GA e-Exams Quick Guide Accessing the Portal

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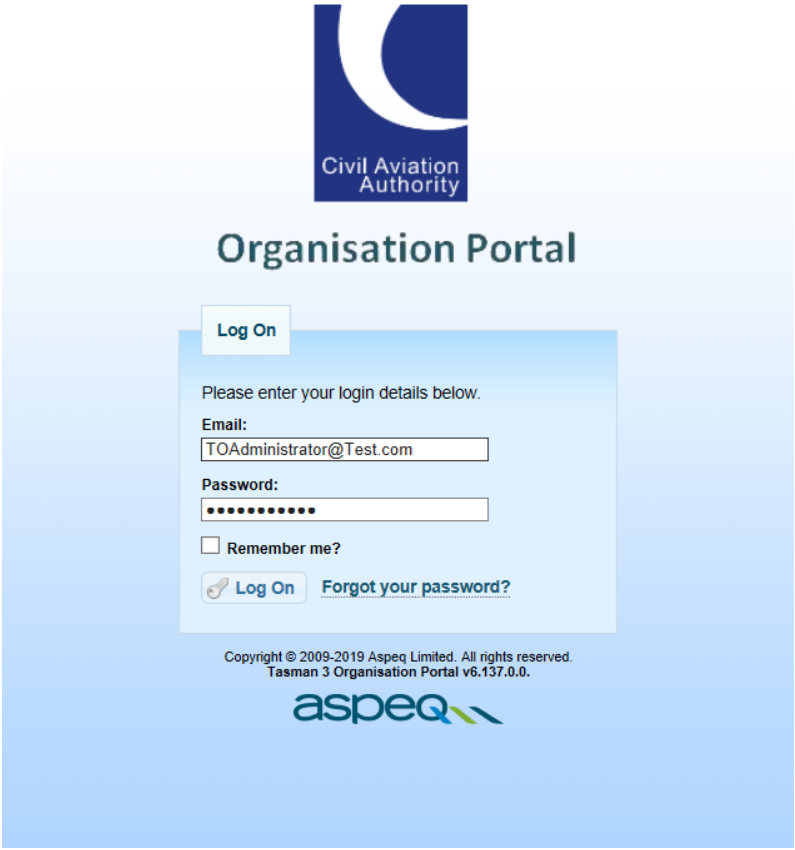
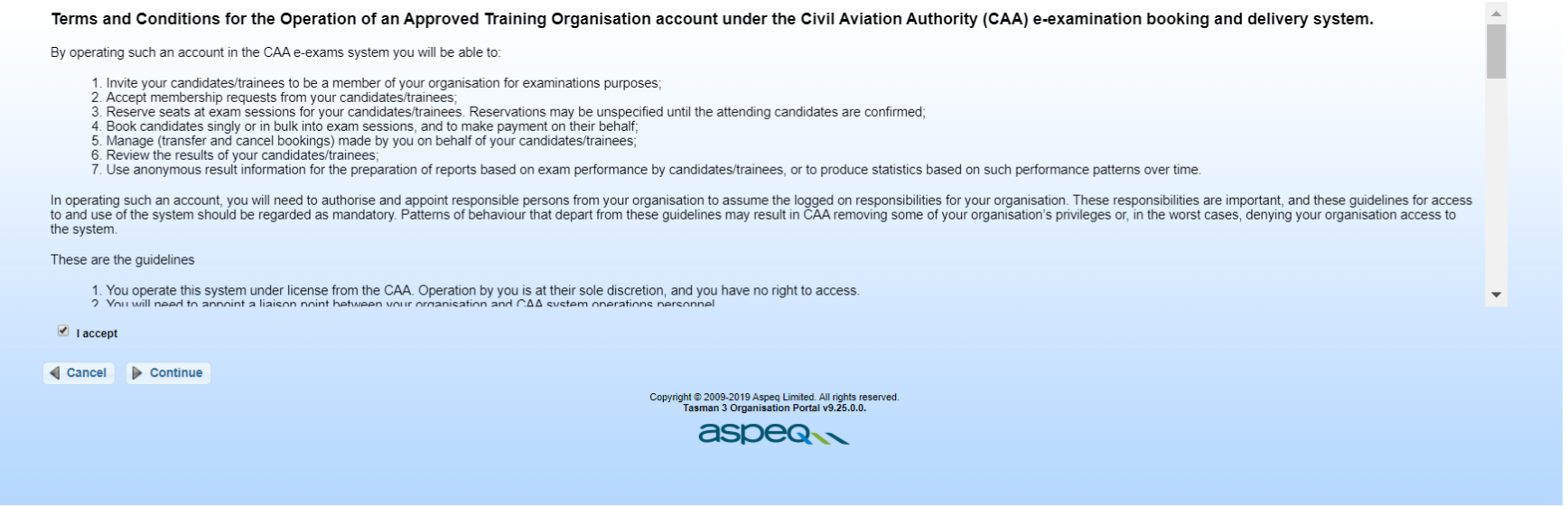
Logging In



