

Fundamentals Exam Registration Guide

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HOW TO SCHEDULE AN EXAM

CREATE A WEBASSESSOR ACCOUNT

You must have a test voucher in your name in order to create a Webassessor account. If you have not already purchased a test voucher, please visit the specific fundamental program's website (FLS, FES, or FUSE) for instructions on how to do so. Once a voucher is purchased, you may schedule an exam appointment by creating a Webassessor account. Create an account if this is your first time taking a Fundamentals exam. You must use a valid email address when creating an account in order to receive a Test Taker Authorization Code.

1. Visit Webassessor (<u>www.webassessor.com/sages</u>) and click Create New Account.

The Fundamentals of Endosc	ome Login Forgot Password Create New Acc opic Surgery
FES - HOME Welcome to the SAGES FES Test Registration System!	
To register for the FES assessment, log in to your existing account or, create a new account. Please <u>click here</u> for the test-take registration guide. If you have not yet purchased or are in possession of a valid test voucher, go to: <u>www.surgicalfundamentals.org/accounts/login</u> . Please <u>click here</u> for purchasing instructions. To register, or create an account for other Fundamentals exams, please go to:	Login Password
FLS: <u>https://www.webassessor.com/sages</u> FUSE: <u>https://www.webassessor.com/sages_fuse</u>	LOGIN

2. Fill in the required fields and click **Save.** Note: The password must be at least eight characters long, contain one digit, one special character (@\$!#%), one upper case letter, and one lower case letter. Test results will be emailed to the address you provide when you create your account.



Duername:	B · Save Cancel	
	Must be an email address or alphanumeric characters.	
Pesseord:	The password must be at least 8 characters long and contain at least one uppercase character, one fight, and one special character: 10#34/0+0 *()[]] (e.g., "johnSmithids")	
Re-Enter Peloword		
Legal First Name:		
Legal Lest Name:		
Email Address:		
Primary Phone:		
Address Line 1:		
Address Line 2:		
City	· · · · · · · · · · · · · · · · · · ·	
Province/State:	(nj.).	
Pestal Code:		
Country	Contrad States	
Clent Specific Field	alde.	
What is your ange	wince level?	
What is your spec	-Salest-	
if you are a reside	ant, what year do you anticipate completing your residency?	
Did you complete	n a fellowship? If so, in what specialty?	
If you are a practic	tiling physician, how many years have you been in practice?	

- 3. A message will appear notifying you that your account has been created.
- 4. You can now log in using your credentials to schedule an exam appointment.

Thank you for creating a new candidate account. You will receive an email confirming your account.	
LOGIN	

SCHEDULING AN EXAM APPOINTMENT

You can schedule an initial exam, or retest appointment, in Webassessor. Be aware that retest candidates must wait at least thirty (30) days following the original test date before scheduling a retest appointment. If the assessment is still not passed after the first retake, then you must wait at least six (6) months for the next retake for FLS, or thirty (30) days for FES and FUSE.



1. After you create an account, log in (www.webassessor.com/sages) to schedule an exam appointment.

2. Click Register for a new assessment

			_	
	RECEIPTS	REGISTER FOR AN ASSESSMENT	MY ASSESSMENTS	HOME
Hello				
Welcome to the FES Testing Center.				
Below are details on your registered assessments.				

- 3. Click **Get Now** next to the exam you want to schedule. Note: All exams are proctored in person at a SAGES-trained test center unless otherwise noted below.
 - FUSE exam
 - International test takers may test at a Kryterion operated test center by selecting FUSE Exam (international test centers).U.S. military personnel currently stationed overseas may elect to take the exam in an Online Proctored (OLP) format by selecting FUSE Exam (OLP - military personnel stationed overseas).

To register for an assessme	ent, please select an assessment from i	the list below.		
FES Exams				
FES Operational Exam	FES Operational Exam Retake Policy :	PR000011	Onsite Proctored	FREE Get Now
				Return Home

4. Use the search fields to locate a test center.

Choose options below to nerrow down the list of testing centers displayed. Country: United States Province/State: California City: All OR Postal Code Range 10 miles Select the Testing Center where you wish to take the test.	
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- 5. Once you locate the correct test center, check the box in front of the testing location name.
- 6. Click Select.



