Step 1

Start the registration process by clicking “click here to register”
Step 2

Complete the registration form
Step 3

Check your email
Click the link in your email to continue the registration process.
Step 5

Complete the registration form; password must be between 6-20 characters (no special characters should be used)
Step 6

Click “schedule an appointment”
Step 7

Confirm your email address by completing the form.
Step 8

In the “select a service” drop down menu, choose the appropriate interview committee (reference your invitation email)
Step 9

In the “select a date” drop down menu, choose from any of the available dates.
Step 10

Select any available appointment (the green boxes are individual appointments; only schedule ONE appointment)
Step 11

Review the information here. Click “confirm” once you have ensured all the information is correct.
Step 12

You should see this screen once your interview appointment has been scheduled. Check your email for additional confirmation.