INSTRUCTIONS FOR VIEWING BOOKS
AND SUBMITTING YOUR EXAMS ONLINE:

- All books are available in .pdf format. From our homepage www.aeiclaimslaw.com, click on the "Student Center" link, then "Student Record." Enter your student id number and last name (make sure your name appears exactly as it appears on our records). Click on the program name and you will see a listing of the courses. Next to the courses will be a book icon. Click on the icon and begin studying.

- Your exam schedule indicates the due date for each exam. The due date is the date by which you must submit an exam. Before submitting an exam you should read the text carefully.

- When you are ready to take an exam go to the AEI website: www.aeiclaimslaw.com, click on the "Student Center" link, then "Online Exam." Enter your student id number and last name. Click on the program name and you will see a listing of the courses. Click on the course and the exam and answer sheet for that course will be generated. We strongly recommend that you print out the exam questions at this time to use as your working copy. After printing out the exam questions, you need not enter the answers immediately, but may take additional time to read the questions carefully and decide on your answers using your textbook as a reference. The answers must be submitted online.

- After you have submitted your exam answers, your grade will appear on the screen and is entered on your AEI record. Counselor comments will also appear on the screen to help you understand your performance on the exam. Click on the blue print button and a pdf file will be made. You can then print or save the comments for your records.

- If you fail an exam, you will be locked out of the system for 3 days. That exam will be assigned a new available date and you will be able to take a makeup at that time.