AVAILABLE	TESTING	CENTERS
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FES University of California San Diego 9500 Gilman Drive, MET Building #845, Center for Surgery La Jolla California United States Mer Image: FES University of California Los Angeles 757 Westwood Plaza, Ronald Reagan UCLA Medical Center, Ste. 8792 CASIT Los Angeles California United States Mer Image: FES University of Southern California States 2250 Alcazar Street, USC-IGM-CSC Building, Basement, B-10 Los Angeles California United States Mer Image: Sample FES Test Center DO NOT SCHEDULE SAMPLE California United States Mer Image:	University of California San Diego9500 Gilman Drive, MET Building #845, Center for SurgeryLa JollaCaliforniaUnited StatesMagImage: Center for SurgeryUniversity of California Los757 Westwood Plaza, Ronald Reagan UCLA Medical Center, Ste. 8792 CASITLos AngelesCaliforniaUnitedMagImage: Center for SurgeryUniversity of Southern California2250 Alcazar Street, USC-IGM-CSC Building, Basement, B-10Los AngelesCaliforniaUnitedMagImage: Center for Surgeryple FES Test CenterDO NOT SCHEDULESAMPLECaliforniaUnitedMagImage: Center for SurgeryImage: Center for SurgeryMagImage: Center for SurgeryPES University of California Davis2315 Stockton Blvd, Suite 1508SacramentoCaliforniaUnitedMagImage: Center for SurgeryNaval Medical Center San Diego34800 Bob Wilson Dr, Building 1 Ground FloorSan DiegoCaliforniaUnitedMagImage: Center for SurgeryStates300 Pasteur Drive, H3552, The Goodman Surgical Education CenterStateorStatesUnitedMagImage: Center for Surgerysting Proctor-Jessica MischnaTravel - By Appointment OnlyTravel - By AppointmentCaliforniaUnitedMagImage: Center for Surgery		Testing Location Name	Address	City	Province/State	Country	Мар	Important Location Information
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Traveline Proctor-Jessics Mischna Travel - By Appointment Only Travel - By California United Map	eling Proctor-Jessica Mischna Travel - By Appointment Only Travel - By California United Mep		FES Stanford University	300 Pasteur Drive, H3552, The Goodman Surgical Education Center	Stanford	California	United States	Mep	0
Appointment States			Traveling Proctor-Jessica Mischna	Travel - By Appointment Only	Travel - By Appointment	California	United States	Map	Θ

- 7. Use the calendar to search for available test dates and times. Dates with available test appointments are indicated in black text, while unavailable dates are indicated in grey.
 - a. Click on the day you want to take the test.
 - b. Click on an available start time. Note: If there are no start times on the day you select, there are no test appointments available that day. Please choose a different day.

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		1		To	day, 201		×	*		9:0	U AM	
	wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat		9:1	5 AM	
(a) EFF (laboration of	17				1	2	3	4		9:3	0 AM	
 Pris University on California San Diego 9500 Gilman Drive, MET 										9:4	5 AM	
	18	5	6	7	8	9	10	11		10	MA 00	
										10	15 AM	
Building #845	19	12	13	14	15	16	17	18		10	30 AM	
California 92093	20	19	20	21	22	23	24	25		10	45 AM	
										11	00 AM	
	21	26	27	28	29	30	31			11	15 AM	
				Sele	ct date			-		11	30 AM	-
	ier, a governm	ent is:	sued pl	noto II), and i	my te	t take	r authorizatio	code that was	emplied to me up	then I sof	hedul



- 8. Read the Terms and Conditions, then check the box to acknowledge you have read and understood them.
- 9. Click **Select** to add the test to your shopping cart.

SAGES

10. Confirm that your test appointment looks correct on the screen and click **Check Out** to schedule the exam.

Exam	Details		Price	Actio
Exam: FES Operational Exam Length : 90 minutes	Schedule : Friday, 24 May 2019 Start Time : 14:00 (UTC-04:00)		0.00	Remo
	Location : (<u>Chenye</u>) PES at SAGES 2019 One West Pratt Street, Room: 340 The Baltimore Convention Center Baltimore, Maryland 21301			
		Subtotal:	0.00	
		Total Price:	USD 0.00	
		*Charges are made in USD, currency convers	ion fees may apply	

- 11. A message will appear confirming that your appointment is scheduled, and a confirmation email will be sent to you. Note: Your **Test Taker Authorization Code** and logistical information for the test center appear on the confirmation page and in the email. <u>Do not lose</u> your **Test Taker Authorization Code**. You will need this code, along with your voucher and a photo ID, to sit for the exam.
- 12. Click **Print** to print the page and/ or **Done** to close the page. Notice your **Test Taker Authorization Code** is on this page.
- 13. On the Webassessor homepage under **My Assessments** the exam you registered for displays under Scheduled Assessments.

