


HOW TO BOOK COMPUTER BASED EXAMS

Go to <https://firstintuition.accessplanit.com/>

Log in using your username and password.

If you do not know your username and password, please just click “Forgotten your username or password?”

first intuition 
where people count

Login

Login details
Please enter your login details below

Username Password

[Forgotten your username or password?](#)

Login

Your login details will then be emailed to you.

Once you have logged in, please click switch to portal:

Accessplanit

Search


Dashboard

Home

[Switch to Legacy System](#)

[Switch to Portal](#)

Then click “course search” button:

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WELCOME

Resume Course Search

Basket My Calendar Messages

My Courses My e-Learning My Knowledge Documents My Awards

You will then see a screen like the one below.

You select **First Intuition – Cambridge** as training provider and then type “**computer based exam**” into the course title/keyword box, and enter a date range for when you want to book your exam.

Then click the “search” button **(NB DO NOT CLICK “SHOW ALL” AS THIS WILL CLEAR YOUR SEARCH FILTERS)**.

From the next screen, **click the GREEN arrow under action**, next to the type of exam you want to book **(NB DO NOT CLICK THE TEXT, CLICK THE ARROW AS INDICATED)**:

Search results

Course	Type	Action
AAT Advanced Level Synoptic Computer Based Exam	Class	
AAT Computer Based Project (UACS, CPAG, PETH, SDST) (PLEASE TICK THE EXAM YOU REQUIRE AND ADMIN FEE - YOU WILL NOT BE ABLE TO CHECK OUT WITHOUT TICKING BOTH)	Class	
AAT Professional Level Synoptic Computer Based Exam	Class	
AAT/ACCA/ICAEW Computer Based Exam (PLEASE TICK THE EXAM YOU REQUIRE AND ADMIN FEE - YOU WILL NOT BE ABLE TO CHECK OUT WITHOUT TICKING BOTH)	Class	

You can then hit book, next to the exam you wish to book.

Date	Venue	Distance	Status	Cost	Action
13/11/2017 10:00 - 13:00	First Intuition Cambridge	0	Available	£0.00 (PC)	
13/11/2017 14:00 - 17:00	First Intuition Cambridge	0	Available	£0.00 (PC)	
14/11/2017 10:00 - 13:00	First Intuition Cambridge	0	Available	£0.00 (PC)	
14/11/2017 14:00 - 17:00	First Intuition Cambridge	0	Available	£0.00 (PC)	

You will now be in the shopping basket. Click **Add Delegate** (if you are a manager and booking somebody else in for the exam) or **Add Myself** if the slot is for you (if you don't get the option to select **Add delegate** or **Add myself**, don't worry it just means you are a self-funder and it will automatically add you to the exam slot). Then click “**next step**”:

From the next screen, select the exam **AND THE APPROPRIATE ADMIN FEE** for the exam you would like to book.

You will not be able to complete your order unless you select **both the exam and the admin fee.**

Basket

Please use the checkboxes below to select the sessions you would like to book.

Title	Location	Date	Cost
Computer Based Exam (PLEASE TICK THE EXAM YOU REQUIRE AND ADMIN FEE - YOU WILL NOT BE ABLE TO CHECK OUT WITHOUT TICKING BOTH)	First Intuition Cambridge, Cambridge	20/09/2017 14:00:00	GBP 79.00
<small>Minimum items: 0, maximum: 0, selected: 2</small>			
<input checked="" type="checkbox"/> ACCA F1 Computer Based Exam		20/09/2017 14:00:00	GBP 61.00
<input type="checkbox"/> ACCA F2 Computer Based Exam		20/09/2017 14:00:00	GBP 61.00
<input type="checkbox"/> ACCA F3 Computer Based Exam		20/09/2017 14:00:00	GBP 61.00
<input checked="" type="checkbox"/> ACCA COMPUTER BASED EXAM ADMIN FEE (F1, F2 or F3)		20/09/2017 14:00:00	GBP 18.00
<input type="checkbox"/> ACCA F4 Computer Based Exam		20/09/2017 14:00:00	GBP 73.00
<input type="checkbox"/> ACCA COMPUTER BASED EXAM ADMIN FEE (F4)		20/09/2017 14:00:00	GBP 14.00
<input type="checkbox"/> ICAEW Accounting Computer Based Exam		20/09/2017 14:00:00	GBP 70.00
<input type="checkbox"/> ICAEW Assurance Computer Based Exam		20/09/2017 14:00:00	GBP 70.00

You should then be able to make a card payment at the next screen, and the exam is booked for you.

You will receive confirmation of your booking via email.

If you are a manager, you will get the option to select “invoice” as well as credit card/SagePay etc. If you select this, it will send the invoice to your accounts contact and immediate payment is not required.

Discount code

VAT at 20% GBP 11.67
Total GBP 70.00

Agent details

If you are booking on behalf of an agent, please enter their Agent ID below.

Agent ID

Billing details

Please enter your billing details below.

Address

Town/City

Country/State

Postcode/Zip Code

Country

Email

Please select how you would like to pay.

Method of payment *

- Credit Card/SagePay (Mastercard, Visa, Switch, Maestro etc)
- Credit Card/SagePay (Mastercard, Visa, Switch, Maestro etc)
- Invoice

Card / debit card number *

Card type *

Start month Start year

Expiry month Expiry year

CVV (the 3-4 digit number on the back of your card) *

PO Number

I have read and accept the [terms and conditions](#).