

**Credit Program Exam for World Languages
2009
Online Registration Information**

IMPORTANT! **Before registering**, be sure you have the following information:

- your school ID number
- your counselor's name

1. To begin the online registration, log on to <http://www.fcps.edu/DIS/OHSICS/forlang/creditexam> and click on the red registration button.
2. On the first screen, read the information about who can take the exam. If you are eligible to take the exam, click in the small box beside "I have read the eligibility information and wish to register for the exam" and then click the REGISTER button.
3. On the next screen select the name of the school you attend and click NEXT.
4. On the following screen, if the name of your school is correct, click NEXT again. If you need to change the school name, click MODIFY to make the correction.
5. The next screen is the main registration form. Fill in all the information requested.
6. If you have an email address, you may enter it, although it is not required. After you complete the registration process, if you have given an email address, you will receive a confirmation message sent to that address.
7. When you finish entering your information on the form, click NEXT.
8. On the following screen you will see a summary of the information you entered. If everything is correct, **click FINISH**. If you need to change anything, click MODIFY, make the correction, and then click FINISH.
9. At this point your registration is complete. Be sure to **PRINT OUT THIS CONFIRMATION PAGE** for your records. The page gives your registration number, all the information that you entered on the registration form, and some additional details about the exam and what you need to bring with you to the exam.

If you have trouble with the online registration, first ask for help from your guidance counselor or ESOL teacher. If you still need help, call the Office of World Languages at 703-208-7724.