

Firefigl	nter Canc	lidate 1	Assessment We	bsite Scł	1edu	ling Gui	lde
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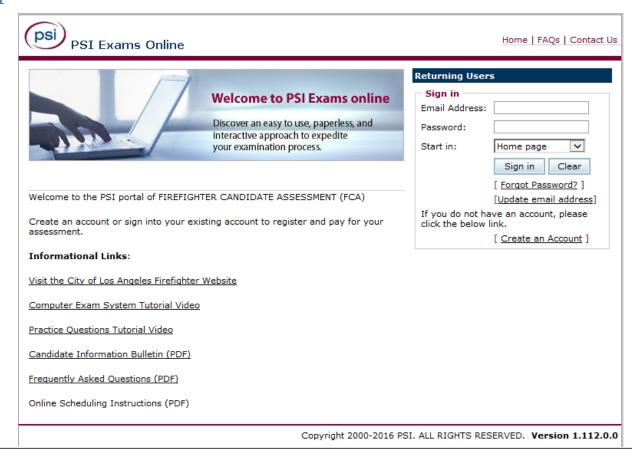
Website Overview

The City of Los Angeles candidate website is designed to provide candidates the opportunity to log-in to their own account, complete their registration process, pay for the Firefighter Candidate Assessment exam and receive email confirmations with their scheduled test date/time and directions. The following steps will walk you through the online scheduling tool.

Website: https://lacityfirefighter.psiexams.com/

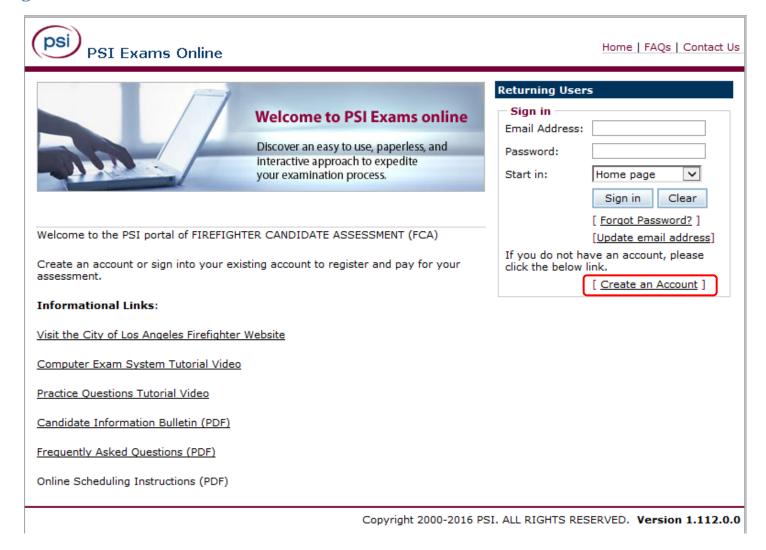
The Home page of the website, as shown below in **Figure 1**, provides the candidate with tools to do the following:

- Create an Account to Register for the Exam
- Pay for the Exam
- Schedule and Cancel Exam Appointments
- Log back into the Account as a Returning User
- View the Los Angeles Firefighter Website
- View the Computer Exam System Tutorial Video
- View the Practice Questions Tutorial Video
- Review the Candidate Information Bulletin (CIB)
- Access Frequently Asked Questions (FAQs)

