

Creating Student Accounts



There are **two** ways to create student accounts: students can create their own account, or Teachers and/or Proctors, can create an account on their behalf.

Accounts Created by Students

Step 1: Go to <https://aest.ag/certify/> and click “Request Account”

Step 2: Click the “Student/Candidate” button, select your state, and then click “Next”

ACCOUNT REQUESTS

Proctor, Teacher and Candidate Account Requests

Please Select the Type of Account You Need

<p>Proctor</p> <p>Administers AEST exams. Responsible for exam security. Account also provides access to schedule exams, add funds, review performance records.</p>	<p>Teacher</p> <p>Manages AEST school and student/candidate accounts. Account provides access to schedule exams, add funds, review performance records.</p>	<p>Student / Candidate</p> <p>Certification exam candidate. Account provides the ability to create and manage personal accounts.</p>
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Please select your State

(Please select a state)

Step 3: Complete all blank fields, including school, and click “Request Student Account”

Tip: Create a Username and Password that is easy to remember.

Passwords must contain eight (8) characters.

Suggested Pattern Username: First.Last Password: mm/dd/year

Sample Account Username: Henry.Long Password: 01121997

Student Accounts Created by Teachers or Proctors

Step 1: Go to <http://aest.ag/certify/>, log in and click on your school's name

The screenshot shows the AEST Exam Delivery Platform Proctor Portal. At the top right, it says "AEST Demo Proctor (FakeProctor@ffbic.com - IT)". Below the header are navigation tabs: Overview, Your Schools, Reports, Exam Pricing, Contact Us, Account, and Log Out. The main content area has two sections: "Upcoming Exams" with a table showing "No Upcoming Exams found", and "Your Schools" with a table listing "IT Testing Location" with 451 credits and a Proctor role. Links for "Purchase Exam Credits" and "Student List" are provided for the school.

Step 2: Click the "Student List" tab

The screenshot shows the "School Detail: IT Testing Location" page. At the top right, it says "Available Exam Credits: 451". Below the header are navigation tabs: Exam Sessions, Schedule an Exam Session, Student List, and Purchase Exam Credits. The "Student List" tab is highlighted. Below the tabs is a section titled "Exam Sessions at this School" with a table listing two exam sessions: "AEST Demo Test Exam" on 10/12/2019 at 10:15 AM, and "AEST Demo Test Exam" today! at 10:30 AM. Both sessions are located at "IT Testing Location".

Step 3: Scroll to the bottom of your Student List and click "Create New Student Account"

The screenshot shows the "Student List" page for "IT Testing Location" with "Available Exam Credits: 331". Below the navigation tabs is a table listing three students:

Student Name	Username	Email	Date of Birth	Address
Bee, JoeJoe	joejoebee	jj@hotmail.com	4/4/2001	ak Hoih, FL 88223
Williams, Hank	hank	hank.williams@fakeemail.com	1/1/2001	1211 Honkey Tonk Way Graceville, FL 32688
Yost, Xakson	XaksonYost	graham.peel.fakesdfsdfss@ffbic.com	4/1/1978	1500 oak St Crestview, FL 36550

At the bottom of the page, a yellow button labeled "Create New Student Account" is highlighted.

Step 4: Complete all blank fields, including school, and click "Request Student Account"

Tip: Create a Username and Password that is easy to remember.

Passwords must contain eight (8) characters.

Suggested Pattern Username: First.Last Password: mm/dd/year

Sample Account Username: Henry.Long Password: 01121997