		RECEIPTS	REGISTER FOR AN ASSES	SMENT MY	ASSESSMENTS HOME
SCHEDULED ASSESSMEN Assessment	TS Date Scheduled	Exam Details	Date Registered	Launch	Details
FES Operational Exam	24 May 2019 1400H America/New_York	FES at SAGES 2019	24 May 2019	?	Reschedule/Cancel
<u>Email me my schedu</u>	led assessments				



HOW TO RESCHEDULE OR CANCEL AN EXAM

You can reschedule or cancel an exam up to 72 hours prior to your exam appointment. Please contact the SAGES office directly to reschedule or cancel after this time frame. Test center contact information is included in the confirmation email sent to you when you made the original appointment. There is no fee charged for rescheduling or canceling an exam; however, fees for test vouchers are not refundable.

- 1. Log in to (www.webassessor.com/sages) reschedule or cancel an exam appointment.
- 2. Click Reschedule / Cancel.

		RECEIPTS	REGISTER FOR AN ASSES	SMENT MY	Y ASSESSMENTS HO	ME
SCHEDULED ASSESSMENTS						
Assessment	Date Scheduled	Exam Details	Date Registered	Launch	Details	
FES Operational Exam	24 May 2019 1400H America/New_York	FES at SAGES 2019	24 May 2019	8	Reschedule/Cancel	
Email me my scheduled assessments						

- 3. Click **Reschedule** to change your appointment day and time or **Cancel Registration** to cancel your exam appointment.
 - a. To cancel your appointment:
 - i. Click Yes, Cancel this registration.
 - ii. Click **Submit** to confirm.
 - b. To reschedule your appointment:
 - i. Use the search fields to find a test center near you.
 - ii. Click on the box next to the test center where you want to take the exam.
 - iii. Click Select.
 - iv. Use the calendar to search for available test dates. Note: If there are no start times on the day you select, there are no test appointments available that day. Please choose a different day.
 - v. Click on the start time you'd like.
 - vi. Click the checkbox next to the disclaimer to acknowledge that you read it.
 - vii. Click Select.
 - viii. Click **Check Out** to book your test appointment.



		RECEIPTS	REGISTER FOR AN ASSESSMENT	MY ASSESSMENTS HOME
Assessment:	FES Operational Exam			Back
Schedule:	24 May 2019 1400H America/New_York			
Facility Code:	CTC00101			
Testing Location Name:	FES at SAGES 2019 - Main			
Address Line 1:	One West Piratt Street, Room: 340			
Address Line 2:	The Baltimore Convention Center			
City:	Baltimore			
Province/State:	Maryland			
Postal Code:	21201			
Country:	United States			
Authorization Code:	d5xfdbdc			
			Reschedule	Cancel Registration

- 4. The Purchase Confirmation page appears.
- You will receive an automatic email with your Test Taker Authorization Code and information about the test center. <u>Do not lose</u> your Test Taker Authorization Code. You will need this code, along with your voucher and a photo ID, to sit for the exam.
- 6. Click **Print** to retain a physical copy of your appointment for your records. Notice your **Test Taker Authorization Code** is on this page.
- 7. Click **Done** to close the page.
- 8. Your Webassessor homepage appears and the exam you registered for displays under My Assessments.



ONLINE PROCTORED (OLP) EXAM - FUSE ONLY

Active U.S. military personnel who are currently stationed outside of the United States may take the FUSE exam in an online proctored (OLP) environment using a computer, webcam, microphone, and Kryterion's Sentinel Secure software. Test takers may register for an online FUSE exam by following the steps on pages 2 - 8 of this user guide. Test takers who elect to take the FUSE exam online must confirm that their computer meets or exceeds hardware and software requirements before scheduling their exam.

