PCI Precast/Prestressed Concrete Institute

Exam Login Instructions

PRE-EXAM LOGIN INSTRUCTIONS

All examinees must have a PCI Account to access the online proctored exam.

PLEASE BE SURE YOU HAVE THIS INFORMATION WITH YOU WHEN YOU GET READY TO TAKE THE EXAM.

Prior to the exam day, you must be able to sign in at https://www.pci.org/signin

If you do not know your PCI Account username and password, follow these instructions:

- If you have trouble remembering your **Username**, it is typically your work email address. Go to www.pci.org/cms to login and if you do not know your username, click on the ***Forgot Username?*** to reset the username. Or, if you know your username but have trouble remembering the **Password**, click on the ***Forgot Password?*** An email will be sent with instructions on how to reset your password.

- If you were registered by someone else for an online exam or QC school, ask the person who enrolled you for the email address they provided for you during the registration process. This will be your username. Go to www.pci.org/cms to login and select ***Forgot Password?*** An email will be sent with instructions on how to reset your password.

- If you registered for an online exam or QC school yourself, the email address provided during the registration process will be your username. Go to www.pci.org/cms to login and select ***Forgot Password?*** An email will be sent with instructions on how to reset your password.

- After you establish your account username and password, sign into your account. Click on **My Account** at the top of the page on the Right. Take a moment to review your account page to be sure your contact information is up to date.

- If you have trouble accessing your PCI Account email, please contact PCI at QualityPrograms@pci.org

If you do not have a PCI Account, see the instructions below on how to create an account or email membership@pci.org.

If you do not have a PCI Account, see the instructions below.

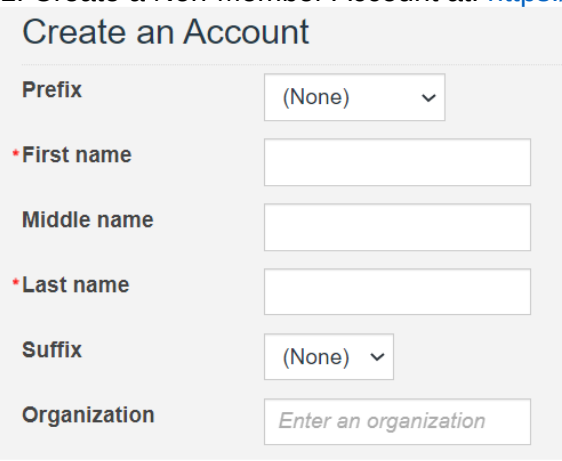
1. If you are employed by a PCI member organization (PCI-certified plant, certified erector, and supplier or service associate) you are already a member of PCI. For assistance with account creation or how to be added to your company's roster, contact your organization's PCI Company Admin. Details are also available in the How to Access Your Company Roster video. Or email membership@pci.org for assistance.

2. If you are not a member of PCI, click here to create a Non-Member Account.

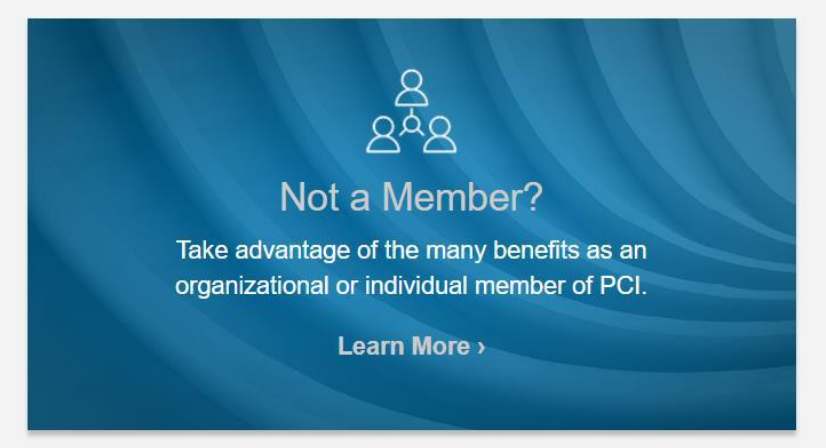
3. Or create an account by becoming a PCI Member to receive discounts on training, certification, and events. Join here: PCI Membership.

ACCOUNT CREATION INSTRUCTIONS

1. Create a Non-Member Account at: https://www.pci.org/PCI/Contacts/Create_Account_no_Sign_In.aspx.



2. Or create an account by becoming a PCI Member to receive discounts on training, certification, and events. Join here: https://www.pci.org/joinnow.



