

Quick Guide

# Signing-up to take the Bible Knowledge Exam



# Step 1: Create your account

First, open your browser to [www.cmallianceu.org](http://www.cmallianceu.org). Note the “u” on the end of cmalliance – this is the new Alliance-family learning site, **CMAllianceU**. Then click on the green “Sign Up” button.



**Sign Up for CMAllianceU**

Name \*

First Name

Last Name

My Current Email Address \*

e.g. example@gmail.com

CREATE MY CMALLIANCEU ID \*

john.doe  @CMALLIANCEU.ORG

New Password \*

New Password

Confirm New Password \*

Confirm New Password

Please send me information about the following Programs/Courses I am interested in:

Country

United States

I'm not a robot

Enter your name and email address, and create a username (usually your first and last name). When you sign-in, you'll always use your full username, including the @cmallianceu.org (example: [johndoe@cmallianceu.org](mailto: johndoe@cmallianceu.org)).

Create your own unique password of at least 10 characters that includes ALL of the following

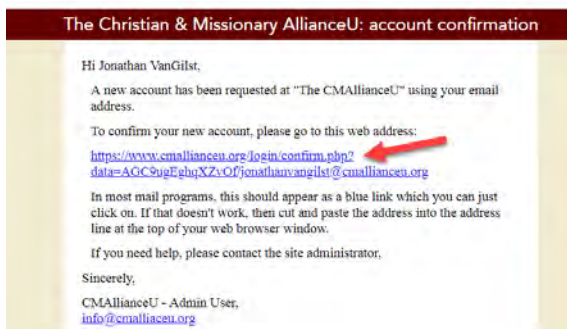
- Lowercase letter(s)
- UPPERCASE letter(s)
- Number(s)
- Symbol(s) (/,#,@,!,&, etc.)

Select your country, and click the box to indicate you are human.

Then click the “Sign Up” button.



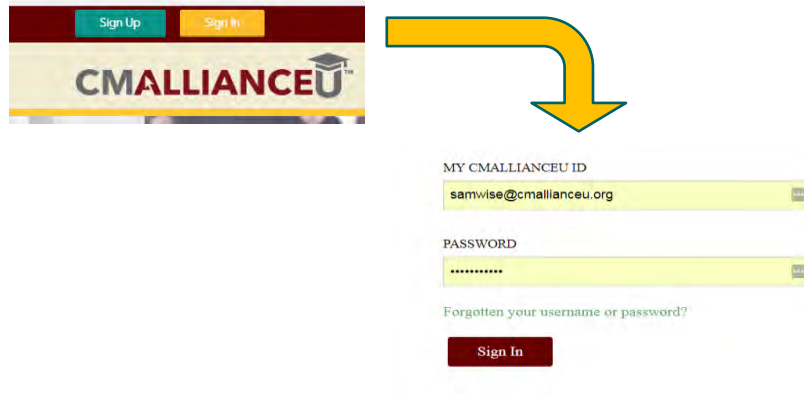
# Step 2: Confirm your account



Now check your email inbox (the address you used to sign up) for a welcome email from CMAllianceU ([info@cmallianceu.org](mailto: info@cmallianceu.org)). Then click on the included link to verify your account.

# Step 3: Locate the exam

Now **Sign In** to CMallianceU with the username and password you just created.



Sign Up Sign In

**CMALLIANCEU**

MY CMALLIANCEU ID  
samwise@cmallianceu.org

PASSWORD  
\*\*\*\*\*

Forgotten your username or password?

Sign In

In the **Programs** tab (top of the page), under *Certificate Courses*, select **Bible Knowledge Exam**.



**CMALLIANCEU** About Us Programs Resources

1

**Programs**

- Ministerial Study Program (MSP)
- Life on Life Formation (LOLF)
- Children's Disciplemaking Leadership Certificate (CDLC)

**Certificate Courses**

- Alliance Polity
- Alliance Strategies
- Peacemaking
- 2 Bible Knowledge Exam

**Free Courses**

- Free Course #1

**For Alliance Employees**

- Child Safety
- Human Resources 101
- Finance 101
- CMA 101

The Bible Knowledge Exam (BKE) is an assessment of your biblical awareness and understanding. It verifies your mastery of scripture and understanding of key people, places, and events in the Bible

- Who is this for? >
- How it works >
- Requirements >
- Question Types >



After reviewing the information about the exam, click on the **Take the Exam** button



# Step 4: Enroll in the Exam

The screenshot shows the 'Personal Information' tab of the enrollment process. It contains various input fields for personal details: Name (Stephens), Address (8595 Euphoric Drive, Colorado Springs, CO 80900), Email Address (karen@kshull.com), Phone (856271342), and District (Choose an item). There are also dropdown menus for 'Winters', 'City', 'State', and 'Association'. At the bottom right, there are two buttons: 'Save & Continue' (highlighted with a red arrow) and 'Save & Exit'.

On the first tab, (*Personal Information*) fill-in any missing information and click the **Save & Continue** button.

Answer the questions on the second tab (*Additional Information*), and click the **Save & Continue** button

The screenshot shows the 'Additional Information' tab. It includes questions about church membership and attendance at Alliance College or Seminary. There are radio buttons for 'Yes' and 'No' for both questions. A text field labeled 'Mark Lynch' is present. At the bottom right, there are two buttons: 'Save & Continue' and 'Save & Exit'.

The screenshot shows the 'Cohort Selection' tab with three options for exam cohorts: 'Bible Knowledge Exam - Simpson Students', 'Bible Knowledge Exam - Alliance Candidates' (highlighted with a yellow border), and 'Bible Knowledge Exam - Nyack Students'. Each option lists dates and maximum seats. At the bottom right, there are two buttons: 'Save & Continue' and 'Exit'.

On the third tab (*Cohort Selection*) choose the group you belong to. **NOTE: Unless you are taking the exam as part of a class at one of the Alliance colleges, choose Alliance Candidates.**

Again, click the **Save & Continue** button.

On the final tab (*Payment*) provide your payment information and click the **Submit** button.

The screenshot shows the 'Payment' tab. It starts with 'Choose A Method of Payment' and radio buttons for 'Use a New Card', 'Use Existing Card', 'Pay by eCheck', 'I have a Grant', and 'I have a Work Account'. Below is a 'Payment Summary' showing a total cost of \$25.00. There are input fields for 'Name on Card' (Erin Mary Lovato), 'Billing Address' (Street, City, State, Zip Code), and 'Credit Card Information' (Card Number, Month, Year, CVC Code). At the bottom right, there are two buttons: 'Submit Enrollment' and 'Exit Enrollment'.

# Step 5: Verify your enrollment

Once you've completed your enrollment in the exam, you'll notice two new **boxes** on your dashboard: one indicates you are enrolled in the exam, and the other provides a list of course assignments (there is only one assignment here—to take the exam!)

You'll also see a **link** to the exam you enrolled in. This provides a quick way to access the exam each time you need to attempt it.

