Applying for the COAST Typing Test

1. **Click Here**.
2. Select the 'Apply' link towards the top of the page.
3. If you already have an account, use your username and password to log in.
    a. To create an account, select the 'Here' link.
    b. Create a username, (enter a valid email address if you want to be notified by email), a password and a password hint.
    c. Select 'Save.'
4. Once you login you will be viewing your Applicant Portal.
    a. Select the 'Create Application' button.
    b. Enter a name for the application, and select 'Create Application.'
5. Fill in the required information denoted by the blue asterisks, as well as any optional information you wish to provide. Select 'Save and View Application.'
6. When finished, select 'Step 2: Go to Agency Wide Questions.'
7. Answer the required questions denoted by the blue asterisks and any of the optional questions you wish to answer.
8. Select 'Save and Proceed.'
9. Review your application to ensure that it is correct and complete then select 'Confirm Application.'
10. Read the statement and select 'Accept.' This serves as the electronic signature. If you select 'Decline' you will not be able to submit your application.
11. The next screen will have a confirmation of receipt.
12. Click on the 'Click here for a printable version of the application you just submitted'.
13. Print your application.
14. Bring your printed application when you go to the testing center.