



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.

Beginning your application:

- Once you have created your account and are logged in, navigate to the “Applications” tab on your profile, and select “Begin.”
- First, 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.
- Official transcripts must be emailed directly from your institution to transcript@abgc.net. Transcripts emailed directly from the student will not be accepted.
- Click continue to fill out your demographic questions, attestation, and accommodations.
 - o For accommodations you will need to use the drop down to select the accommodations you need as well as upload your documentation of your accommodations.
- You will now be prompted to pay your exam fee. Follow the prompts to complete this step.
- ABGC Staff will upload and approve your transcripts to your application once they have been received.

Application approval:

You will receive an email notification once your transcripts and accommodations have been approved by ABGC Staff. Your exam application will be updated to reflect the following:

- Click the blue View button to open your application.
- Once in your 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 ACS letter under your Active Candidate Status Letter information.

Scheduling your exam:

The orange Update Accommodations button is available **only if needed**. If your accommodation has already been approved and you are ready to schedule your exam navigate down to the Add Exam button.

- Click the blue Add Exam button and select the next exam window.
- Click Confirm & Continue
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- 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 make changes to your exam date, accommodation, or personal information this can all be done through this application.