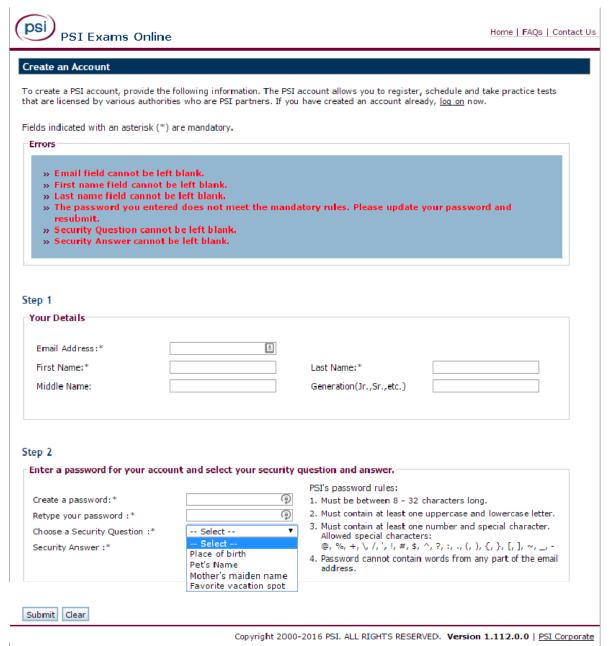


Create an Account

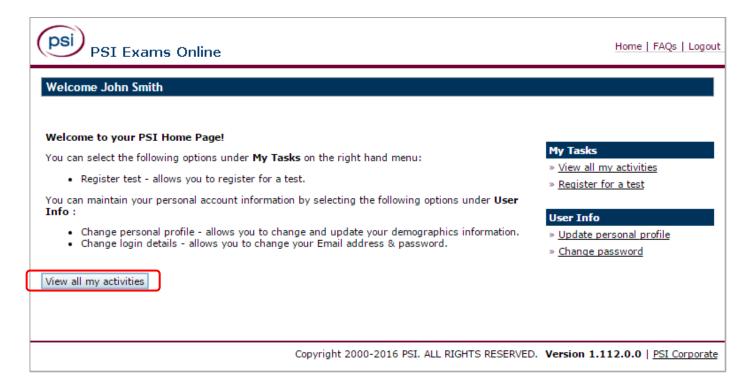
1. As a new user, you must click on the link listed on the main home page that reads "Create an Account" **Figure 2** shown below highlights this section.



- 2. Once you click on the Create an Account Section, you will be asked to enter relevant information such as your name, email address, a secure password and a security question with response. (Figure 3)
- 3. Please note that all fields with an * are mandatory and must be filled out.

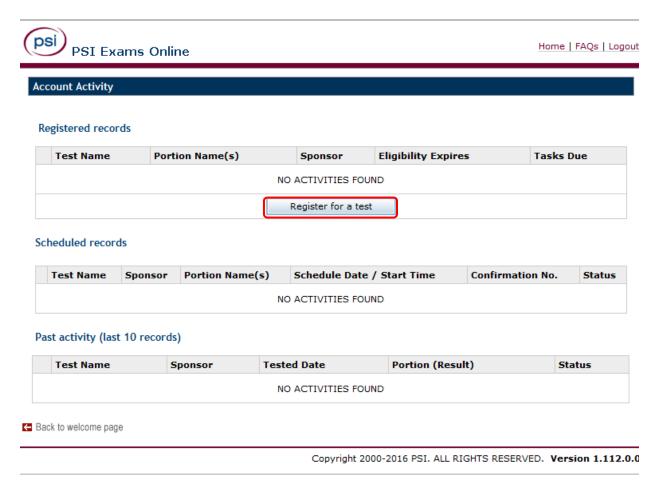


- 4. After you've created your Account, the system will welcome you and display your name at the top of the page. (Figure 4)
- 5. You may then click on the "View all my activities" option on the bottom of the page.

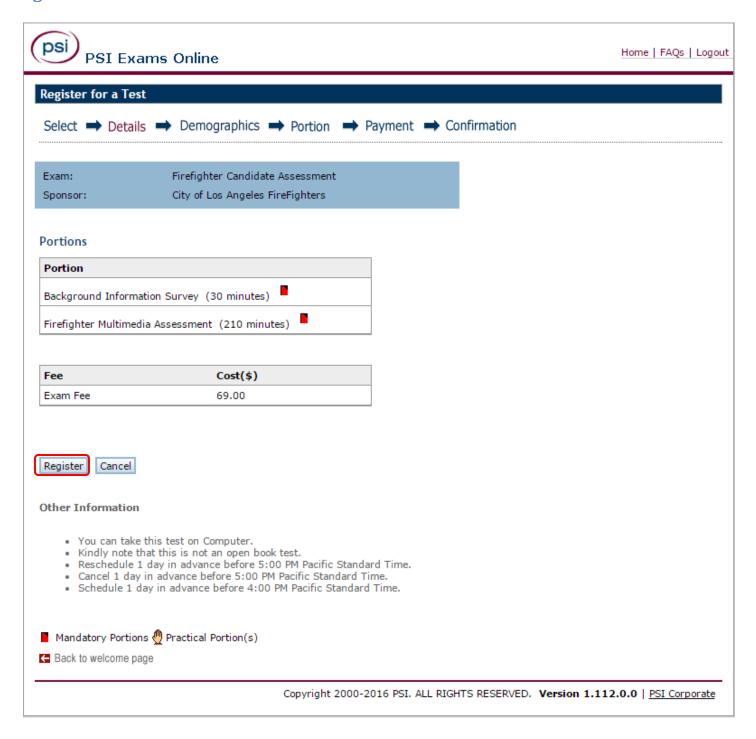


Register for the Firefighter Candidate Assessment (FCA)