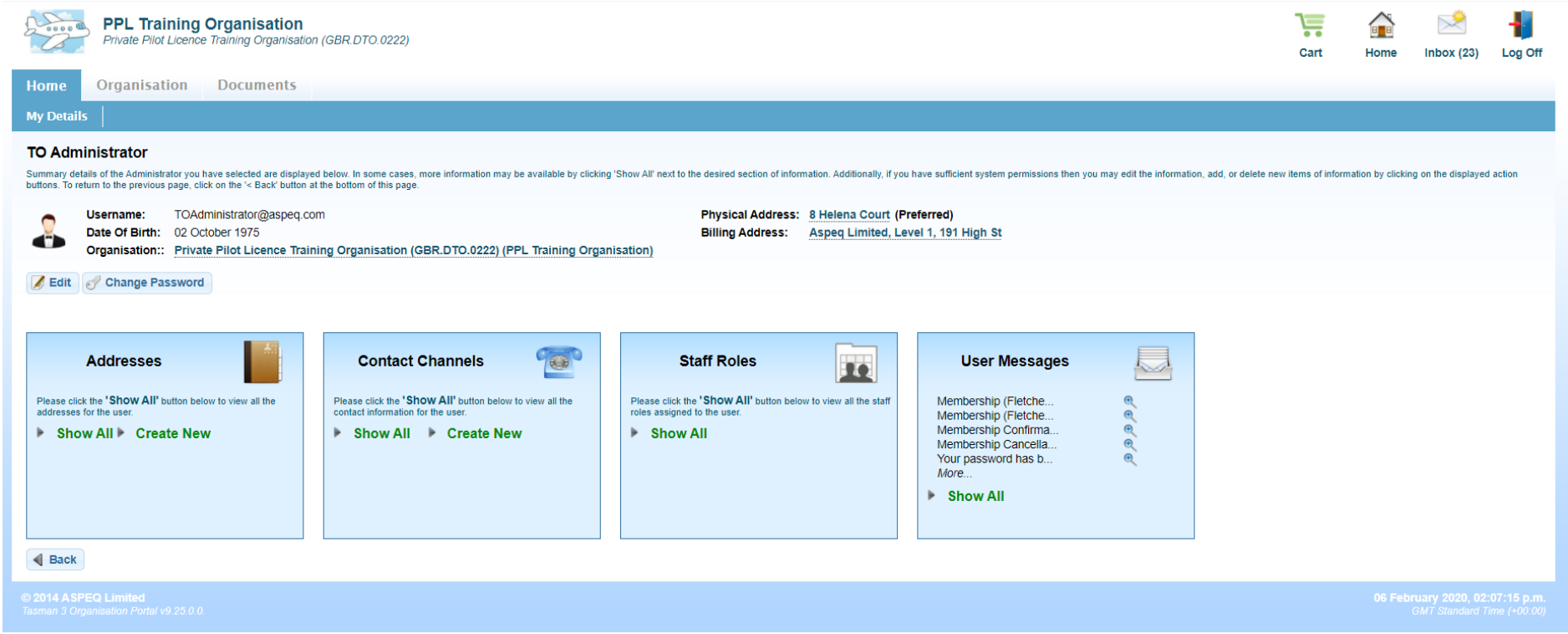
- Enter your e-Mail Address and Password
- Click on “Log On”

