

METRO INSTITUTE

Texas Department of Agriculture

To schedule exams, you must have your existing TDA issued current License/Certification number, TDA Approval number or TDA New Account number.

Exam Scheduling: Structural, Agricultural and Weights and Measures

Immediately after registering a TDA approved candidate may schedule approved exams by visiting **Metro Online Services (MOS) website** at www.metrosignup.com.

The scheduling procedure can be summarized as follows:

- Log into the online scheduling system with a unique username and password received at new customer registration. Once logged in, enter the TDA-issued existing Certification Number, New Account or TDA Approval Number to access approved exams.
- Select the exam/s to schedule.
- A list of available testing locations is presented for selection. Customers may schedule an appointment to take an exam at any statewide conveniently located Metro proctored location.
- The available days and times for the selected location are then displayed. Multiple exams may be scheduled on the same day if time permits; alternatively, each exam selected in a purchase may be scheduled on different days.
- Exam, location, and appointment details are gathered and summarized at each step of the scheduling experience; importantly, customer may edit any appointment selections at any time in the process prior to payment.
- Satisfied with the appointment selections, press the checkout button and pay for the exam/s using any major debit/credit card or PayPal account.
- Once scheduled a printable receipt and testing itinerary are provided on screen.
- An email itinerary is sent at the time of scheduling as well.
- The testing itinerary details the day/time and location of all scheduled exams, site directions, ID requirements, testing restrictions, and prohibited items during the exams.
- The customer may return to the scheduling system to reschedule or retake an exam using the same login credentials.
- Exams cannot be cancelled less than 24 hours prior to the appointment. Failure to cancel in time or failure to appear for the appointment will result in the forfeiture of the exam fees.

To register and schedule exams visit www.metrosignup.com. For assistance call Metro toll-free at 877-533-2900 or support@metroinstitute.com

“Get Knowledge”