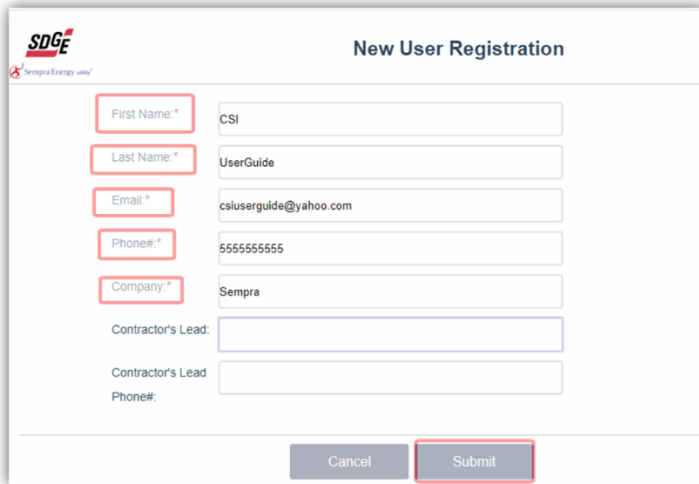


How do I register for an exam?

Registering for an Exam -Guest

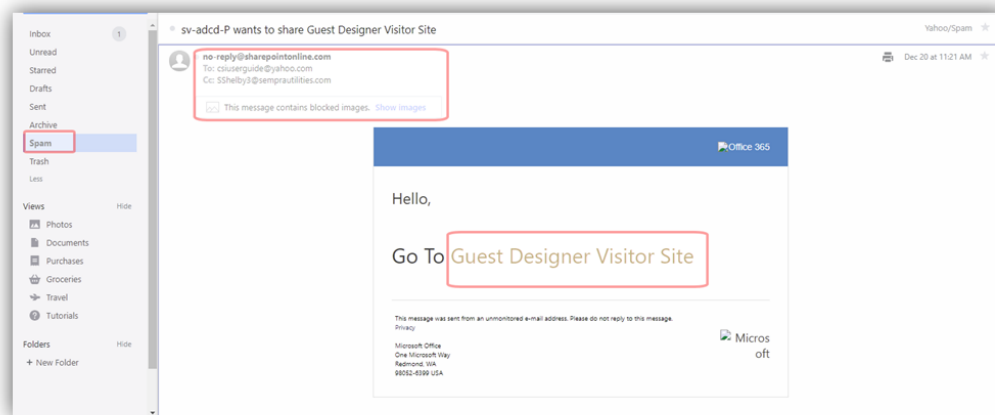
You are considered a guest if you do not have an active SDG&E contractor email (example@seucontractor.com or example@sdgecontractor.com)