REVIEW HARDWARE/SOFTWARE REQUIREMENTS

Before registering for an OLP exam, please make sure that you have administrative rights/the ability to make changes to the computer you'll use on exam day. Additionally, the exam computer must meet or exceed the requirements noted below. Please visit the following websites to confirm that your internet speed, webcam, and microphone are suitable for an OLP exam:

- Speed Test: <u>https://www.kryteriononline.com/webcam-checker</u>
- Microphone Test: <u>https://www.onlinemictest.com</u>
- Webcam Test: <u>https://www.onlinemictest.com/webcam-test</u>

	Minimum Requirements		
Hardware	 Available Space: 50MB Screen Resolution: 1024 x 768 Internet Speed: 1Mbps upload/download Mouse and keyboard 		
WebCam	 Built into your computer or stand alone Video Resolution: 720p Refresh Rate: 30fps NO auto zoom/auto focus 		
Microphone	Built into your computer or connected via USB 2.0		
Operating System	 Windows: 7, 8.1 and 10 MAC: OSX 10.10, 10.11 or 10.12 		
Browser	 Internet Explorer 11 or latest version of Safari, Firefox, or Chrome Adobe Flash: latest version Pop-up Blocker: disabled 		

SCHEDULE YOUR EXAM

After confirming that your computer meets or exceeds the hardware and software required to take an OLP exam, schedule your test appointment by following the steps outlined on pages 3 - 4 of this document.

INSTALL SENTINEL SECURE

After scheduling an OLP exam, you must install Sentinel Secure. Sentinel Secure is the software you will use to create a biometric profile and confirm your identify. SAGES recommends that you install Sentinel Secure at least three days prior to your test appointment. If you have any issues during the installation process and need help, please contact Kryterion support at olpsupport@kryteriononline.com or by calling 1-877-313-2008 (U.S.) or +001-602-659-4679 (international).

Updated: January 2020



- 1. Log in to your Webassessor account by going to <u>www.webassessor.com/sages</u>.
- 2. Download the Sentinel Secure software.
 - a. On the right-hand side, click Install Sentinel.
 - b. Follow the prompts to install the software.

Hello !	NEW SENTINEL UPDATE IS NOW AVAILABLE	
Welcome to the FUSE Testing Center.	Uninstall Sentinel, and then download and install the latest	
Below are details on your registered assessments.	version of Sentinel in Step 1 below.	
	If you have not installed the latest Sentinel or you are unsure, click the button below and run the installation program.	
	Install Sentinel	
	Create your Biometric Profile - If you have not completed your Biometric Enrollment, a button will appear below. You must complete the Biometric Profile prior to taking an OLP test.	
	Enroll In Biometrics	

Print this page before proceeding! You will <u>NOT</u> be able to use other applications while completing step 4.

CREATE A BIOMETRIC PROFILE

Once Sentinel Secure is installed, launch the software to create your biometric profile. The biometric profile you create will consist of keystroke analytics and facial recognition. This distinct, measurable identifier will be used by your proctor on test day to confirm your identity.

- 1. Log in to your FUSE Webassessor account by going to <u>www.webassessor.com/sages</u>.
- 2. On the right-hand side, click Enroll in Biometrics.

Hello !	NEW SENTINEL UPDATE IS NOW AVAILABLE
Welcome to the FUSE Testing Center.	Uninstall Sentinel, and then download and install the latest
Below are details on your registered assessments.	If you have not installed the latest Sentinel or you are unsure, click the button below and run the installation program.
	Install Sentinel
	Create your Biometric Profile - If you have not completed your Biometric Enrollment, a button will appear below. You must complete the Biometric Profile prior to taking an OLP test.
	Enroll In Biometrics
l	

- a. When prompted, click **Allow**.
- b. Webassessor will open Sentinel Secure on your computer. *Note: Your computer firewall may prompt you to allow Sentinel Secure to make changes to your computer. If this happens, accept the changes to proceed.*



	Sentinel Secure	
	Kryterion Inc.	
Loading		

- 3. Sentinel Secure will open and lock you out of all other applications.
 - a. Click Continue.
 - b. Read the Terms of Service and click "Yes, I accept."
 - c. The keystrokes analytics page will appear.
 - i. Read the directions to the left.
 - ii. In the text box, type the phrase you see on the screen.

