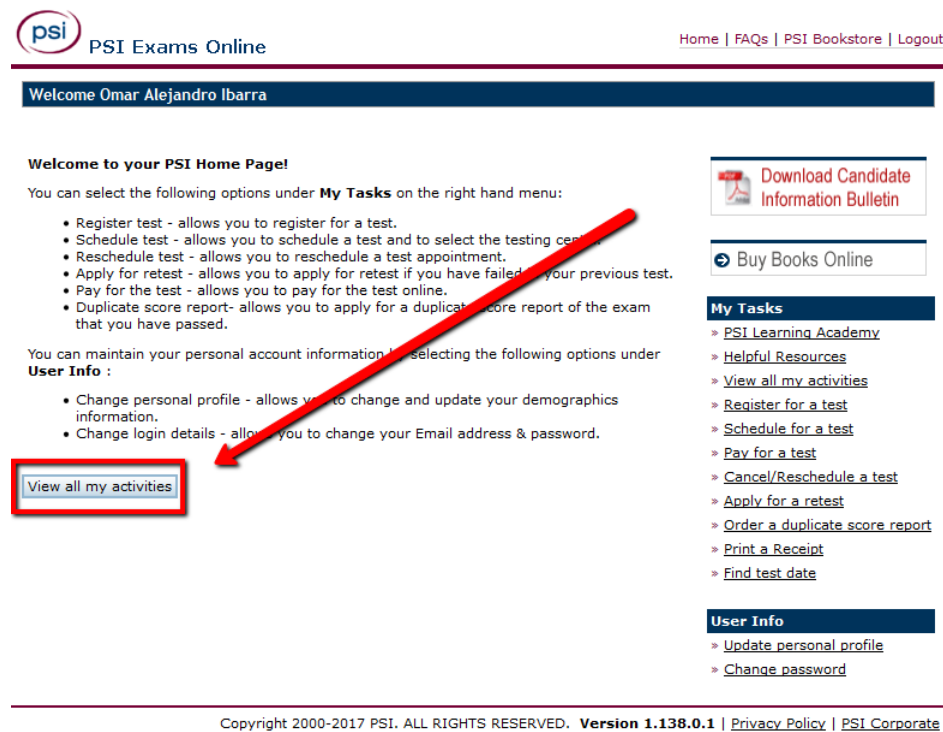


## How to Register with PSI

**Step 1)** Create an account on PSI <https://candidate.psiexams.com/index.jsp>

**Step 2)** Login and go to “View all my activities”



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Welcome Omar Alejandro Ibarra

**Welcome to your PSI Home Page!**

You can select the following options under **My Tasks** on the right hand menu:

- Register test - allows you to register for a test.
- Schedule test - allows you to schedule a test and to select the testing center.
- Reschedule test - allows you to reschedule a test appointment.
- Apply for retest - allows you to apply for retest if you have failed your previous test.
- Pay for the test - allows you to pay for the test online.
- Duplicate score report- allows you to apply for a duplicate score report of the exam that you have passed.

You can maintain your personal account information by selecting the following options under **User Info** :

- Change personal profile - allows you to change and update your demographics information.
- Change login details - allows you to change your Email address & password.