- [Click Here](#) and complete the intake form

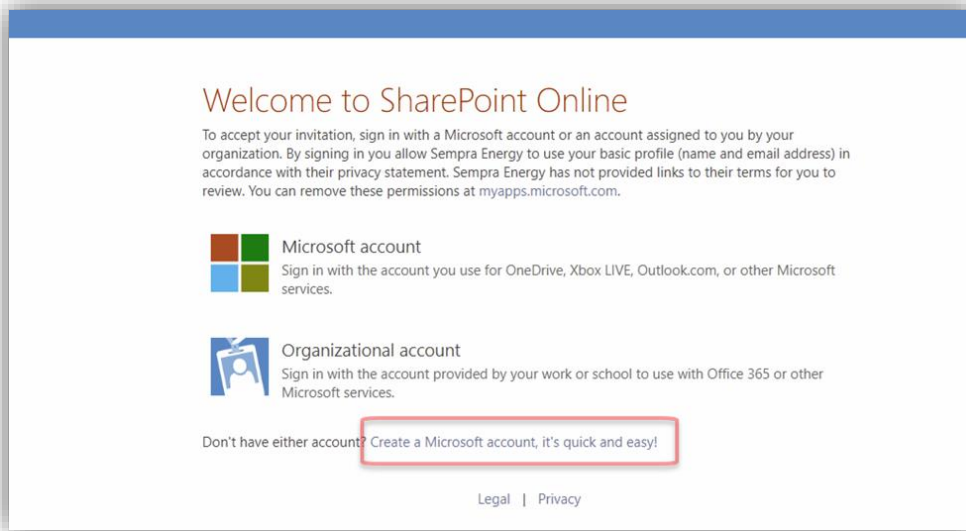


The image shows the 'New User Registration' form for SDGE (Semptra Energy). The form includes fields for First Name (filled with 'CSI'), Last Name (filled with 'UserGuide'), Email (filled with 'csiuserguide@yahoo.com'), Phone (filled with '5555555555'), and Company (filled with 'Semptra'). There are also fields for 'Contractor's Lead' and 'Contractor's Lead Phone#'. At the bottom, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red border.

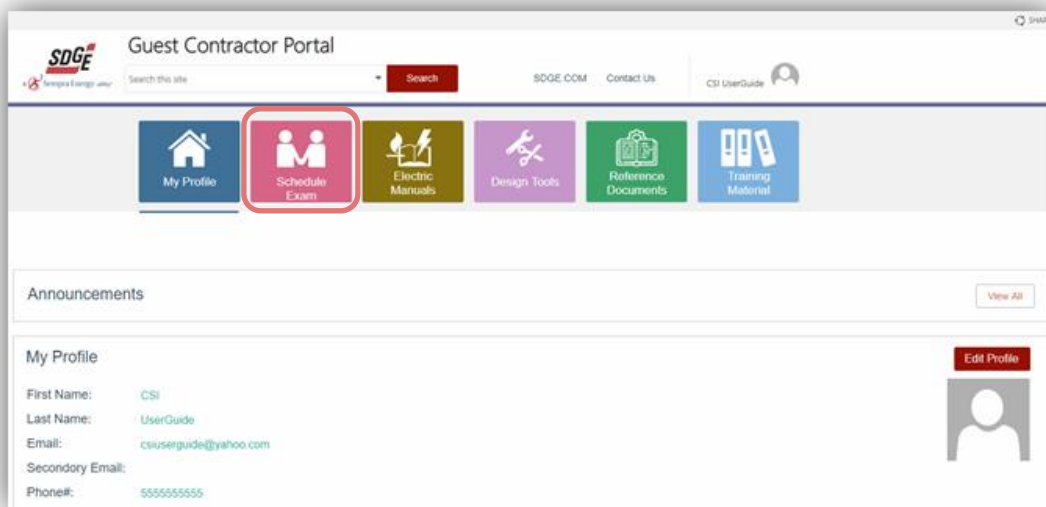
- Once completed and submitted, an e-mail will be sent to the personal registered email ID. Login to the account and check the inbox. Click on the link mentioned in the email. ***Please be sure to check the spam/junk folder if you have not received the e-mail.**



- After clicking on the 'Guest Designer Visitor site' link, you will be taken to the following Microsoft account page. Click on create a Microsoft account if you do not have a Hotmail, MSN, Gmail or Yahoo account. ***Please note that some organizational email accounts have security settings that will prevent the site from working correctly.**



- A verification code will be sent to the registered e-mail address. Verify email, and you will be brought to the ADCD Guest Site where you can register for an exam by click on the “Schedule Exam” tile.



Registering for an Exam - Internal

- [Click here](#) to access the Internal ADCD site via Citrix
- A page will appear to request access to the site

You need permission to access this site.

I'd like access, please.

Request Access

- A representative from SDG&E will review your request for approval
- If approved, an email will be sent to SDG&E contractor email account with link to site.

Go to [Internal Designer SharePoint Site](#)

[Follow](#) this site to get updates in your newsfeed.



Get the SharePoint mobile app!



- Proceed to site using SDG&E contractor login credentials to access



Sign in with your organizational account

someone@example.com

Password

Sign in

Sign in with your email address and your Active Directory (LAN) password.

- Once completed, you will have access to the Internal ADCD Site for exam registration.



Internal Contractor Portal

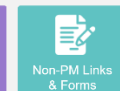
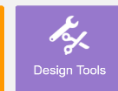
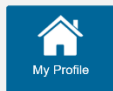
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