Note: be sure to click **Enter** after typing the phrase. You will repeatedly type the phrase to create a baseline. You can track the progress of the baseline by viewing the progress bar at the bottom of the page.

- d. When done, the video capture page will appear.
 - i. Read the directions to the left.
 - ii. Click Start to capture your image.
 - iii. After your image is captured, the completion page will appear.
 - iv. Click Exit at the bottom of the screen to close Sentinel Secure.



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TAKE THE EXAM

On the day of the exam, ensure that your surroundings are quiet and free from distractions. Test takers should be prepared to confirm their identity by verifying their biometric profile and presenting a photo ID to the proctor who will monitor the test session.

- 1. On the day of your exam, ensure that:
 - a. The room is well lit and free from distraction.
 - b. The area is clutter free and contains only one computer, one monitor, and one keyboard and mouse.
 - c. You are not wearing watches, bracelets or necklaces.
 - d. There is no cell phone present.
 - e. You do not read the exam aloud.
 - f. You stay within the view of the camera.
 - g. You have your FUSE exam voucher.
- 2. Log in to your Webassessor account at <u>www.webassessor.com/sages.</u>
- 3. Scroll down to Upcoming Assessments and click **Launch.** The launch button will appear 10 minutes prior to your scheduled exam time. If you don't see the launch button, hover over the question mark icon for more information.
- 4. After clicking Launch, Sentinel Secure will open.
 - a. Verify your biometric profile by typing in the phrase that appears on the screen.
- 5. Once your profile is confirmed, the video camera preview page will appear.
 - a. Use the preview to confirm your camera and microphone work.
- 6. Click I'm Ready to Begin Exam to invite the proctor to your test session.
- 7. The proctor will ask you to verify your identity. When prompted:
 - a. Hold a valid photo ID up to the camera.
 - b. Hold a valid FUSE voucher up to the camera.
- 8. After the proctor verifies your identity the FUSE exam will start. Please note that you will be monitored and recorded during the entire exam. If you experience technical issues during the exam, click the "?" in the top right-hand corner of the page to alert the proctor.
- 9. Log out of Webassessor after completing your exam.
- 10. Email or fax your FUSE test voucher to the SAGES office: info@fuseprogram.org or 310-437-0585.



FREQUENTLY ASKED QUESTIONS

I FORGOT MY USERNAME. HOW DO I FIND OUT WHAT IT IS?

Please click the **Forgot Password** link at the top of the page. Under **Forgot Login**, enter the email address you provided when registering for an account and click **Submit**. An email containing your username will be sent to you.

I FORGOT MY PASSWORD. HOW DO I FIND OUT WHAT IT IS?

Please click the **Forgot Password** link at the top of the page. Under **Forgot Password**, enter your username and click **Submit**. An email containing a link to reset your password will be sent to the email address you provided when registering for an account.

WHAT SHOULD I DO IF I FORGOT OR LOST MY TEST TAKER AUTHORIZATION CODE?

Please reference the email sent to you when you registered for the exam or log in to Webassessor and click the **Reschedule/Cancel** link to view your registration details. A reminder email containing your authorization code will also be sent to you 48 hours prior to your test appointment.

I'VE CREATED AN FLS ACCOUNT BEFORE AND USED MY ONLY WORKING EMAIL ADDRESS. HOW CAN I CREATE AN FES OR FUSE ACCOUNT?

You do not need to create a separate account to register for an FES or FUSE exam. You may use your existing account to register for any Fundamentals exam.

WHY DON'T I SEE THE EXAM I WANT TO REGISTER FOR?

If you are attempting to schedule a retest you may be doing so prematurely. Test takers must wait at least thirty (30) days following the original test date before scheduling a retest. If the assessment is still not passed after the first retake, then you must wait at least six (6) months for the next retake for FLS, or thirty (30) days for FES and FUSE.

DO I HAVE TO SCHEDULE A SEPARATE APPOINTMENT TO RETAKE THE MANUAL SKILLS TEST?

No. If retaking both parts of the exam you will take the manual skills test in conjunction with the written test during your scheduled appointment for FLS and FES. If you only need to retake your manual skills test, please select the corresponding exam.

CAN I SCHEDULE MORE THAN ONE EXAM APPOINTMENT?

You will not be able to make more than one exam appointment for the same exam.