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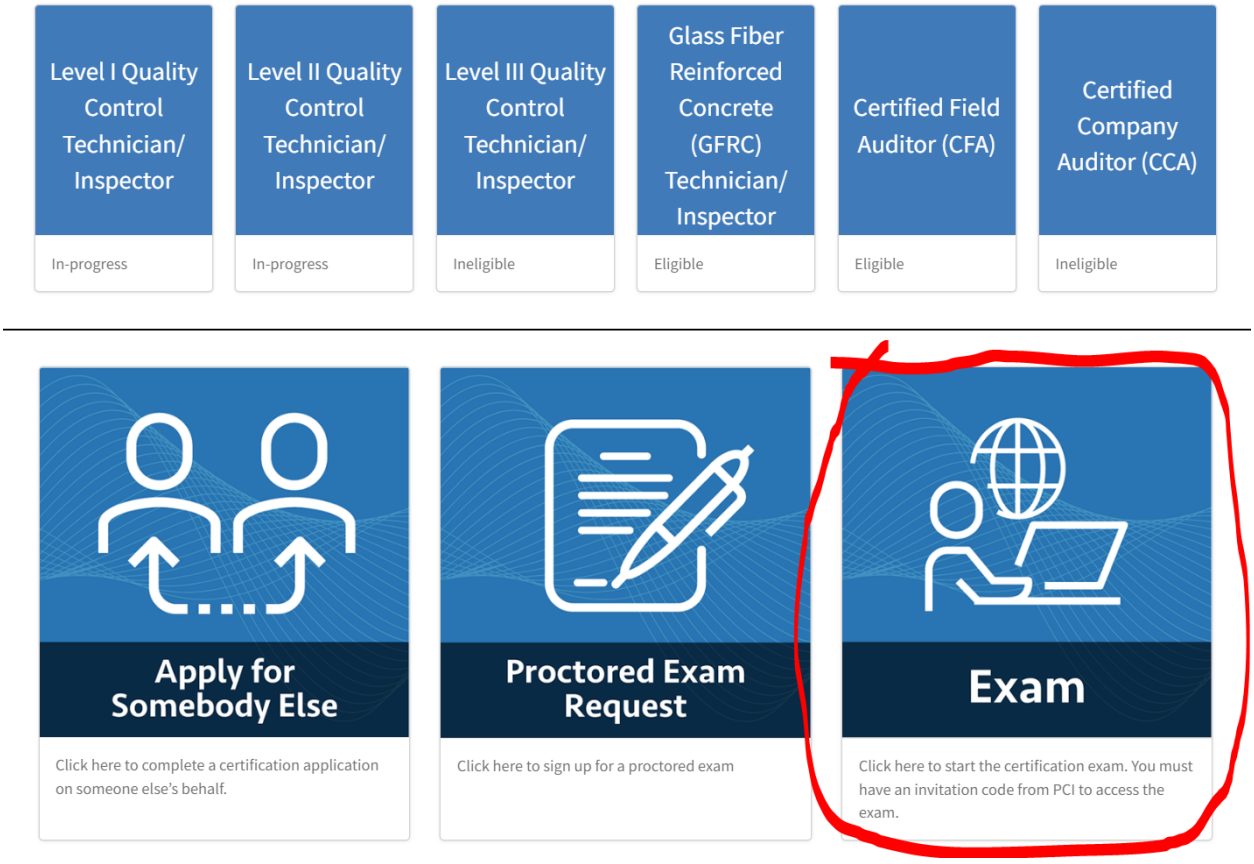
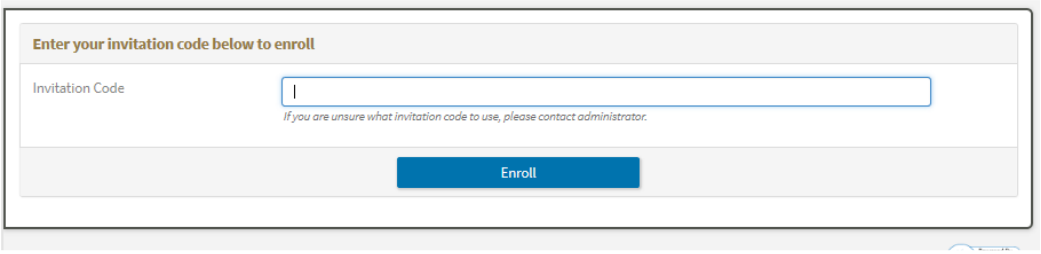
EXAM DAY LOGIN INSTRUCTIONS

1. The examinee must login to https://www.pci.org/cms

2. Once logged into the PCI Certification Management System, click on the "***Exam***" tile located on the bottom-right side of the Certification Dashboard to navigate to the exam invitation code entry screen.



