



Paragon

TESTING ENTERPRISES

How to complete your
LPI Test registration

Introduction

Thank you for registering for the LPI Test.

Please see below for instructions on setting up your LPI Account and completing your registration.

1. Sign into your LPI Account

To sign into your **LPI Account**, open <https://www.lpitest.ca/> with your browser, and click on **SIGN IN** on the top right.

You will be directed to the **Sign In** page. Click on **Forgot your password?**

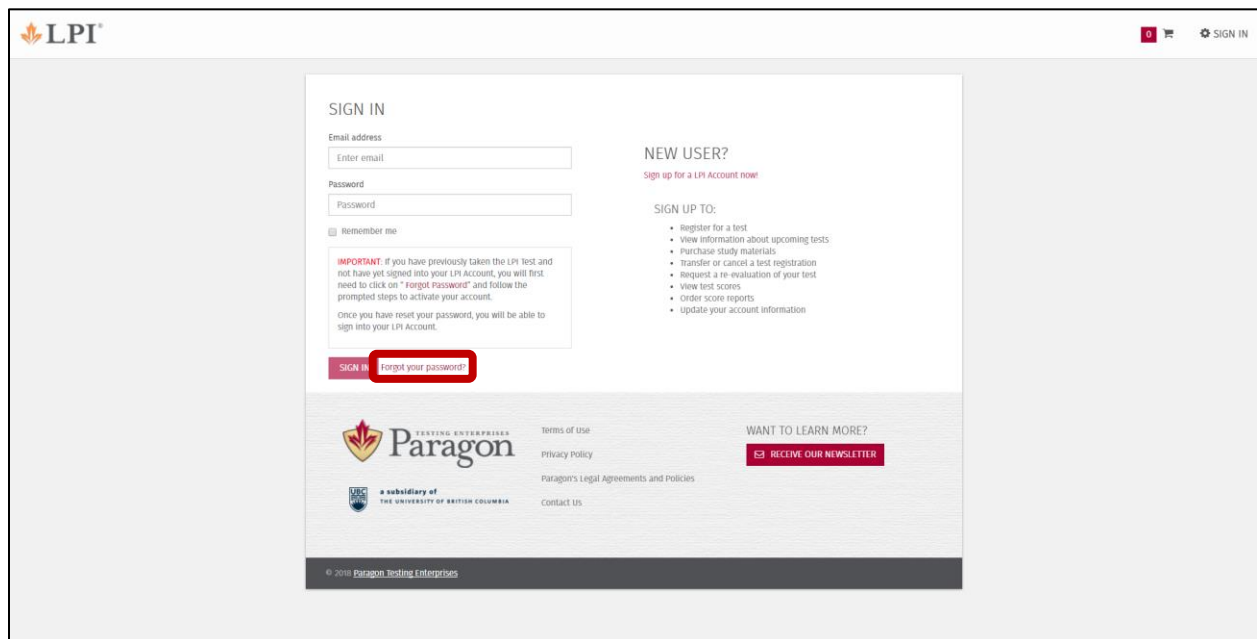


Figure 1: The LPI sign-in page.

From this page, please enter the email address provided to Paragon when you registered for your LPI Test.

An email will be sent to your email address asking you to reset your password.