Agree to the TO Portal Terms and Conditions



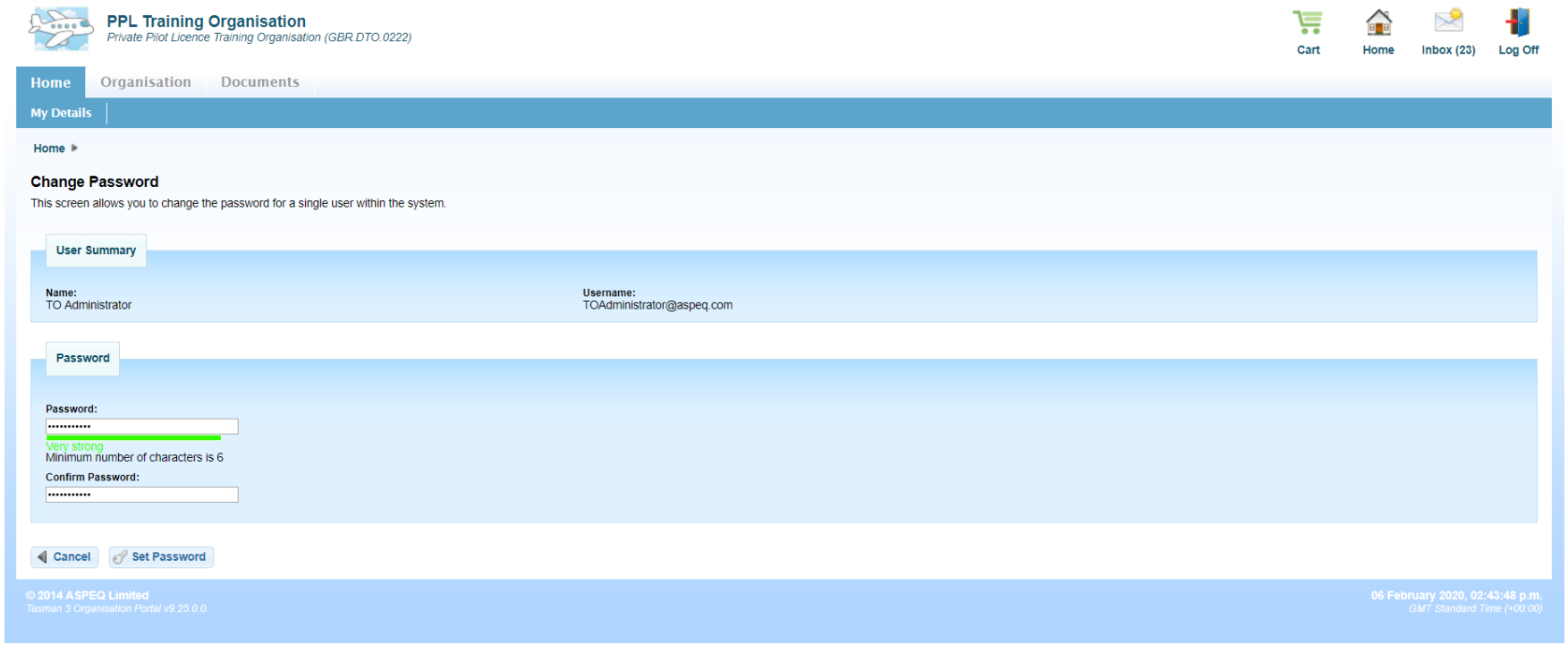
- Agree to the Terms and Conditions by clicking on the “I Accept” check box

Changing Your Password (1)