WHAT IF I DON'T SEE ANY AVAILABLE DATES/TIMES LISTED FOR THE TEST CENTER I HAVE SELECTED?

Test centers are required to post a minimum of five appointments per month in their Webassessor schedule at least 90 days in advance. If you are unable to find any available appointment times, please contact the SAGES Fundamentals office using the contact information below.



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Society of American Gastrointestinal and Endoscopic Surgeons

THE TEST CENTER WHERE I AM TRYING TO SCHEDULE MY EXAM APPOINTMENT DOES NOT HAVE ANY AVAILABLE APPOINTMENTS PRIOR TO THE EXPIRATION DATE INDICATED ON MY VOUCHER.

Contact the test center directly to inquire about a specific date/time not listed in their schedule. Many test centers are able to accommodate specific appointment time requests.

HOW FAR IN ADVANCE SHOULD I SCHEDULE MY EXAM APPOINTMENT?

We recommend scheduling your appointment at least two weeks in advance. Some test centers require additional forms/paperwork for admittance (i.e. military hospitals, security regulations), so be sure to review the "important location information" for each test center prior to scheduling your appointment.

HOW LONG WILL I BE AT THE TEST CENTER FOR MY EXAM APPOINTMENT?

The total exam time depends on several factors. Please allow for approximately 15 – 20 minutes for check-in and pretesting procedures. The total exam duration times listed below are approximate.

	FLS	FES	FUSE
Full Exam	2 hours	2 ½ hours	1 ½ hours
Written Retest	1 ½ hours	1 ½ hours	1 ½ hours
Skills Retest	45 minutes	1 hour	

WHY DON'T I SEE THE OPTION TO RESCHEDULE OR CANCEL MY EXAM?

The option to reschedule or cancel an exam in Webassessor is available up to 72 hours prior to your exam appointment. Please contact the SAGES office directly to reschedule or cancel after this period.

DO I HAVE TO CREATE ANOTHER ACCOUNT TO SCHEDULE A RETEST?

No. Retests must be scheduled in Webassessor using the account you created to schedule your original exam.

WHAT DO I DO IF THE WEBSITE IS SLOW OR NOT RESPONDING?

Refresh the page by clicking on the refresh button in your browser window or hitting the F5 key on the keyboard. Note: Some keyboards require you to hold the 'fn' and the F5 key simultaneously. If the problem persists, try deleting your browser's temporary internet files and reloading Webassessor.

HOW DO I FIND THE CONTACT INFORMATION FOR A TEST CENTER?

If you have a scheduled test appointment, test center contact information can be found in the confirmation email that was sent to you upon scheduling your appointment. If you do not have a scheduled test appointment, please contact the SAGES Fundamentals office to obtain the contact information for a specific test center(s).

I'M TAKING AN ONLINE PROCTORED (OLP) EXAM. WHAT SHOULD I EXPECT?

- 1. <u>You'll need a web camera</u> for your desktop or laptop computer. This enables our certified proctors to monitor you while you take an exam.
- 2. <u>You'll also need a microphone</u> for your desktop or laptop computer, so that our proctors can hear you and your surroundings.
- 3. You'll need to install Sentinel Secure, the secure test platform you'll use the day of the exam.

I'M HAVING TROUBLE INSTALLING SENTINEL SECURE. WHO SHOULD I CONTACT?

If you have any issues during the installation process and need help, please contact Kryterion support at olpsupport@kryteriononline.com or by calling 1-877-313-2008 (U.S) or +001-602-659-4679 (international).



I'M TAKING THE FUSE EXAM AT AN INTERNATIONAL TEST CENTER. HOW DO I CONTACT THE TESTING CENTER?

For international testing center related questions please contact the KTN Support Team at 1-800-403-6199 (US) or +001-602-281-3591 (International) or send an email to <u>ktnsupport@kryteriononline.com</u>. We are available from 7:00 AM Monday through 7:00 AM Saturday (Mountain Standard Time).

WHO DO I CALL IF I HAVE QUESTIONS?

If you have additional questions, please contact the SAGES Fundamentals office:FLSFESPhone: (310) 437-0544 Ext. 137Phone: (310) 437-0544 Ext. 149Email: fls@sages.orgEmail: info@fesprogram.org

FUSE Phone: (310) 437-0544 Ext. 149 Email: <u>info@fuseprogram.org</u>