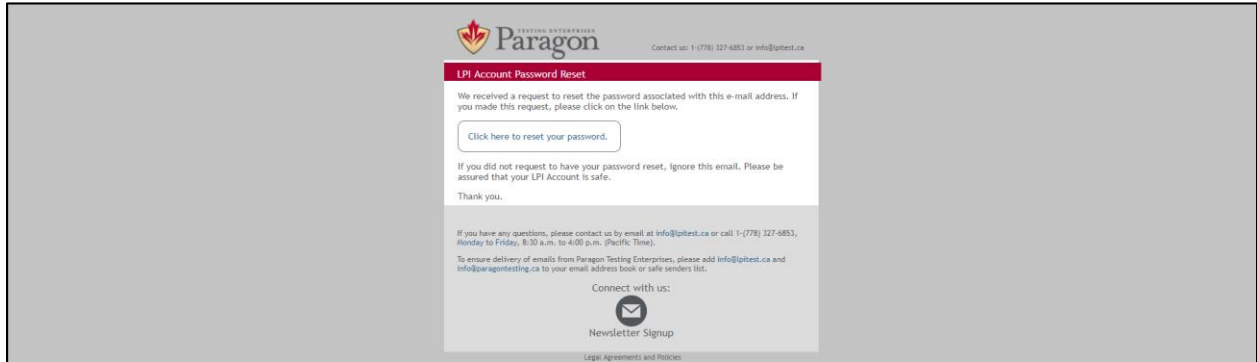


Figure 2: The LPI Account Password Reset email.

Clicking the link will take you to the **RESET PASSWORD** screen, where you will be able to enter your new password:

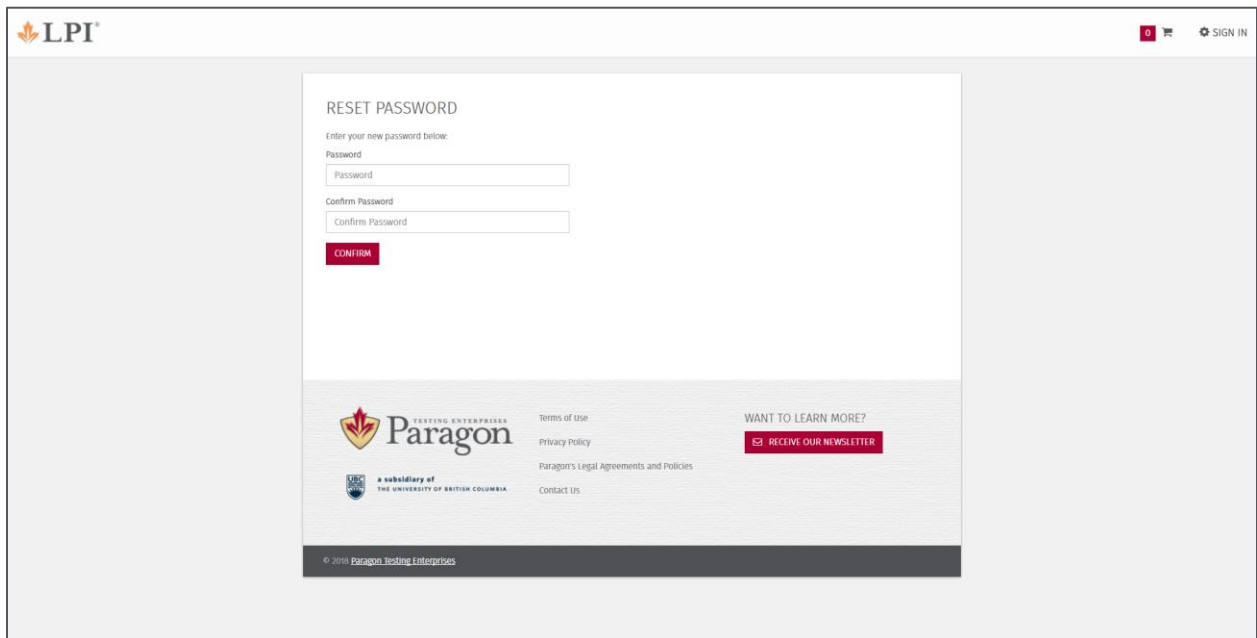
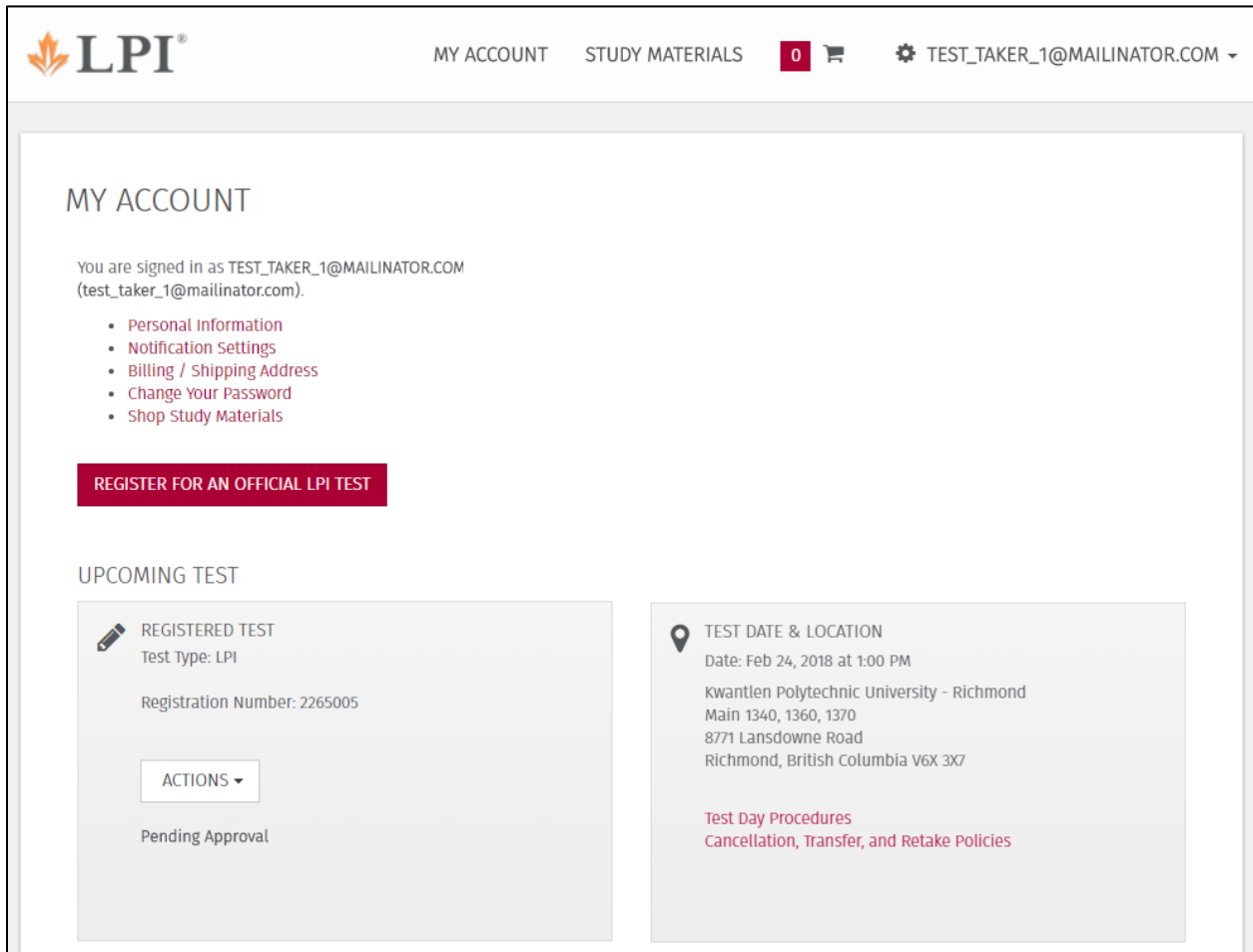


Figure 3: The Reset Password page.

