



## STATECIVILSERVICE

# Instructions for Test Registration

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After reviewing these steps, use the links below to register to take the test. All required fields must be completed and saved. **Resumes are not accepted.**

1. Select the test.
2. Select 'Apply' on right side of the posting page.
3. Login, or 'Create' if you do not have an account.
4. Select 'Next'. Fill in required information.
5. Select 'Proceed to review'.
6. Review your application.
7. Select 'Proceed to Certify & Submit'.
8. Select 'Accept and Submit'.
9. If you have successfully registered to take the test, you will see 'Application Submitted!'
10. Print page 1 of the test application.

## Required Documents

1. Page 1 of the test application.
2. Original picture identification (no copy).
3. Social Security Card (no copy), or a document that includes your Social Security number.

## To register for a specific test, click on the test below

- [Professional Level Exam](#)
- [Office Support Exam](#)
- [Protective Services Exam](#)
- [Highway Foremen Test](#)
- [Parish Highway Maintenance Superintendent Test](#)

## How to Print a Copy of Your Test Application

1. Login to your applicant account.
2. Click your username in the top right corner.

3. In the drop down list under your Username, click Applications & Status. This will display a list of the applications you have submitted to the left of the screen.
4. Click the title of the application you wish to view or print. The application will be displayed in the right half of the screen. Note the tab at the top - "Application View".
5. If you see a "Print" link to the right of the "Application View" tab, click this link to display a printable version of the application. Print this page as you would any web page. **Only page 1 is required.**

**Important:** Some browsers may not display the "Print" link. If the link is not visible, do the following: Press Ctrl - F (Hold the Ctrl key down and press F.) This will display a browser search box. In the search box, type the word "print" (without quotes). This should make the Print link visible. Click the "Print" link as described above.