How-To Guide

Accessing, Taking, and Submitting your CEBS Exam

Accessing Your Exam

All CEBS exams are hosted on theinstitutes.org website.

To begin, login to your profile on the website with your username/email. The first time you access your account, you will be prompted to reset your password.

For account information and password assistance, please contact the IFEBP - CEBS customer service team.

- We recommend printing and/or downloading the How-To Guide to have as a quick reference for when you take your exam.
- Make sure you have your government-issued photo identification (ID) card available.
- If necessary, a blank piece of paper, pencil and a non-programmable calculator may be used for your exam. Otherwise, your workspace should be clear, and please close any additional browser windows not required as part of the exam-taking process.
- Make sure you have a strong internet connection, a microphone and a camera.
- Open your Chrome browser and go to www.theInstitutes.org.
- Confirm your username and password are active and accessible by clicking on the Sign In button in the upper right corner of your screen.   If you are signing in for the first time, you will be asked to reset your password.

Click-by-Click instructions to complete the virtual exam monitoring software and access your exam follow on Page 2.

For assistance, please contact the International Foundation Customer Service team by email at cebs@ifebp.org or cancebs@ifebp.org or by phone at (888) 334-3327, Monday through Friday, 8:00 a.m.-5:00 p.m. CST.

Virtual Monitoring Software Setup - Click by Click Instructions

1) After Logging into theinstitutes.org website - and clicking on the "My Courses and Exams". At the bottom of the page will be the CEBS exam(s) currently available.
   a) Click on the "**Access Content**" button and a new window will open
   b) Click on the **Exam** Icon to open the virtual exam monitoring software setup
2) Review the CEBS Exam Information and overview.
   a) Click **Open Exam** at the bottom of the screen
3) Exam Administration Affidavit and Agreement is next
   a) Enter the student First Name, Last Name, and Phone number
   b) Scrolling down – Click to **Confirm**
   c) **Complete the signature box**
   d) Click – **Open Exam** when all required information is complete
4) Terms of Use and Conditions, Instructions
   a) **Check** the agreement boxes for each section (Consent, Instructions)
   b) **Click Proceed**
5) Hardware Test
   a) Allow access to webcam, microphone, and screensharing (full screen) capabilities
   b) Ensure that all other applications and browser windows (besides The Institutes) are closed
   c) Having only a single monitor is highly recommended
6) ID Verification
   a) Present your government issued ID to the camera
   b) Click the "**Capture**" button to capture the image
   c) When ready click "**Click to Upload**" to proceed
7) Face Capture
   a) Click "**Next**" to begin the process
   b) Face the camera and click "**Take a Picture**" when ready
8) Hardware Test (Audio)
   a) After reading the information and choosing your microphone – click "**Next**"
   b) Follow instructions and click "**Start Recording**" when ready
9) Guidelines
   a) Read the exam guidelines, and click "**Next**" when ready
   b) The Exam will load, with a one minute wait time

This completes the Exam Monitoring software setup process.   You will next be asked to Confirm Details one last time, as you access your exam. Clicking "**Yes**" begins your exam.

If you have any questions regarding any step in the process, please reach out to the CEBS Customer Service team Monday-Friday from 8:00 a.m.-5:00 p.m. CST