Once you have entered your new password, you will be automatically taken back to the **Sign In** page. Enter your email address and password to be taken to the **My Account** screen:



The screenshot shows the 'MY ACCOUNT' page of the LPI website. The user is signed in as TEST_TAKER_1@MAILINATOR.COM. The page features a navigation bar with 'MY ACCOUNT', 'STUDY MATERIALS', a shopping cart icon with '0', and a user profile icon with the email 'TEST_TAKER_1@MAILINATOR.COM'. Below the navigation bar, the 'MY ACCOUNT' section includes a list of links: 'Personal Information', 'Notification Settings', 'Billing / Shipping Address', 'Change Your Password', and 'Shop Study Materials'. A prominent red button reads 'REGISTER FOR AN OFFICIAL LPI TEST'. The 'UPCOMING TEST' section is divided into two columns. The left column, titled 'REGISTERED TEST', shows 'Test Type: LPI', 'Registration Number: 2265005', an 'ACTIONS' dropdown menu, and 'Pending Approval'. The right column, titled 'TEST DATE & LOCATION', shows the date 'Feb 24, 2018 at 1:00 PM' and the location 'Kwantlen Polytechnic University - Richmond, Main 1340, 1360, 1370, 8771 Lansdowne Road, Richmond, British Columbia V6X 3X7'. Below the location information are links for 'Test Day Procedures' and 'Cancellation, Transfer, and Retake Policies'.

Figure 4: The My Account screen.

On the **My Account** screen, you will be able to see many self-serve options, and information on your upcoming test(s).

2. Submit a photo

Under **UPCOMING TEST**, you will notice the words: **Pending Approval**.

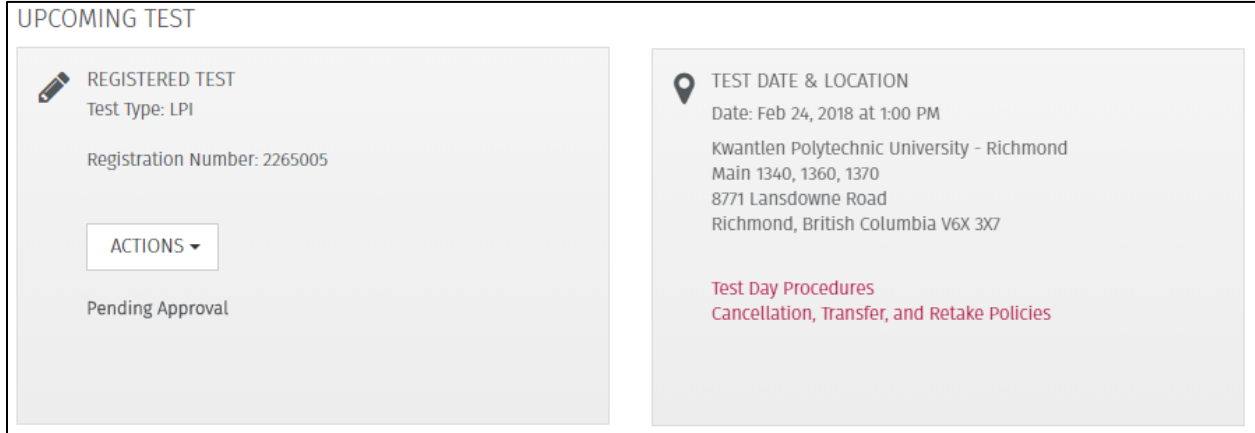


Figure 5: The Upcoming Test section in your LPI My Account screen.

To complete your registration, you will need to submit a photo online.

If you click on the **ACTIONS** drop-down menu, you will see an option for **Photo Upload**. Click on that to bring yourself to the **PHOTO UPLOAD** screen:

