Instructions for Candidate Registration

All candidates must register to sit for the SITES AP exam.

1. Go to https://sitesonline.usgbc.org/ and create an account if you do not already have a USGBC account.

2. In the Credentials Overview page, click on the registration banner for your desired exam.

3. Continue to the next page and enter your Contact Information and Personal Information.

    a. NOTE: The name on your registration must match the name on the identification you present on test day.

4. Review the Candidate Disciplinary Policy and agree to the terms and conditions.

5. Continue to the next page and enter your payment information.

6. You will receive an email from GBCI containing your Eligibility ID and instructions on how to proceed with exam registration and scheduling.

7. Click on the link to schedule your exam in the email and select the option to *Schedule My Test*. There will be Information Review and Privacy Policy screens, and then you will be asked for your Eligibility ID and the first 4 letters of their last name.

8. You will advance to the *Test Center Selection* screen in which you can type "Metairie" in the search field. Please be sure to select test center **0061: New Orleans – Metairie.**

9. Click to *Schedule an Appointment* at the chosen test center, and a calendar of available dates and times will be displayed. Please select **October 25, 2016 at 8:30AM**.

10. After selecting a date and time, you will advance to a screen where you are asked for some contact information (email, phone number) so that we can contact you in case of a center closure/relocation.

11. After providing this, a summary of the date/time/location is displayed on the screen, and you can commit the registration. A confirmation screen with a 16 digit confirmation will appear, and an email confirmation will be sent to the email address provided.

12. You're all set! Start studying!