ABGC CGC Portal Instructions:

I am a Retake or Rollover Applicant:

Application Page Overview:

- Use the top menu to navigate to the Applications tab.
- Click the blue View button to open your application.
- Once in your application you will see your Academic Degree has already been added and accepted.
- You will see your past exam attempts under your Examination information.
- Lastly, you will see the option to Send ACS letter under your Active Candidate Status Letter information.

Add or Update Accommodations:

- Select the orange Update Accommodations button.
- You will need to use the drop-down to select the accommodation you need as well as upload documentation of your accommodations.
- Once your accommodation has been requested, it will be sent to staff for approval. We request that you wait until your accommodation has been approved before scheduling.

Scheduling your exam:

- Click the blue Add Exam button and select the next exam window.
- Click Confirm & Continue
- You will now be prompted to pay your exam retake or rollover fee.
- Once payment is complete, 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.