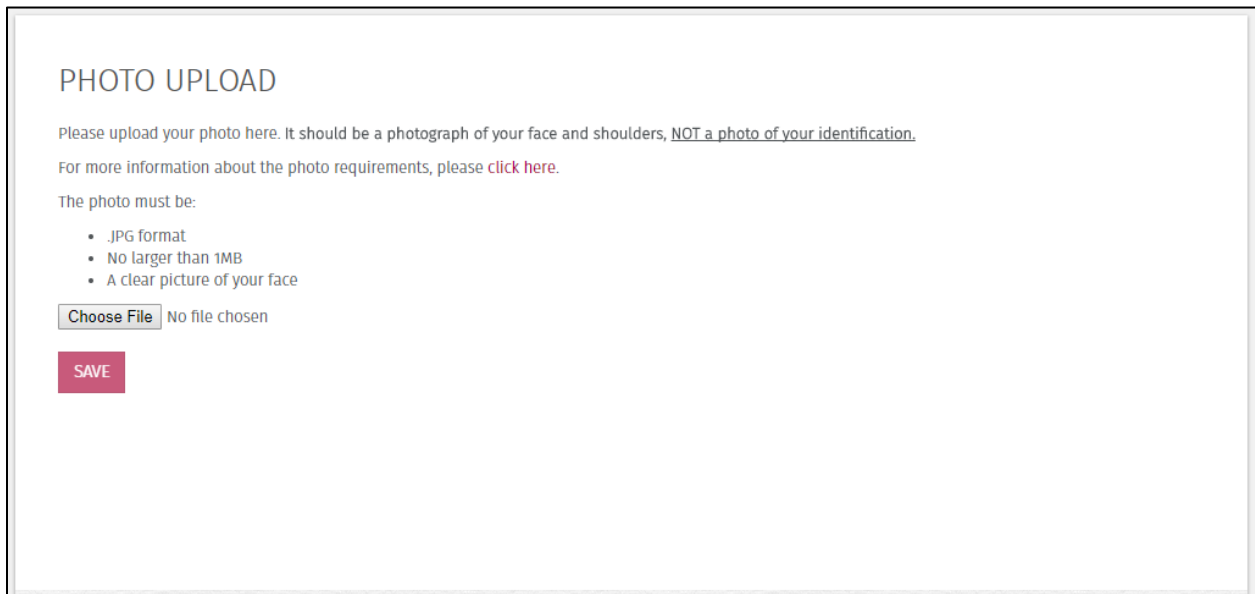


Figure 6: The Photo Upload page.

Click on the **Choose File** button to select a photo of yourself, then click the **SAVE** button.

IMPORTANT!

The photo you submit must meet our photo requirements.

[Click here for more information.](#)

Once your photo has been submitted, the status will still show as **Pending Approval**. The LPI Office will first review your photo to see if it meets our requirements.

If your photo does not meet our requirements, you will receive the following email:

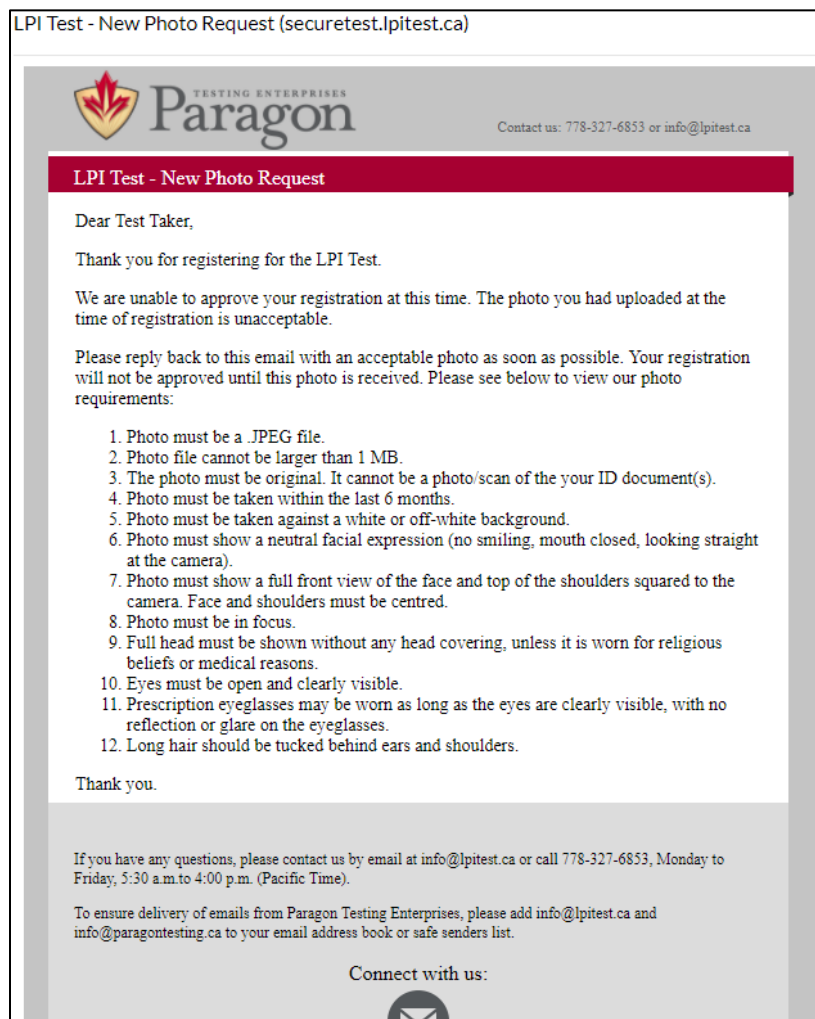


Figure 7: The LPI Test New Photo Request email.

Please reply to the email, and attach a proper photo.

3. Completing your Registration

If your photo is suitable, the LPI Office will approve your registration. In your **LPI Account**, the **Pending Approval** status on your test registration will no longer appear.

You will then receive a **LPI Test Confirmation** email:

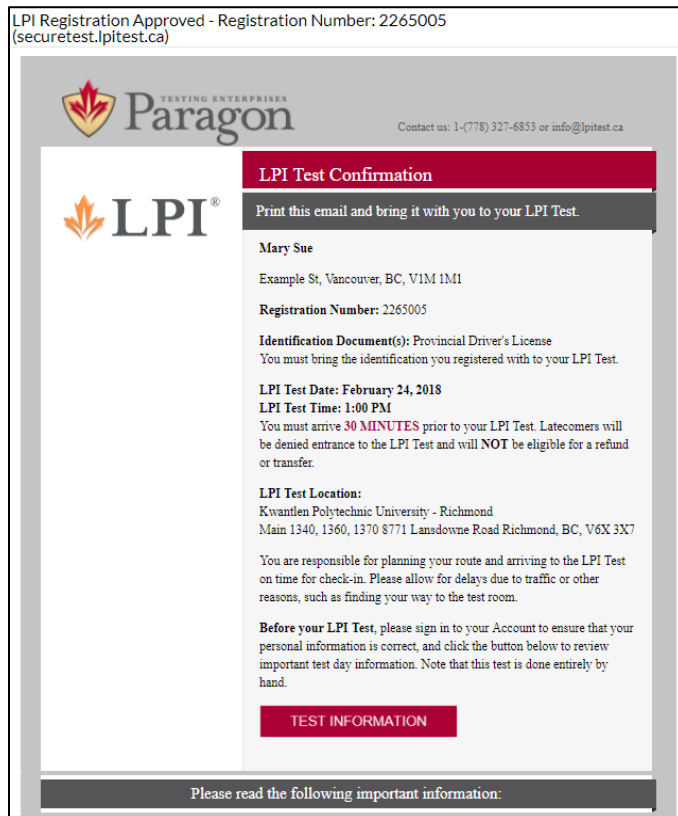


Figure 8: The LPI Test Confirmation email.

You are now officially registered for the LPI Test.

Please review the email before you test. You must print the **Test Confirmation** email and bring it to your test sitting along with your identification.

Contact Information

If you have additional questions about using your **LPI Account** that is not covered in this guide, please contact Paragon:

Email: info@lpitest.ca

Telephone: Toll Free (within North America): 1-800-958-5186

Phone: 1-(778) 327-6854

Fax: 1-(604) 253-1287