**Steps for Registering for PAT Online**

(POO0498 Criminal Justice Physical Abilities Test)

1. **Pantherweb**
   - PantherWeb – Go to www.palmbeachstate.edu/pantherweb
   - Click on PantherWeb

2. **Log On**
   - Type your STUDENT ID#. If you do not have your number, you can find it on the back of your PantherCard (ID) or on the confirmation page of your admission application. Type your PIN and click Log On.

3. **My Details**
   - Review and verify your personal information. If you need to change your information, click on each title under My Details to update.

4. **Quick Links**
   - Click on “ADD/DROP CLASSES”

5. **Welcome**
   - Select the term from the drop down list (e.g., Spring Term 2016). Click on “SELECT TERM”

6. **Search for Open Course**
   - Use the search class schedule section to select/add classes to your schedule.
   - OR
   - Enter POO0498 in Course ID/Number field, and press the “SEARCH” button.

7. **Select Course**
   - Click on the reference number of the date that you would like to take the PAT
   - Click on the “CLICK HERE” button to make your selections permanent

8. **Complete Registration**
   - To complete your registration, you must click on the “VIEW/PRINT SCHEDULE AND FEES” button

9. **Payment**
   - Make your payment online. Payment is due at the time of registration.

10. **Print your schedule**
    - Once payment has been made
    - Click on the “PRINT” button on the bottom of the screen to print your schedule
    - Save this Print Out

11. **Medical Release Form**
    - Use the link “Physician Clearance to Test Form” on the Criminal Justice Institute website and print out the form.
    - A doctor must release you to participate in the test based on this form.

12. **Drop Off Documents**
    - BEFORE 3:00pm of the day prior to the test
    - Drop off the signed physician clearance form and a copy of your course schedule

13. **IMPORTANT**
    - IF WE HAVE NOT RECEIVED YOUR SIGNED PHYSICIAN CLEARANCE FORM AND OR PAYMENT HAS NOT BEEN MADE
    - YOU WILL NOT BE ABLE TO TAKE THE TEST