

PPAT 2017 ONLINE EXAM REGISTRATION INSTRUCTIONS

1. PLEASE REVIEW THE TERMS OF THE 2017 ONLINE PRIVATE PESTICIDE APPLICATOR CERTIFICATION EXAM.

Everything you need to know about registering for the exam is on this page. When you have read the terms, click ADD TO CART. The Cart icon at the top center of your page should now have a 1 beside it. Click on the Cart icon to proceed.

2. CONFIRM YOUR CHOICE AND CLICK CHECK OUT TO CONTINUE.

3. LOG IN OR CREATE A NEW GUEST ACCOUNT

Under the “I’m new to the University” section on the right, click “Continue” to create a new account.

If you have your own umn.edu email address, you may select “Continue” on the left.

You will be prompted to log in, and taken directly to step 6 to confirm your information.

If you wish to use an account you have used to take a previous exam, you can reset your password to login; call University of Minnesota’s 1-Help at 612-301-4357. You will probably be asked to verify your identity.

4. CREATING A GUEST ACCOUNT

Please use **only your own** email address. The system will not allow more than one use of an email address.

EMAIL ALREADY IN USE?

Call University of Minnesota’s One-Help technology assistance at 612-301-4357. They will be able to help you access your account, and reset your password. You will probably be asked to verify your identity in some way.

You may return to the previous page to log in with your existing account.

Please see the following page for the required fields for creating a new guest account.



Guest Account Creation [More Information](#)

Name

★

First Name

★

Middle Initial (optional)

Last Name

★

Contact

Email Address

★

Phone Number

★

Address

Street Address

★

Street Address 2 (optional)

City

★

State/Province (optional)

★

ZIP/Postal Code (optional)

★

Country (optional)

Create Password [Show Password Requirements](#)

Password

★ [Show](#)

Re-enter Password

[Show](#)

Need Help? [Show Help Options](#)

Required fields are marked ★

Please provide a phone number at which we are able to reach you in case of any processing errors.

Please use your **mailing address** when you register, or ***you may not receive your license card.***

Don't forget to add your STATE and ZIP CODE.

Click "See Password Requirements" if you are having trouble creating a password.

5. ACCOUNT CREATED, PROCEED TO REGISTRATION

This screen will confirm your guest account has been created. Please click "Continue," and sign in with the email and password with which you created your account.

You will also receive email confirmation with the details of your new guest account. You may need to check your Spam folder for this email.

★ **If you miss this**, you will need to go back to the Pesticide Safety and Environmental Education website where you started, and then click the 2017 PPAT Online Exam Registration link. Your registration should still be in your "Cart" (if it isn't, follow the first few steps again). When you click Checkout, you will log in with your new University Guest account through the link on the left of the screen using the account details (full email address and password) with which you just registered.

6. CONFIRM CONTACT INFORMATION

This screen should populate from the info you provided when you created your guest account, or from info associated with your x500 if you already have a UMN account. Please make sure this information is correct.

You do not need to provide your employer, education, etc.

Only your contact information is required to register for the exam.

Please do not add alternate information.

It is also a good idea to verify that the information you have provided to the University of Minnesota is the same information the Minnesota Department of Agriculture has on file for you. Check your license info here:

<https://www2.mda.state.mn.us/webapp/PrivApp/default.jsp>

When you have verified that your information is correct, and you have confirmed your understanding of UMN privacy policies, click "Continue Checkout."

7. PAYMENT METHOD

Select the "Pay online by credit card" option, then click "Continue Checkout."

UMN employees using a chart string may select the second option. Chart string information can be entered after clicking "Continue Checkout."

8. ADDITIONAL INFORMATION

Prior to entering your payment information, you will be asked to fill out a few additional information fields associated with your Private Pesticide Applicator certification:

- Your Private Pesticide Applicator license number (**DO NOT INCLUDE THE P**)
<https://www2.mda.state.mn.us/webapp/PrivApp/default.jsp>
- The Minnesota county in which you live
- Your date of birth.

You must also agree to the University of Minnesota's Policies and Procedures in order to proceed to payment. The policies of Pesticide Safety and Environmental Education may differ from that of UMN.

By clicking the box, you agree that any cancellations/refunds of exam registrations or chargebacks (credit card transaction cancellations) are subject to a \$30 service fee.