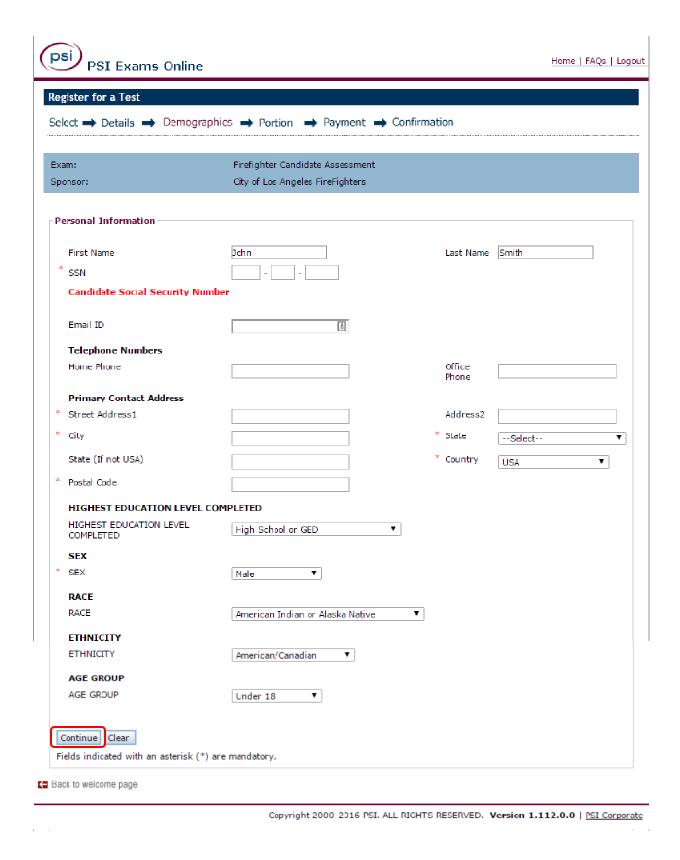
- 6. Once you've done this step, you'll see a page that looks like **Figure 5** outlining your Account Activity.
- 7. On the Account Activity page, you'll click on the "Register for a test".



8. This will then show you a page that looks like Figure 6 below. Click on the Register button

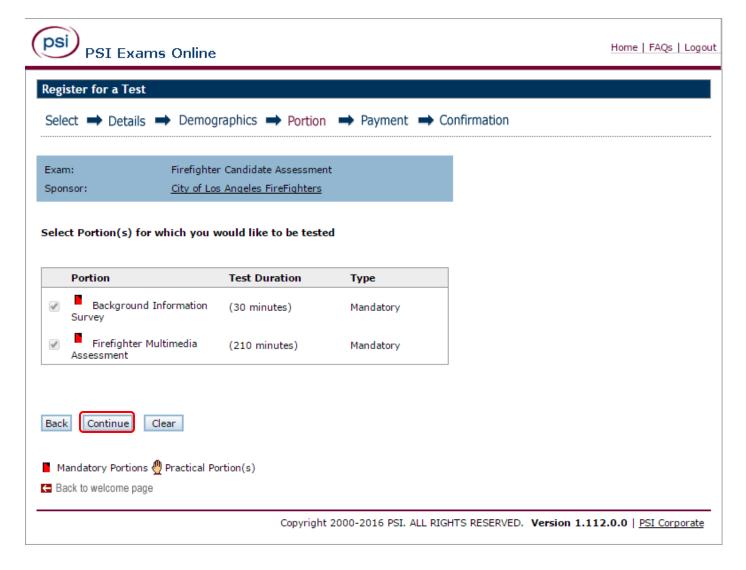


9. After clicking on the Register button, you'll be asked to complete a form asking for your personal information. Please note that all fields with an * are mandatory and must be filled out. (Figure 7)



10. Once you've completed the personal information page, please click Continue. This will then show you a page that looks similar to **Figure 8**.

Figure 8

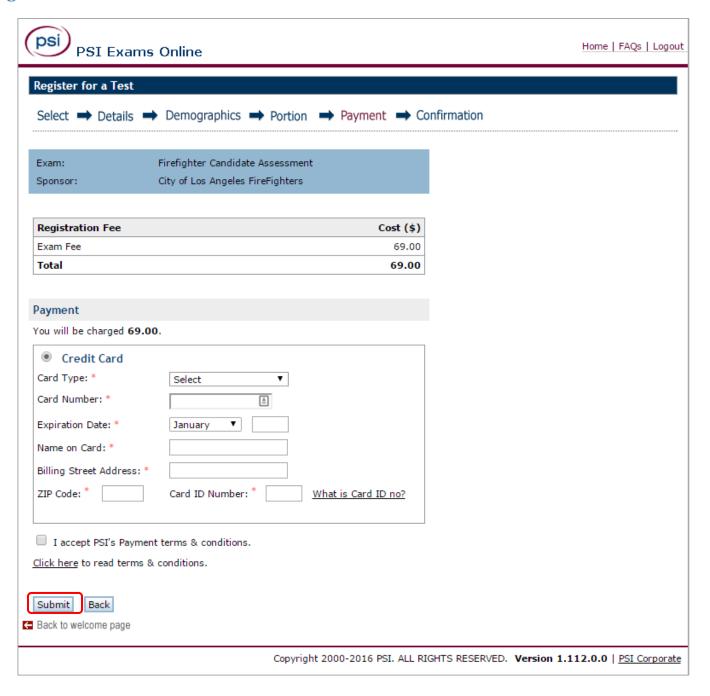


11. Click on the Continue button to proceed.

Pay for the Firefighter Candidate Assessment (FCA)

