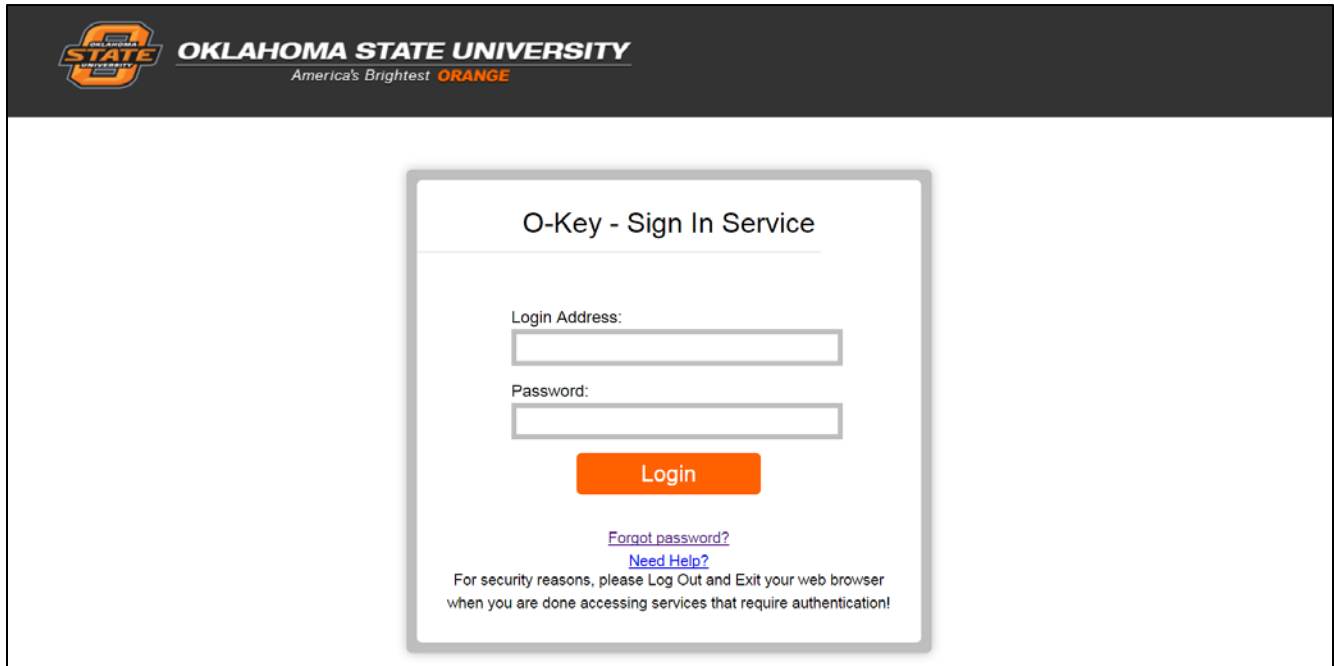


Oklahoma State University

School of Accounting Gateway Exam Registration Instructions

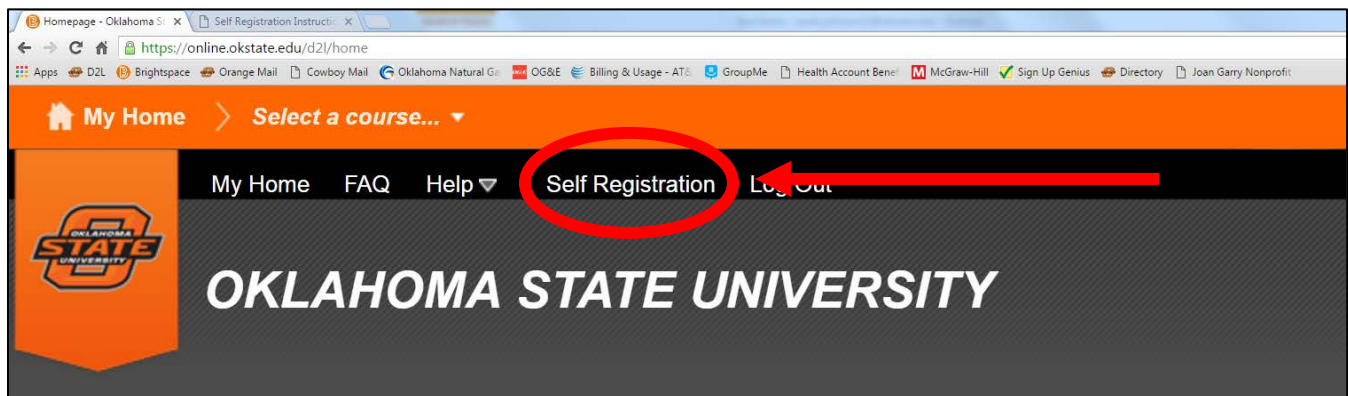
1. Log into your D2L Brightspace account. This can be found at <http://online.okstate.edu>. Only registered students can access this site.



The screenshot shows the 'O-Key - Sign In Service' login page. At the top left is the Oklahoma State University logo and the text 'OKLAHOMA STATE UNIVERSITY America's Brightest ORANGE'. The main content area is a white box with a grey border containing the following elements:

- Title: O-Key - Sign In Service
- Form fields: 'Login Address:' followed by a text input box, and 'Password:' followed by a password input box.
- Button: An orange 'Login' button.
- Links: '[Forgot password?](#)' and '[Need Help?](#)'
- Text: 'For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!'

2. Once logged in, on the Brightspace homepage select the Self Registration link found in the top black navigation bar.



- Select “Accounting Gateway Exam” under “Course Offering Name.” The “Course Offering Code” is “STW_Accounting_Gateway_Exam.”

| Self Registering Course Offerings | | | |
|------------------------------------|--|----------------------|-------------------|
| Course Offering Code ▼ | Course Offering Name | Course Offering Cost | Enrollment Status |
| Human Sciences Career Services | Human Sciences Career Services | | Not Enrolled |
| OKC_Faculty_Resources | OKC Faculty Resources | | Not Enrolled |
| OSU-OKC Adjunct Faculty Resources | OSU-OKC Adjunct Faculty Resources | | Not Enrolled |
| PhD in Business for Executives | PhD in Business for Executives | | Not Enrolled |
| STW_AccountingGatewayExam | Accounting Gateway Exam | | Not Enrolled |
| STW_DieteticInternship | STW Dietetic Internship | | Not Enrolled |
| STW_Graduate_Student_Community | Graduate Student Community | | Not Enrolled |
| STW_NSCI3440_Community | STW NSCI 3440 Community | | Not Enrolled |
| STW_NSCIDidacticPrograminDietetics | STW NSCI Didactic Program in Dietetics | | Not Enrolled |
| STW_Spears Business Assessment | Spears Business Assessment | | Not Enrolled |

- Select the Register button on the bottom right of the form. Complete the required fields. Select the Submit button to complete registration. Select the Finish button to finalize self-registration.

Description

[Course Offering List](#) > **Course Offering Description**

Step 1: View Course Offering Information

Course Offering Name: Accounting Gateway Exam
Course Offering Code: STW_AccountingGatewayExam
Description:

- A course administrator will confirm your acceptance to the site. Once your registration has been confirmed you will have access to all materials for the Accounting Gateway Exam.