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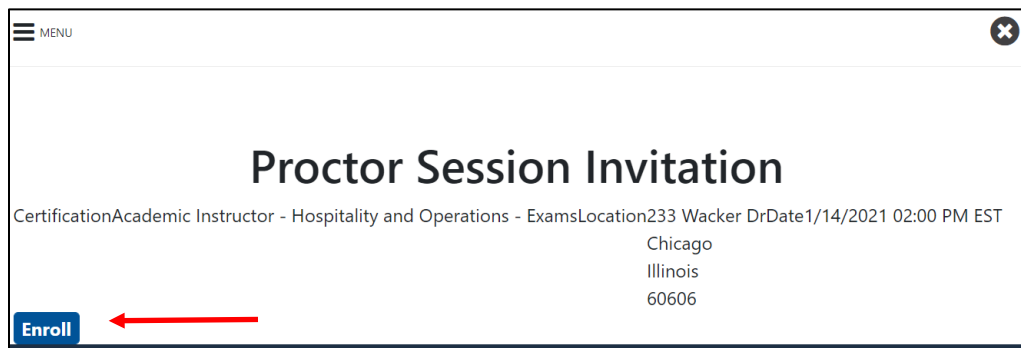
# AHLEI

## Student: Enroll in an Exam Session

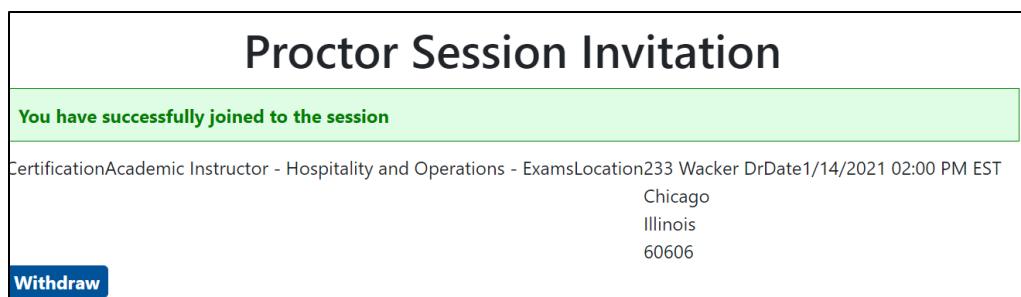
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**Important: You must have a purchased exam in your account prior to enrolling in your exam session. Purchased exams can be added to your account 3 different ways:**

- You were **assigned an exam** by an instructor or administrator. You must click on the product assignment link to add the product to your account before enrolling in the exam session or you will receive an error message. The product assignment link is a different and separate link than the enroll in an exam session link;
  - You **purchased the exam directly** from AHLEI.org; or
  - You have an **exam voucher**. You must redeem the exam voucher in your account before enrolling in the exam session or you will receive an error message.
1. Your instructor/proctor will send you a link to enroll in your exam session. Click on that link and you will be prompted to log in to your account. Once you login, you will be prompted to enroll in the exam session. **“Select Enroll”**.



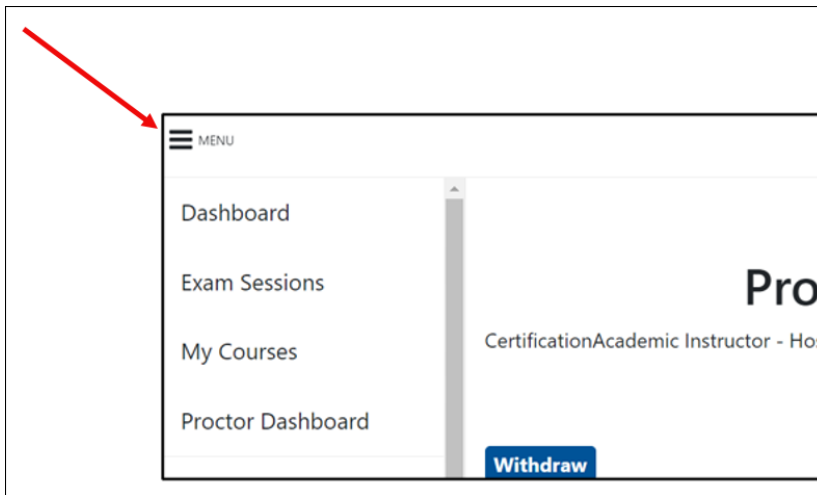
You will see a note confirming that you have successfully enrolled and an email will be sent to your email address on file letting you know. Your instructor/proctor will also be able to see when you are successfully enrolled.