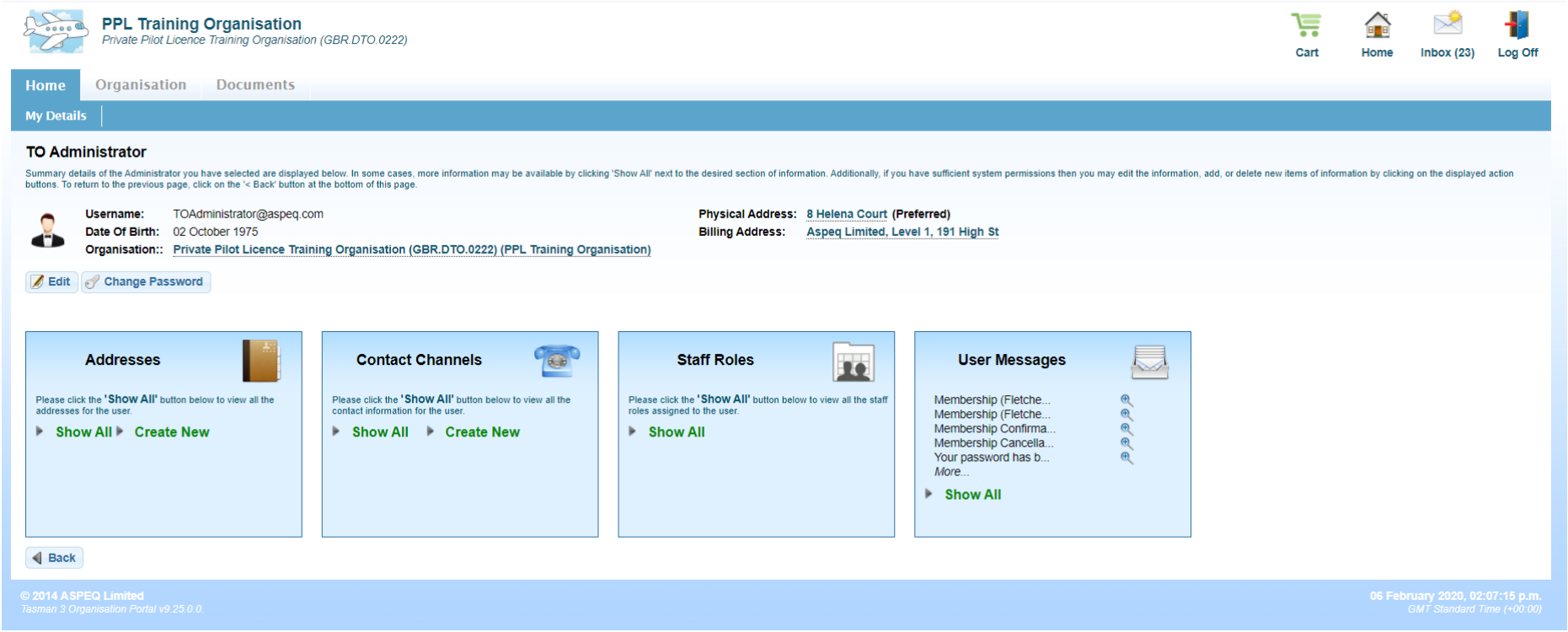
- Click on “Home” → “My Details”
- Click on “Change Password”

Changing your Password (2)



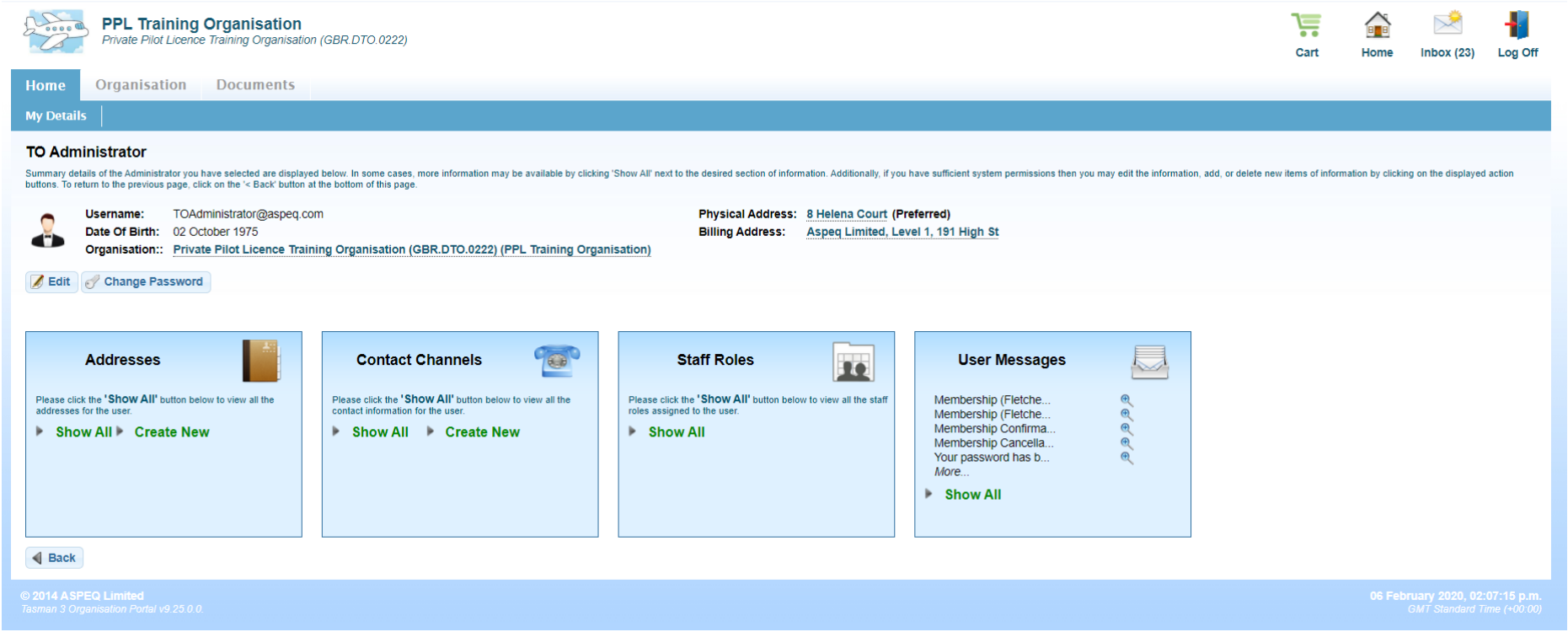
- Enter your new Password
- Confirm your Password
- Click “Set Password” – Your Password will be updated

