ABGC CGC Portal Instructions:

I am a New Applicant:

Create an account using the account creation button beneath the portal login. Please ensure you are filling out all required fields and providing the most up-to-date information. Once you have created your account and are logged in, navigate to the "Applications" tab on your profile, and select "Begin."

Add your degree:

- You will need to select your school and graduation date. If your institution requires additional verification your school will be listed as such, and you will need to upload your supporting document.
- Click continue to fill out your demographic questions, attestation, and accommodations.

Requesting Accommodations:

Accommodation requests must be submitted and approved before scheduling your exam. Any exams scheduled before accommodations are approved will need to be canceled and rescheduled to add the accommodation.

- Use the drop-down menu to select the accommodation you are requesting. Supporting documentation must be uploaded for accommodation requests to be approved.
- If you do not need accommodation, please select the no accommodations needed option.

Paying your fee:

Your application is not marked completed until payment has been made therefore transcripts, despite when they are received via email, are not uploaded to your application until payment is made. Once your fee is paid, your application will be pending approval.

Submitting Transcripts:

- Transcripts must be sent directly from your institution to transcript@abgc.net.
- Transcripts sent directly from the individual will not be accepted.
- Transcripts are uploaded by staff directly to the individual's application, if your institution requires additional documentation this will also be reviewed by staff.
- If transcripts are received before an application is completed, they will not be uploaded until the application has been paid for and completed.
- Once both transcripts and a completed application are received, transcripts should be approved within 24-48 hours.

Application approval:

You will receive an email notification once your transcripts and accommodation (if requested) have been approved by ABGC Staff. Upon approval click the blue View button to open your application. Your exam application will be updated to reflect the following:

- You will see the orange Update Accommodations button. This is available only if updates to your accommodation are needed. If you click on this button but do not need to request accommodations, please ensure you select the Back to Exam button to be able to access your full application.
- You will see your Academic Degree has been accepted.
- You will be able to add your exam under Examination information.
- Lastly, you will see the option to send an ACS letter under your Active Candidate Status Letter information.

Scheduling your exam:

ABGC cannot guarantee preferred test site or appointment time availability, appointment availability is dictated by Prometric.

Navigate to the Examination Information portion of your application.

- Click the blue Add Exam button and select the next exam window.
- Click Confirm & Continue
- You will be able to select if you wish to schedule your exam in person or via remote proctoring.
- You will automatically be guided to the Prometric scheduling platform.
- Follow all prompts to schedule your exam.
- If you have approved ADA, this will be reflected in the side menu as you schedule.
- Once you have finalized your testing appointment, you will automatically be brought back to your ABGC portal/application. You will receive your confirmation email from Prometric. Please allow some time for your exam appointment to reflect in your application.

If you need to reschedule, cancel, or rollover your exam appointment this can be done through your portal using the Manage Exam button.