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## NEOGOV – Exam Self-Scheduling Instructions

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This guide describes how to self-schedule for your reporting date and time for the Oral Board and Role Play exams using the NEOGOV job applications system web site.

The Process consists of the following basic steps:

- Login/Sign-in through your existent Account
- Find Job you already applied
- Click on the Job
- Check Application Status
- Schedule an exam

### **Follow these steps to Sign In:**

1. From [BlueNet](#) click on the [FairfaxNet](#) link of the right side of the screen.
2. Once in [FairfaxNet](#) click the [Online Services](#) tab at the top of the screen.
3. Under [Online Services](#) click either [Promotional](#) or [Open](#) to go to log in screen.
4. From the displayed job announcement click the [Applicant Login](#).
5. You will now be prompted to [Sign-in](#). To sign in please enter your [Username](#) or [Email](#) and lastly your [password](#).

### **Find Job:**

1. Once signed-in find your application by looking at the jobs you applied on the screen.

### **Schedule an Exam:**

1. Applications where you can schedule an exam are noted with a "[Schedule Appointment](#)" link.
2. Proceed to click on [Schedule Appointment](#) to schedule your exam and a list of dates and times displays.
3. Select a date and time and then click [Confirm Appointment](#).
4. Once you have submitted, the application status now shows the dates and times of the exam appointments.