generated password will be sent to the registered email address.
- j. Retrieve your login info and select the login link to return to the login screen.
- k. If you wish to return at a later time, you may visit the main page, [www.webassessor.com/sages](http://www.webassessor.com/sages) and log in at any time.

## 2. Registering for an Exam

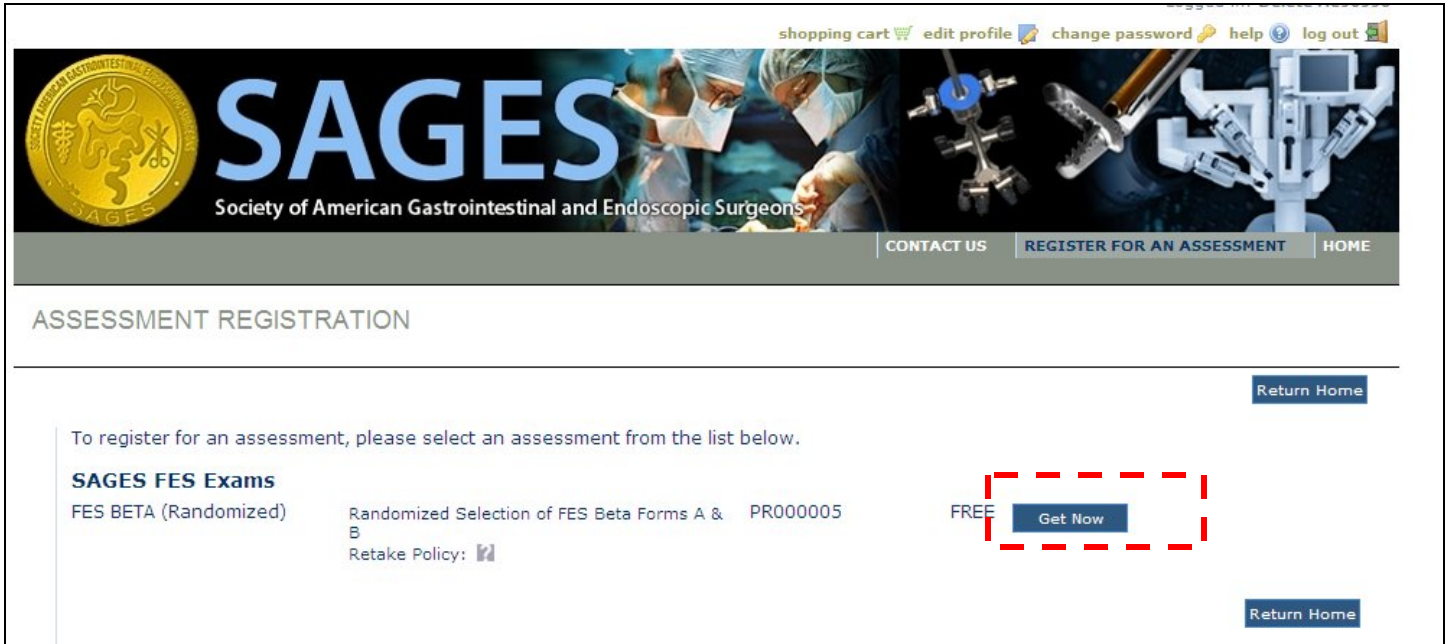
- a. Upon successfully logging into the system, your "Home" page will appear on screen.
- b. **Please Note:** You may change your auto generated password by selecting the "Change Password" link at the top of the page.
- c. To register for an exam, please select the "Register for a New Assessment" link at the bottom of the page.

Figure 2.1



- d. The Assessment Registration page will now appear on screen.
- e. **Please Note: Please pay close attention and locate the exact exam you would like to schedule as there may be multiple exams available in the catalog.**
- f. Once you locate the proper exam, select the "Get Now" button for that particular exam.

Figure 2.2



- g. The "Select Testing Center" page will now appear on screen.
- h. **Please Note: Please locate the proper test center you wish to take the exam at as there may multiple centers available for selection.**
- i. Once you locate the correct test center, check the box in front of the testing location name
- j. Press the "Select" button.

Figure 2.3





- k. The "Date and Time Selection" Page will now appear on screen.
- l. Navigate the calendar to locate the available testing times.

**Please Note:** If there are no available dates for a particular month all dates will be grayed out and the time section will be blank.

- m. Select your chosen date
- n. Select your chosen time
- o. Confirm that you have read and understand the SAGES Testing Cancellation Policy.
- p. Press the "Select" button

Figure 2.4

- q. The "Shopping Cart" page will appear on your screen
- r. Confirm that the selected test and date/time is correct
- s. Press one of the "Check Out" buttons

Figure 2.5

t. A purchase Confirmation will now appear on screen

**Please Note:** A confirmation will also be sent to your registered email address. This confirmation page includes important information including your test authorization code which you will be required to present on site. Please be sure to bring a copy with you on the day of the exam or you may not be able to take the test.

u. To exit the confirmation page, press the "Done" button

Figure 2.6

shopping cart edit profile change password help log out

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### PURCHASE CONFIRMATION

Print Done

Thank you for making your purchase.

An email has been sent to you confirming this purchase and providing details on the assessment(s) purchased.

Test Taker Name: **Delete Me90990**

**Assessment 1:** **FES BETA (Randomized)**

Test Taker Authorization Code: hhxhdf  
Testing Center Location: NOSCAR 09 Onsite  
NA  
NA, California 00000  
United States

Quantity	Item	Price	Total
1	FES BETA (Randomized)	USD 0.00	USD 0.00
<b>Total Price:</b>			<b>\$0.00</b>


Order Date: 06/10/2020

v. You will return to your home page

w. Your scheduled exam will now appear in your list of exams. You may click on the details button at any point to view the specifics.

Figure 2.7

shopping cart | edit profile | change password | help | log out



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HOME

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**Hello Delete Me90990!**  
Welcome to the SAGES Testing Center.  
Below are details on your registered assessments.

**SCHEDULED ASSESSMENTS**

Assessment	Date Scheduled	Date Registered	Details
FES BETA (Randomized)	07/10/2009 09:00 AM	06/10/2009	<a href="#">Details</a>

[Register for a new assessment](#)  
[Email me my scheduled assessments](#)