3. The proctor will provide the unique invitation code to the examinee. Enter the code in the field and click "Enroll".



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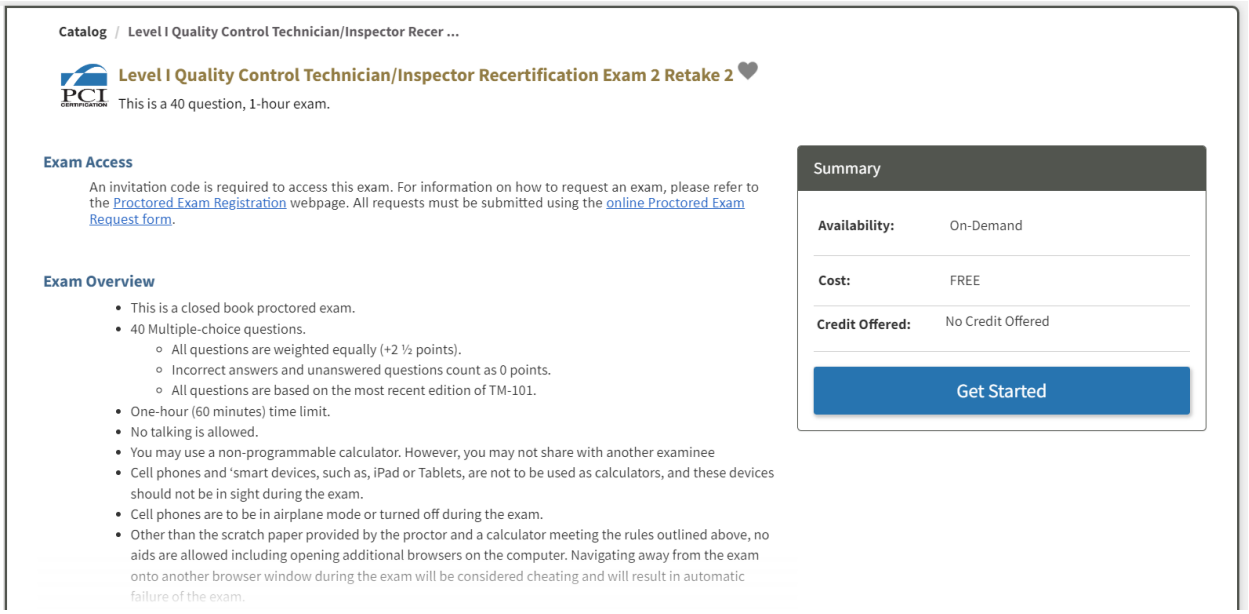
EXAM DAY LOGIN INSTRUCTIONS (Cont'd)

4. The browser will then load to the specific exam's overview page and from there the examinee will need to read all the exam instructions on this page before beginning the exam. To begin the exam, the examinee must select "***Get Started***".



5. The examinee will be taken to the User Agreement page and should read the entireagreement before clicking in the checkbox at the bottom of the webpage, which willsignify acknowledgement and agreement with the statements made in the User Agreement.

6. Once the checkbox has been clicked, a 'Start' button will appear, and the examinee should click 'Start'.

7. After closing the 'Good Luck' pop-up and clicking 'Go to Exam', the examinee willbe taken to the Exam page and can click 'Start Exam'.

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How to Take an Online Exam

1. The examinee must remain in the PCI CMS for the entire duration of the online exam. Navigating away from the exam onto another browser, window or tab during the exam will be considered cheating and will result in automatic failure of the exam.

2. All exam questions are in a multiple-choice format, and there is only one correctanswer to each question.

a. For each question, the examinee will select the option they think is the best answer to the question by clicking on the appropriate selection, A, B, C or D.

b. Once the examinee has selected the best answer to the question, the selection must be finalized by clicking ‘Submit Answer’. The selection can still be changedafter being submitted; however, answers to questions that are not “submitted” will be counted as incorrect.