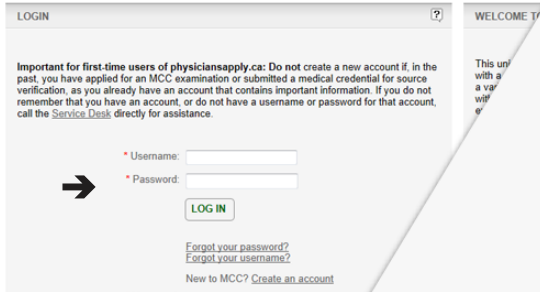


physiciansapply.ca

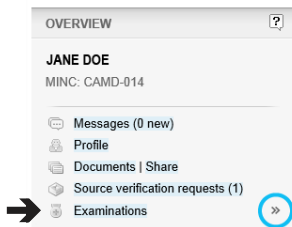


Step 1

Log into your **physiciansapply.ca** account:

- **DO** log into your account a few minutes before your centre's scheduling start time to avoid delays
- Once you click to **LOG IN**, **DO** expect a slight delay before gaining access to your account
- **Important: Your session could time out if you log in more than 20 minutes before your scheduling start time**

physiciansapply.ca

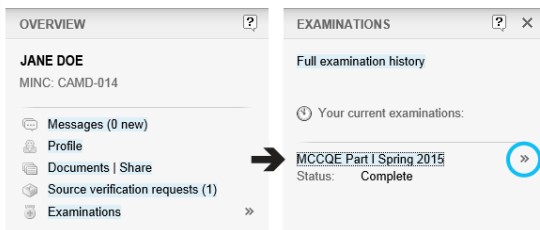


Step 2

Click on Examinations on the left panel:

- The **EXAMINATIONS** panel will open

physiciansapply.ca



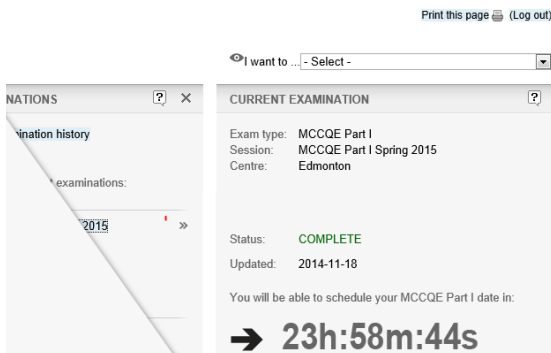
Step 3

Click on MCCQE Part I fall 2018 in the **EXAMINATIONS** panel:

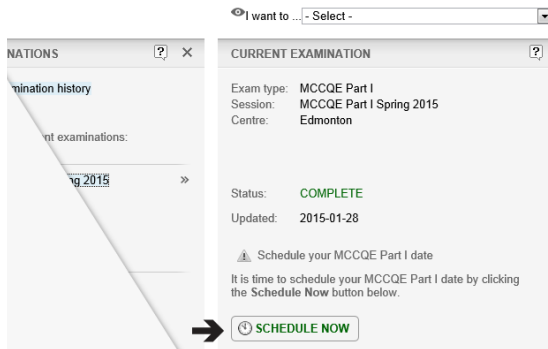
- Your current examination and its status will be displayed in the panel
- Click on **MCCQE Part I fall 2018** to open the **CURRENT EXAMINATION** panel

Step 4

Wait for the **SCHEDULE NOW** button:



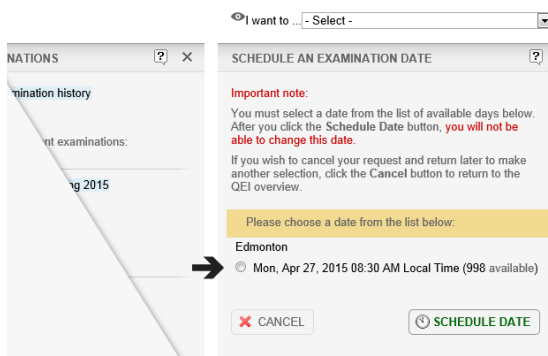
- If you do not see the **SCHEDULE NOW** button, it is because the scheduling for your centre has not started yet
- The **SCHEDULE NOW** button on the **CURRENT EXAMINATION** panel will appear **ONLY** when the countdown timer on the right panel runs out
- **DON'T** click your browser's refresh button as this may slow down your scheduling experience; instead, click on **MCCQE Part I fall 2018** in the centre panel
- Monitor the countdown timer within 20 minutes of your scheduling period



Step 5

Click on **SCHEDULE NOW**:

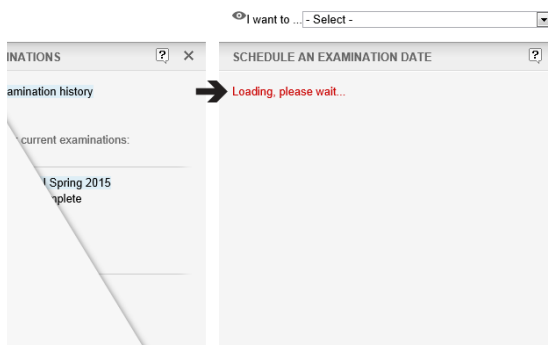
- Once scheduling has started for your centre, the **SCHEDULE NOW** button will appear on the **CURRENT EXAMINATION** panel
- Click on **SCHEDULE NOW** to schedule your date



Step 6

Click on the button next to your preferred date:

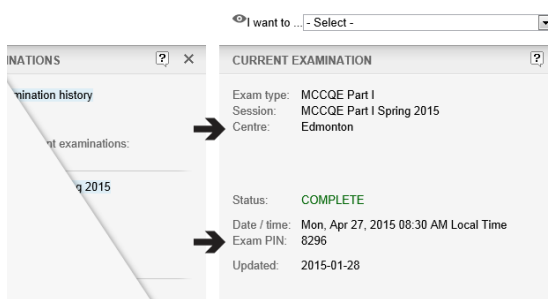
- The **SCHEDULE AN EXAMINATION DATE** panel will be displayed
- The dates listed will be those where spaces are still available at your assigned centre
- If you do not see a date that had been published for your centre, it is because all spaces have been filled for that date
- Click on the button next to your preferred date
- Click on **SCHEDULE DATE** at the bottom right panel



Step 7

Wait for confirmation:

- After you click on **SCHEDULE DATE**, you will not be able to change this date
- A "Loading, please wait" message may appear on screen while the system processes your request
- **DON'T** close your browser window and **DON'T** refresh the page
- **The length of time to wait may depend** on how many other candidates are also scheduling at this time
- Date requests are on a first-come, first-served basis, according to when you clicked the **SCHEDULE DATE** button



Step 8

A confirmation will be displayed:

- A confirmation of your scheduled centre, date, time and Exam PIN will appear on the **CURRENT EXAMINATION** panel