**Download Candidate Information Bulletin**

**Buy Books Online**

**My Tasks**

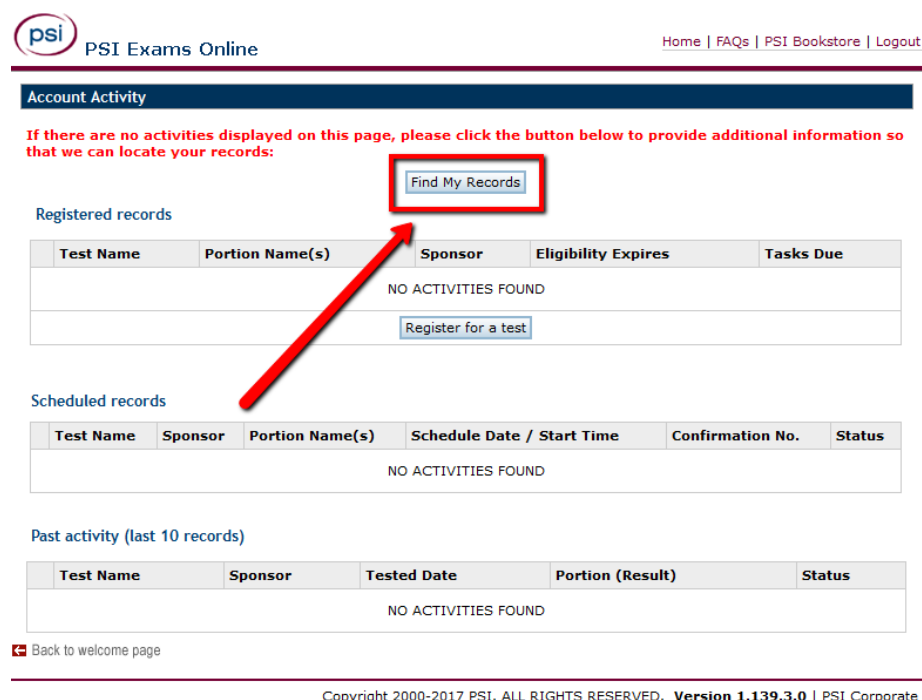
- » [PSI Learning Academy](#)
- » [Helpful Resources](#)
- » [View all my activities](#)
- » [Register for a test](#)
- » [Schedule for a test](#)
- » [Pay for a test](#)
- » [Cancel/Reschedule a test](#)
- » [Apply for a retest](#)
- » [Order a duplicate score report](#)
- » [Print a Receipt](#)
- » [Find test date](#)

**User Info**

- » [Update personal profile](#)
- » [Change password](#)

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**Step 3)** Go to “Find My Records”



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**Account Activity**

If there are no activities displayed on this page, please click the button below to provide additional information so that we can locate your records:

**Find My Records**

**Registered records**

Test Name	Portion Name(s)	Sponsor	Eligibility Expires	Tasks Due
NO ACTIVITIES FOUND				
<a href="#">Register for a test</a>				

**Scheduled records**

Test Name	Sponsor	Portion Name(s)	Schedule Date / Start Time	Confirmation No.	Status
NO ACTIVITIES FOUND					

**Past activity (last 10 records)**

Test Name	Sponsor	Tested Date	Portion (Result)	Status
NO ACTIVITIES FOUND				

[Back to welcome page](#)

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## How to Register with PSI

**Step 4)** Select the Organization and Sponsor Name as shown

### Select Organization

Certification/Professional Associations ▾

### Select Sponsor Name

Personal Training Academy Global (PTAG) ▾

**Step 5)** Copy your PTAG ID from your Content Completion email, the ID is found within the completion code and can also be found on the top right corner of your PTA Global account page.

If you are taking the final exam at a PSI Exams testing site (North America) :

- Wait at least 24 hours from the time you receive this email to contact PSI Exam testing center.
  - Online Scheduling Option:
    - Go to [www.psiexams.com](http://www.psiexams.com) and follow the instructions. Set up an account; then choose the best location, date, and time to take your exam.
  - Phone Scheduling Option:
    - Call PSI Services at: 1.800.733.9267
    - Tell them you would like to schedule time for the Personal Training Academy Global (PTA Global) Certification exam.
    - Keep in mind that you must call at least two (2) days prior to the date you wish to take the final exam.
- After scheduling your examination appointment you will receive an email confirmation from [reply@psiexams.com](mailto:reply@psiexams.com). This will contain the test date, time, site address, and directions.
- On the day of your scheduled exam, be sure to bring:
  - Valid photo identification.
  - Printed "Proof of Completion Code" - provided below.
  - A valid CPR/AED certification card (which includes a hands-on training component).

Proof of completion code: PTAG-CONT-12217-udci-8194

**Step 6)** Input PTAG ID number and Submit

### Select Organization

Certification/Professional Associations ▾

### Select Sponsor Name

Personal Training Academy Global (PTAG)

Enter your PTAG\_ID\_Number

Submit

Cancel

**Step 7)** View activities and schedule exam

\*\*For further assistance registering please call PSI at 800.211-2754