

How to set up a new account to book CBE exams

Follow the link on your chosen exam session; you should see a screen like this:

The screenshot shows a navigation bar with the following items: Shopping basket, Basket, Login, Delegates, Sessions, Payment, and Confirmation. Below the navigation bar, the page is titled "Your basket".

The main content area is titled "Basket" and contains the instruction: "Use this section to edit or remove courses from your basket." Below this is a table with the following columns: Title, Location, Date, Delegates, and Cost.

Title	Location	Date	Delegates	Cost
2018 AAT/ACCA Computer Based Exam (Please tick the exam you require and the admin fee) - MORNING SESSION 11AM Course Details	First Intuition Leeds 1 Aire Street, Leeds	17/12/2018 11:00 - 13:00	1	
Total				

Below the table, there are three buttons: "Clear Basket" (red), "Continue Shopping" (green), and "Next Step" (green). An arrow points from the "Next Step" button to the "Login" page below.

Click next step

The page is titled "Login". It features two main sections:

- I have an existing account:** This section includes the instruction "Please enter your login details below to continue." and two input fields: "Email/User ID" and "Password". Below these fields is a green button labeled "Login and continue". A link "[I have forgotten my password](#)" is located below the password field.
- I am a new customer:** This section includes the instruction "Registering is easy." and a green button labeled "Register And Continue".

An arrow points from the "Register And Continue" button to the "Click on register and continue" text below.

Click on register and continue

Enter your email address and choose a password; click next

Enter all your personal details and select next step until you reach the page below:

Registration

Congratulations, you have completed the registration process and your account is active. To proceed please click the "Return to basket" button.

[Return to basket](#) →

Click Return to Basket and then follow the How To Book An Exam instructions

*Please note that once you have created an account you can log back in to book further exams at any point. You only need to follow the above process once.