

Editing or Canceling an Online Exam

When to Edit or Cancel an Online Class

- You may only edit or cancel a class prior to starting an exam.

Please Note: The course exam topic cannot be changed after a class has been created. You will need to create a new class to make a course exam topic change. Students must use the exam voucher that matches the Association ManageFirst Program competency guide topic purchased. Exam vouchers are not interchangeable amongst topics.



How to Edit an Online Class

- Go to ManageFirst.Restaurant.org. Click **"Instructor Resource Center"** on the left-hand side of the page.
- Under the column title **"Administer Exams,"** click **"Schedule an Online Exam."**
- Enter your user ID and password and click **"Login."**
- Click **"Edit/Cancel Class."**
- Click **"Edit"** next to the class number you wish to edit.
- After you have made your edits, click **"Save"** at the bottom of the screen.
- If you are canceling a class, click **"Cancel"** instead of edit.
- Enter your reason for canceling and click **"Cancel Exam Request."**