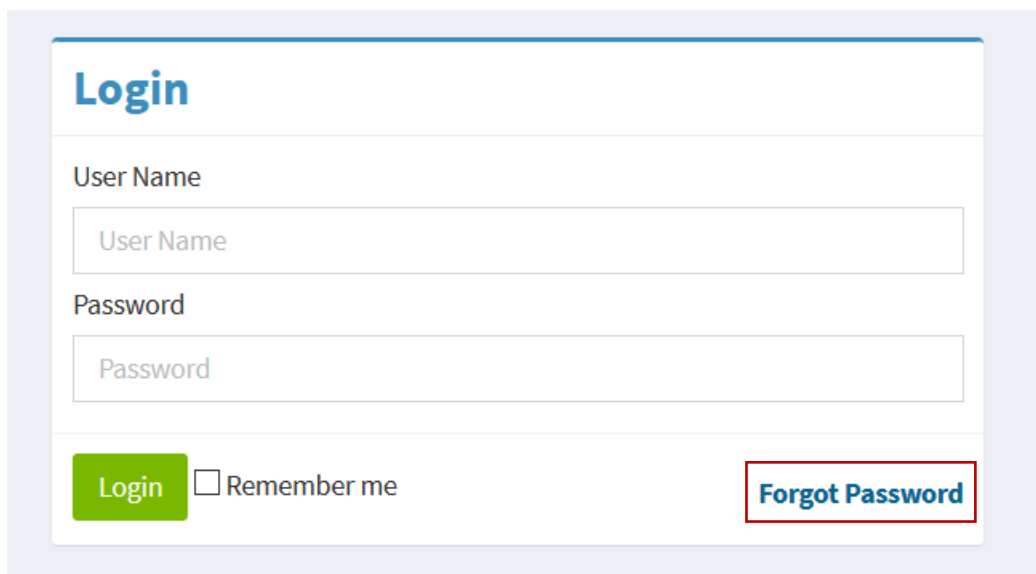# BOOKING EXAMS

This document should be reviewed by students who would like to book their exams. Exam booking is done in **Touch Point** and students need to know their registration number and their password to log in to the Touch Point platform.

## **Touch Point**

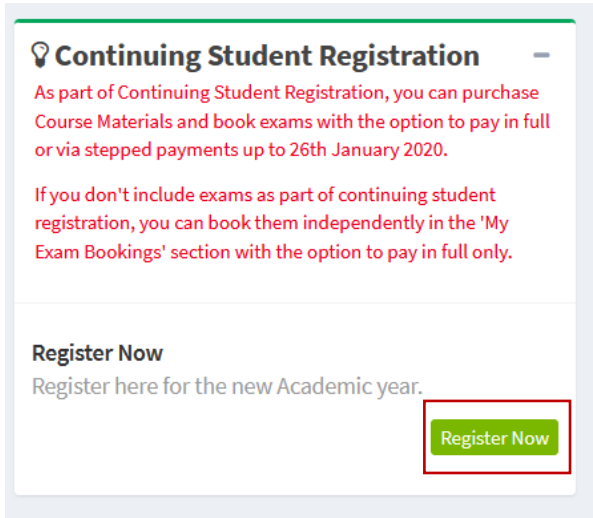**To book your exams, please log in to your Touch Point profile:**

https://sourcecrm.accountingtechniciansireland.ie/#/login/



*If you do not remember your password, please click on the Forgot Password button and reset your password.*

When you log in to your profile you can complete both the registration for the academic year and book your exams. Every student has to be firstly registered with ATI. If your registration is not yet completed, you will need to complete the **Continuing Student Registration before booking your exams**. Please see the following page.

To complete the Continuing Student Registration, please click on **Register Now**:



When you start the registration process, you will be able to book your exams when following the steps in the registration process.

**Returning students – ATI Online - No College Repeat:**

If you are a returning student (resitting exams) and you are not with a college for this academic year, please select in the following drop-down menu **No College Repeat** (if you are NI student please use the **No College Repeat NI**).
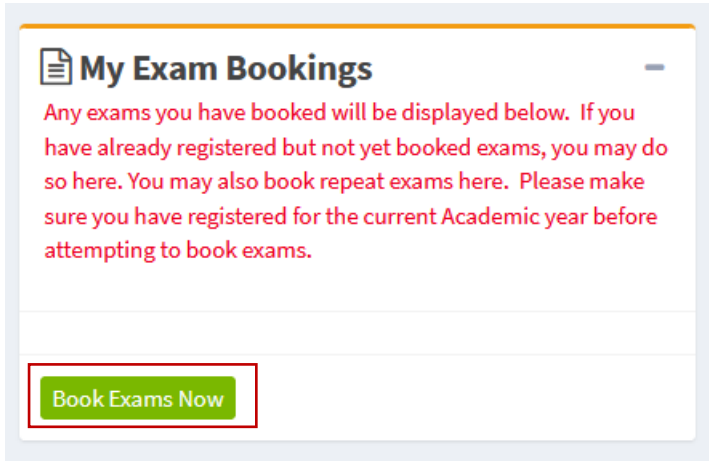


After completing the course selection, you can **select or unselect** the course materials. After this step you will be able to **complete the booking of your exams and proceed to the payment**.

If you have previously completed **Continuing Student Registration** and not yet booked your exams, please use the section **My Exam Bookings** and click on the green button **Book Exams Now**.

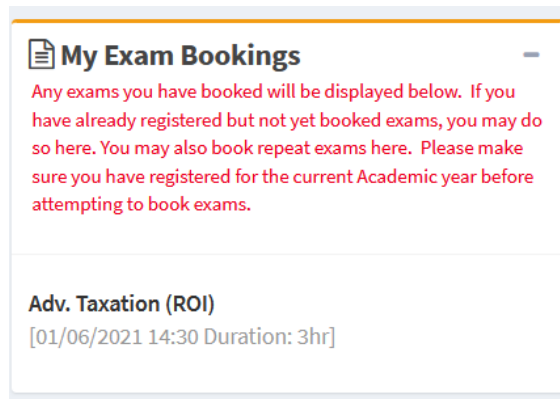**How to check that your exams are successfully booked:**

When you book your examination and pay for the examination fee, you can check that your exam booking is successfully completed in **My Exam Bookings** Sections. The exams booked will display below the red text, in this case below the student booked one exam: Advanced Taxation (ROI).

You will also receive an email to confirm when a booking has been made.



If you still have problems with your registration or exam bookings, please contact us at
**exams@accountingtechniciansireland.ie**