



SREC User Guide How to book your examination



Table of contents

Main Examination Page	3
Logging In	3
Resetting your password	3
Assessments Page	4
Platform Tutorial	4
Software features	4
Purchase and Book	5
Purchasing your exam	5
Booking without payment	6

Main Examination Page

The SREC examinations are hosted at the site here: <u>https://srec.ysasecure.com/login</u>

Logging in

Upon opening the SREC examination page, you will be prompted to use your username and password combination as provided to you previously. Your username will be your 'RW' number previously provided to you.



Resetting your password

For Security purposes, SREC; ASR and Yardstick do not keep passwords on file. This is your responsibility to reset this to something you will remember. You will need this username and password combination on examination day as well.

To reset your password, simply click the '<u>forgot your password</u>' link and enter your email address. This is a case sensitive combination, please ensure to enter your email address in all lower-case format.

Assessments page

Upon logging in, you will be directed to the main assessments page.

Platform Tutorial

Here you will have access to a brief platform tutorial which you can take at any time and as many times as you wish. This assessment is available for candidates to gain familiarity with the assessment platform. It is highly recommended that you take this tutorial prior to examination day for preparation.

Software features

Below is a summary of all the features that the software offers.

Question 2 of 6 Q		Time Remaining: 00:14:33	SUBMIT EXAM
1 2 3 4 5 6			
Hide question list	6 questions remain	ning	Font Size: A A
Which of the following actions will move	e you on to the next question?		
A) Turning the page			
3) Clicking the "Go to next question"	n" button		
C) Raising your hand			

- There are 2 methods to toggle to the next question (question arrows and 'Go To Next Question"
- You can bookmark questions, access reference materials (only if required for the exam)
- The clipboard icon is an online 'scrap paper' feature where you can enter notes by question. The information entered here is saved by question
- The clock icon will hide and reveal the countdown timer
- You can increase and decrease font size for your convenience

Purchase and Book

Once you are ready to purchase and book your examination, you can do so by clicking on the 'Products' tab. **NOTE: You will only be required to purchase this examination if this is a re-write attempt.**

Click			ASSESSMENTS	PROFILE	LOGOUT
	'Products' th	en select the examin	ation you wish	to write	Search
oduct					Price (\$)
ommercial Real Estate as a Pro	fessional Career				\$243.00
rm Real Estate as a Profession	al Career				\$243.00
incipals of Real Estate Apprais	al				\$243.00
incipals of Real Property Law					\$243.00
operty Management as a Profe	ssional Career				\$243.00
al Estate as a Professional Ca	reer				\$243.00
PIS					\$243.00
sidential Real Estate as a Prof	essional Career				\$243.00

Purchasing your exam

Once you have selected the examination you wish to write, you will be prompted to select the location, date and time of the assessment you wish to book for. You will then enter in your billing address and billing information. **NOTE:** enter your credit card with no spaces.

Billing and Shipping Information	Billing Details
Billing Address	
* Address 1	VISA CONTRACTOR
Address 2	We accept Visa, MasterCard, and American Express.
* City	* Card number
* Province/State Other \$	* Name on card
* Country	* Card security code What's this?
Zip/Postal code	* Card expiry date

Your examination will be summarized at the top of the screen and now include the GST. Ensure you have purchased the correct examination.

Product	Quantity	Price
Commercial Real Estate as a Professional Career	1	\$243.00
5% GST, Canada		\$12.15
	Total *	\$255.15

Booking Without Payment

If you have been granted access to the examination previously, you can simply log into your profile, click on the 'Assessments' tab and click 'Book' beside the assessment you wish to book.

Available Assessments	
Commercial Real Estate	(Book »)
1 use remaining	
Platform Tutorial	Write assessment »
Unlimited uses	Anytime

You will then be prompted to select the desired region from the dropdown, the test centre from the site list and the session based on which you prefer to write at. Once those are confirmed you can click "Book" at the bottom and you are fully confirmed. You will be sent a booking confirmation email with the location, date and time details instantly.

elect a region: Canada, Alberta 🛊			
•	Demo location (testing only) 10177 - 104 Street Edmonton, AB T5J 029 Canada		
me ®		8 seats available	October 31, 2016 07:00 pm - 10:00 pm This assessment is online-base