

# How to Purchase and Retake an Exam

1 When logged onto your platform, go to your 'My Account' section.

2 Click "Purchase"

## MY COURSES

### My Courses

Check your course progress and access your active courses.

### Course Manual

Course manual with details on the course materials etc.

### Log Out

Log out of your account.



### Contact Your Trainer

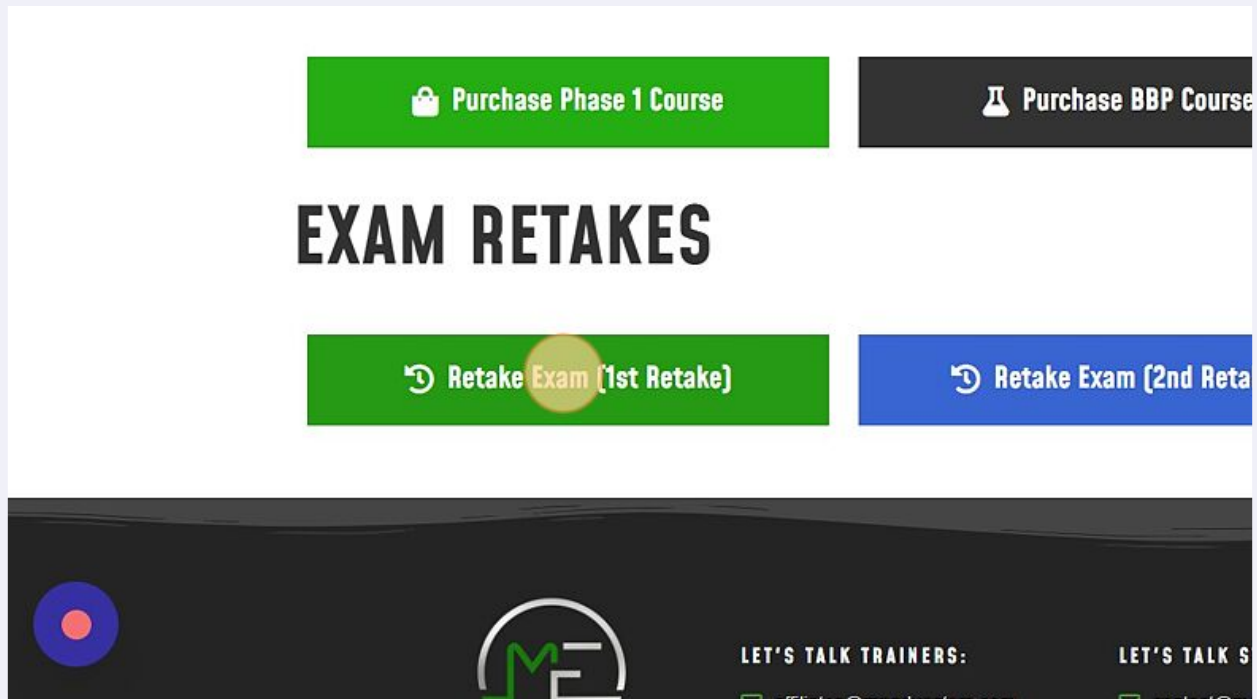
If you have any questions about your course contact your trainer here.



### Purchase

Purchase the final exam, or a retake if you have already taken it.

3 Click "Retake Exam (1st Retake)"

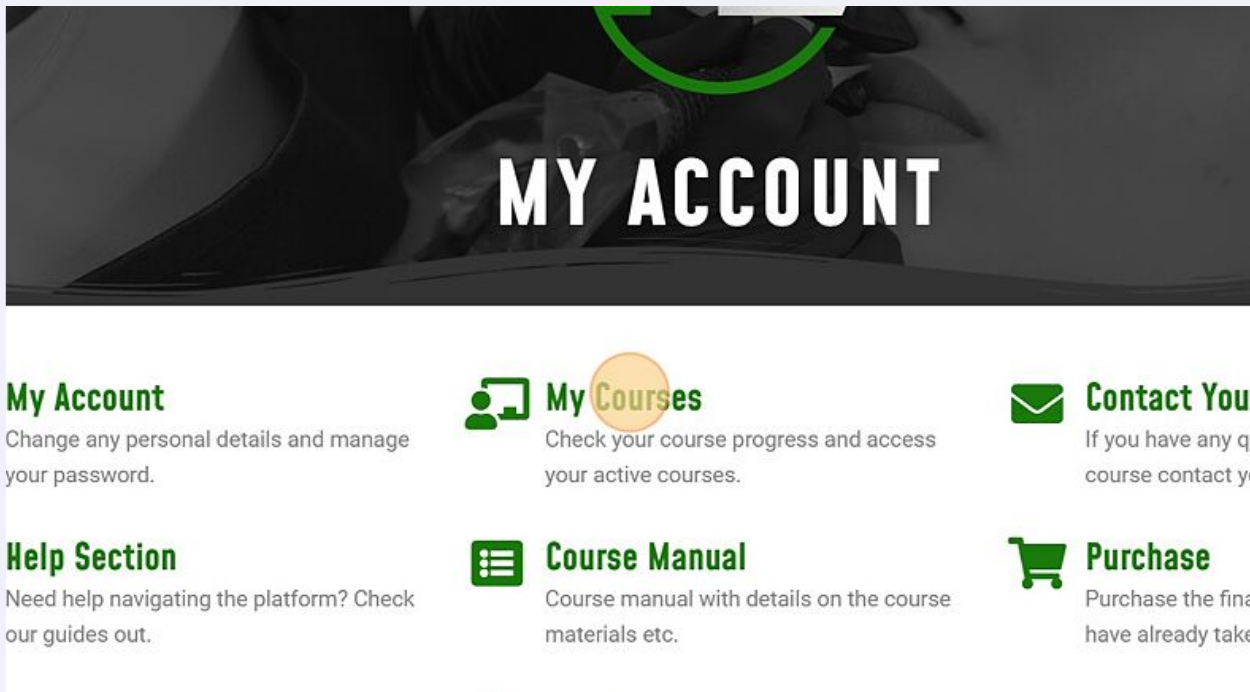


4 This will then take you through the checkout process to purchase the examination retake.

5 Once the purchase is complete click "My Account"



6 Click "My Courses"



7

On the 'Active' tab of your courses you should then see the Final Exam Retake available.