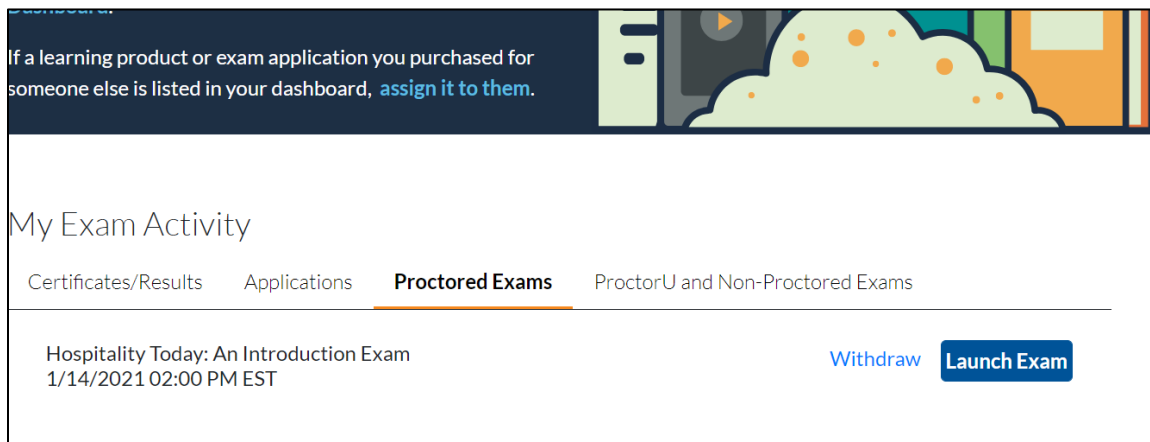
If you need further assistance, please email the National Restaurant Association's AHLEI Customer Care Team at [certification@ahlei.org](mailto:certification@ahlei.org) or Call 800-349-0299

(International callers 407-999-8100)

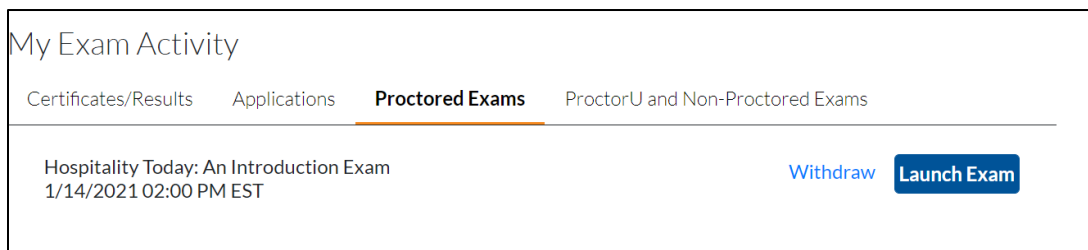
- To return to AHLEI.org and your Course and Exam Dashboard, go to **“Menu”** from the Proctor Session Invitation in the upper left hand corner of the screen and click on **“Dashboard”**



- Click on Proctored Exams: You should now see your exam session.



- You are ready to take your exam on your exam day. Please note: You will not be able to launch your exam until your instructor/proctor starts the exam session. On Exam day, return to Proctored Exams on your Course and Exam Dashboard and click **“Launch Exam”**.



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