

# BACE

## Biotechnician Assistant Credentialing Exam

### ACCESSING UF E-LEARNING

AY 23 - 24

Candidate enrollment into Biotility courses and exams within UF e-Learning is managed through UF Professional and Workforce Development (UF PWD). This document provides step-by-step instructions for completing the candidate enrollment process for both new and existing users through UF PWD's Destiny One system. However, to log in to an existing enrollment please refer to the instructions provided under [Log in to UF e-Learning](#) (Pg.2).

Candidate Enrollment Links are generated by Biotility. Candidates receive Enrollment Links depending on how they register:

- **Individual Registration** - Candidates receive Enrollment Links from Biotility by email within one week of payment. Payment is collected during the Candidate Enrollment Process.
- **Registration through an Exam Site** - The Exam Site Administrator receives Enrollment Links directly from Biotility at least one week in advance of the course or testing event window. The Site Administrator is responsible for distributing the Enrollment Links and Discount Code to their candidates. Payment is bypassed by use of the Discount Code during the Candidate Enrollment Process.

Note: Candidates taking the Paper and Pencil Test only receive an Enrollment Link for the BACE Practice Exam. Those taking the Computer-Based Test receive Enrollment Links for the BACE Practice Exam **and** the BACE.

### BACE Candidate Enrollment Process

#### Candidate Enrollment

1. Select the Enrollment Link.
2. On the Course Page:
  - a. Review the Course Description.
  - b. Select the orange plus ( + ) next to the course offering.
  - c. Select **Add to Cart**.
3. In the Cart View:
  - a. Candidates registered through an Exam Site should select **Apply Discount**, and enter the Discount Code.
  - b. Select either **Checkout** button to proceed.

#### Tips for Enrolling & Account Creation

- If you do not have an existing school or social account (i.e. Google, LinkedIn, or Microsoft account), you will need to create one.
- Use a social account you can access from your exam site.
- If you have multiple social identities, use the social account connected to your true identity. The account:
  - Must be under your legal name
  - Should have personal information correctly spelled and capitalized
- When providing new personal information to Biotility always use your legal name and proper capitalization and punctuation.
- Always use the same social account to enroll, create an account, and log in.
- Preferably, use a social account you will have access to for years to come. If using a school account, make plans to update your contact information with Biotility prior to losing access when you graduate.

## Destiny One Account Creation or Confirmation

4. Select the desired school or social account type and log in to the associated account (Google, LinkedIn, or Microsoft).
5. Follow the prompts to determine if you have an existing Destiny One account or if you need to create one.
  - **New Users:** Enter the required account information (Name and Email, Address and Telephone, and Marketing Preferences).
  - **Existing Users:** Note: Existing users will see their previously entered information populate – confirm that none of the information has changed.
6. Click **Submit** to save your information.

## Checkout Process


7. Select the **Cart** icon on the top center of the screen to begin the checkout process.
8. On the Checkout Page:
  - a. Confirm the information on screen is correct, then select **Continue Checkout**.
  - b. Answer the Questionnaire.
  - c. Read the Policy Confirmation, then select **Accept**.
  - d. Select **Continue Checkout**.
9. You will be redirected to the Receipt page. A copy of your receipt and registration confirmation will be sent to the email address on file shortly.

## Troubleshooting

- Not receiving our verification emails? Check your spam folder or update your email settings to allow emails from the following domains.
  - @ufl.edu
  - @cerhb.ufl.edu
  - @research.ufl.edu

## Log in to UF e-Learning

To access courses you are enrolled in, follow the steps below:

1. Go to the [UF e-Learning](#) login page.
2. Select **Log In To Continuing Education**.
3. Log in with the social account you enrolled through. 
4. Once in UF e-Learning, select the appropriate course tile from your dashboard.

