# Create a Test Center

You can create one test center and use it to train yourself, your staff, and your center at no cost to you.

1. From the menu to the left, click **Center Management**.

2. Click **Enroll Center**.

3. In the **Center Info** section, click the **Center Number** box and enter an identifying number for this center. You can enter up to four (4) digits in this box. Then, click the **Center Name** box and enter the center's name. Ensure you include the word **Test** in the center's name.

4. In the **Primary Contact Info** section, click the **Email Address** box and enter your email address.

5. Complete the remaining required fields and the remaining optional fields, as needed. For details, see **Enroll Centers**.