Update Personal Details



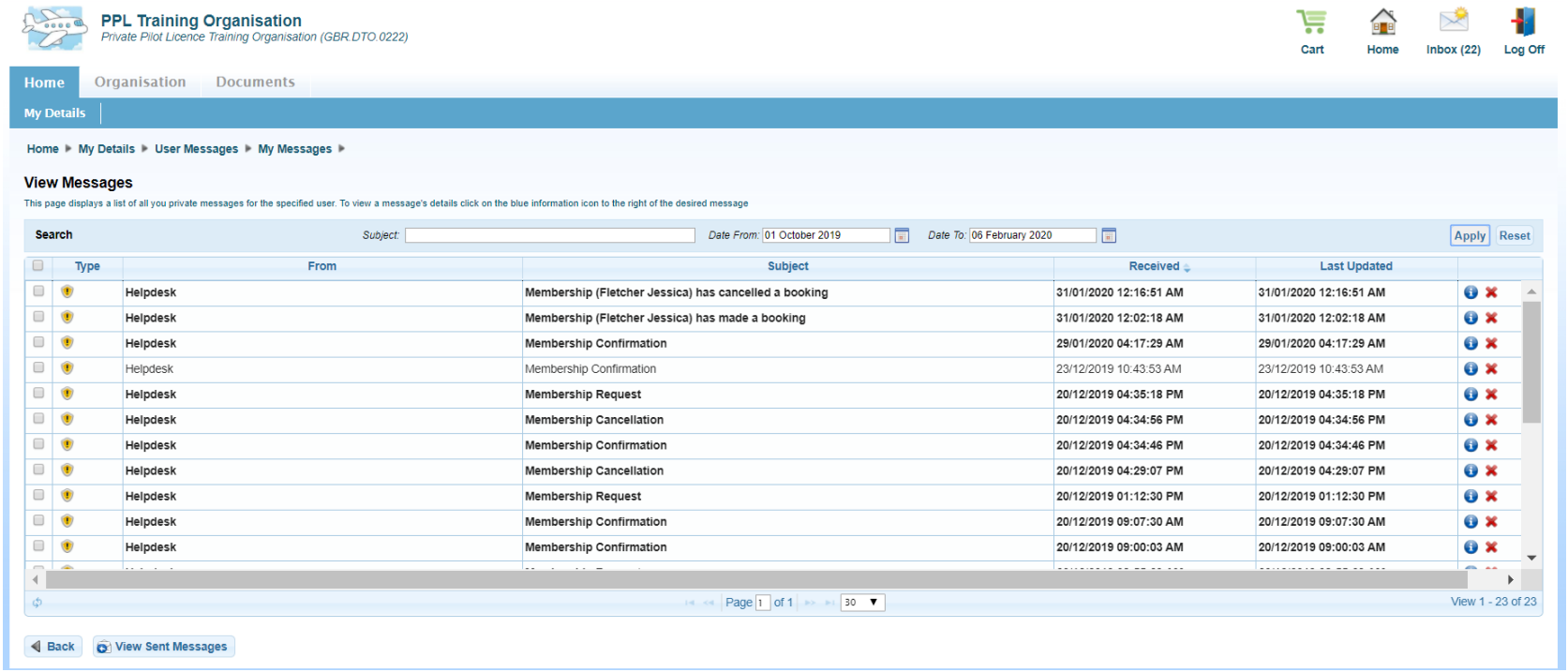
- You can add / alter your Address and Contact Details by clicking on “Show All” or “Create New” in the Address and Contact Channels tabs

TO Portal Messaging (1)



- To Access the e-Exam Messages Click on “User Messages” or “Inbox

TO Portal Messaging (2)



- When certain activities are undertaken (membership change, booking, result released) e-Exams produces automated messages into the TO Portal Inbox and are also sent to the TO Portal Administrators e-Mail address
- To access the message details double click on the message