

## REGISTERING FOR AN ACADIS PORTAL ACCOUNT

1. Go to <https://cfa/acadisonline.com/AcadisViewer/Login.aspx>
2. Turn off the pop-up blocker
3. Click on **WebForms** in the upper right corner of the page
4. Click on **Request a CFA User Portal Account**
5. Fill out the form, then click **Submit** in the lower right corner of the page
6. You will receive an email indicating that your submission has been received; please allow two business days while our staff reviews and processes your request
  - \* Note: You cannot register for a class until your User Portal Account has been approved
7. Watch for another email with the link you will need to access your new Acadis Portal account
8. Once you receive your account you will be able to register for examinations and classes