9. PAYMENT

The payment screen will ask for your card number, expiration date, and card/security code. We accept Visa, MasterCard, American Express, and Discover. You do not need to select your card type. This is how the payment screen will appear:

The screenshot shows the University of Minnesota's payment interface. At the top, there is a navigation bar with the University of Minnesota logo and the slogan "Driven to Discover". Below the navigation bar, there are links for "Learner Portal", "Home", "Courses", "Certificates", "Programs", and "Technical Support". The main content area is titled "Checkout" and includes a breadcrumb trail: "My Profile / Payment / Receipt". A warning message states: "Please click the 'pay now' button only once! Multiple clicks can lead to multiple charges. Transactions can take some time depending on your internet connection. Do not navigate away from this page until you receive confirmation that your transaction is complete." The payment form itself is divided into two sections: "Order Information" and "Payment Information". The "Order Information" section shows a "Total: \$75.00 (USD)". The "Payment Information" section includes a "Card Number" field with a note "(enter number without spaces or dashes)", an "Expiration Date" field with a note "(mm/yy)", and a "Card Code" field with a "Verify this?" link. A "Pay Now" button is located at the bottom of the form.

10. RECEIPT

Following successful payment, you will be directed to your receipt, which includes a direct link to the exam.

Please allow several minutes for the system to complete your registration & enrollment.

★ **Some users have experienced delays until the next business day following registration. See next page for more about this delay.**

A copy of the receipt with the exam link as well as confirmation of your enrollment in the 2017 PPAT Online Exam will be emailed to you as well. Check your “Spam” folder if you don’t see it in your Inbox within 30 minutes of registration.

The email containing this link is sent by “donotreply” and titled “University of Minnesota Confirmation.” It will come with a PDF attachment of your receipt.

If you do not receive your receipts, please *email* Alex Stragey at ppathelp@umn.edu using the email address with which you registered to receive your email confirmation and link to the exam.

The screenshot shows the University of Minnesota online receipt page. At the top, there is a navigation bar with '0 Items', 'Welcome', and 'Log Out'. Below this is the University of Minnesota logo and the slogan 'Driven to Discover'. A menu bar contains 'Learner Portal', 'Home', 'Courses', 'Certificates', 'Programs', and 'Technical Support'. The page title is 'Checkout' and the breadcrumb trail is 'My Profile / Payment / Receipt'. The main heading is 'Receipt'. Below this, it states 'You will also receive a receipt by email.' and lists personal and transaction details: 'Firstname Lastname', 'Street Address 1', 'Street Address 2', 'City, State ZIP', 'USA', 'email@email.com', '(612) 6241942', 'Basket No.: 185672', 'Date: Jan 19, 2017', and 'Student Number: X140089'. A note says 'The transaction was successfully completed. Please print this page for your records.' Below the receipt is a 'Cart' section with 'Enrollment Information'. It lists 'PSEE X170 - 001 - 2017 Private Pesticide Applicator Cert Exam' with a table of items: '2017 PPAT Exam' for \$75.00 and 'Self Paced Online' for \$0.00. The subtotal is \$75.00. A 'Notes' section contains a link to Moodle, which is circled in red in the original image. The link text is 'follow this link to Moodle.' Below the notes is a 'CART TOTAL:' box showing '\$75.00'. At the bottom, it says 'Paid by Visa. Auth No: AMJ8T1.'

After you log in to Moodle, verify that you have exam access.

The following screen **shows exam access**. Click the “2017 Private Pesticide Applicator Exam” link to begin your certification exam.

The screenshot shows a Moodle dashboard with a 'Dashboard' header and a 'Customize this page' button. On the left, there are two main sections: 'NAVIGATION' and 'HELP & SUPPORT'. The 'NAVIGATION' section includes links for 'Dashboard', 'Site home', 'Site pages', and 'My courses'. The 'HELP & SUPPORT' section is divided into 'General Resources', 'Students', and 'Instructors'. The main content area is divided into three columns. The left column contains 'COURSE OVERVIEW' with a list of current courses, including '2017 Private Pesticide Applicator Exam'. The middle column contains 'MOODLE FOR ACADEMIC YEAR 2016-2017 (MOODLE 3.0) - NEWS' and 'MOODLE KIOSK'. The right column contains 'CALENDAR' for February 2017, 'UPCOMING EVENTS', and 'MY GRADES' showing a grade of 0.00 for the '2017PrivatePesticideApplicatorExam'.

The following screen shows an account that does not yet have exam access.

The screenshot shows a Moodle dashboard similar to the previous one, but with a 'Dashboard' header and a 'Customize this page' button. The left sidebar is the same. The main content area is divided into three columns. The left column contains 'MOODLE FOR ACADEMIC YEAR 2016-2017 (MOODLE 3.0) - NEWS' and 'COURSE OVERVIEW' (which shows 'No course information to show.'). The right column contains 'CALENDAR' for January 2017, 'UPCOMING EVENTS', and 'MY GRADES' showing 'No courses as student'.

★ **If you do not have exam access after noon on the business day following your date of registration**, please contact ppathelp@umn.edu (preferred) or call 612-624-1942 for assistance. Please provide your name, your email address, and the date/time at which you registered.