12. You'll now be asked to pay for your exam fee of \$69.00 using a valid credit card number, agreeing to the terms and conditions, and submitting payment. (**Figure 9**)

Figure 9



13. Once you have submitted your credit card payment, you will receive an onscreen notification that you have successfully registered for the test and are now ready to schedule your exam. Click on the "Go to activity page" to schedule your exam. (**Figure 10**)



Home | FAQs | Logout

Register for a Test

Congratulations!! You have successfully registered for Firefighter Candidate Assessment. An Email has been sent to your Email ID with the registration details.

Registration Details

Exam: Firefighter Candidate Assessment
Sponsor: City of Los Angeles FireFighters

 Confirmation Number:
 J9002316

 Registration Validity:
 01/11/2017

 Schedule Before:
 01/10/2017

 Testing Mode:
 Computer

 SSN:
 123456789

 Total Fee (\$):
 69.00

Print Receipt

You can do the following activities:

>>

Go to activity page

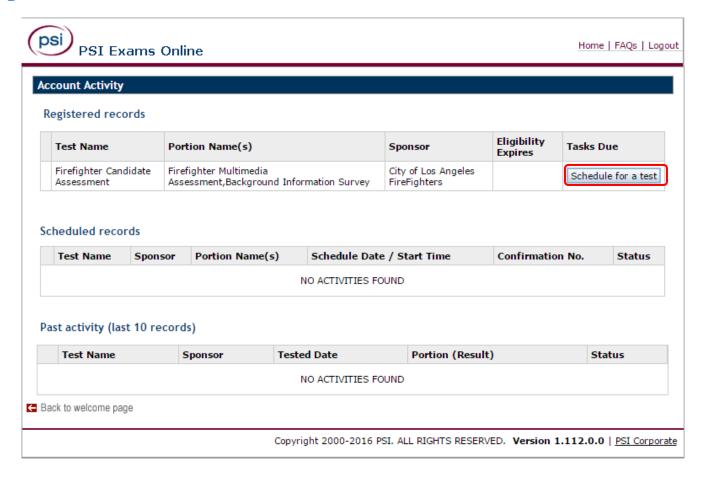
E Back to welcome page

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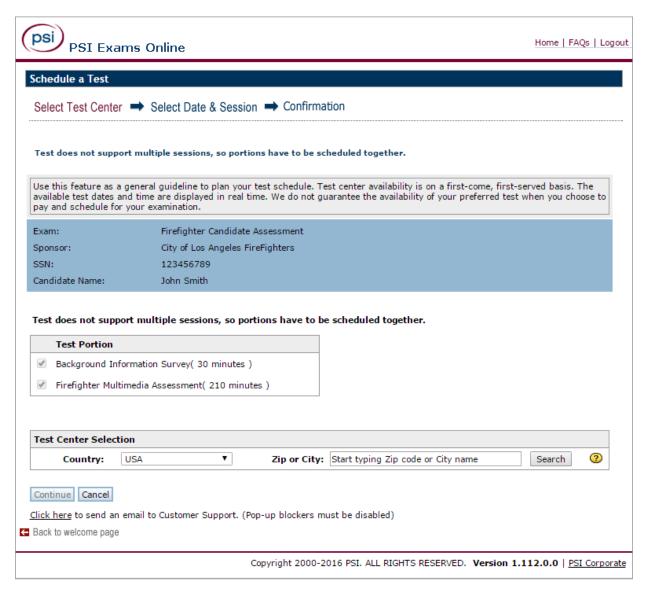
Schedule for the Firefighter Candidate Assessment (FCA)

14. On the Account Activity page where you may click on "Schedule for a test" on the right side of the page. (Figure 11)

Figure 11



15. The scheduling page will ask you to enter your zip code or city name. Once the field has populated, click on Search. This will then bring up a list of nearby locations and available dates/times to schedule your appointment. (Figure 12)



16. After you've chosen your date and time for testing, you'll see an onscreen confirmation and also receive an email with your selected test date/time and driving directions.