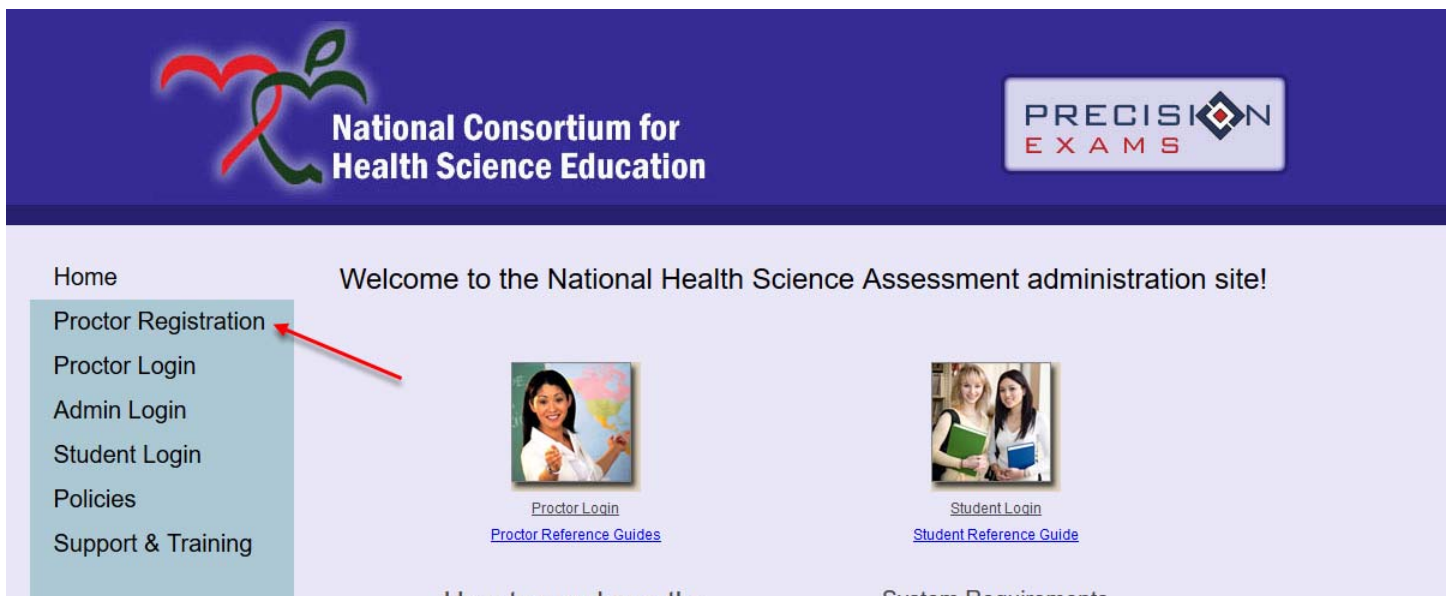


Proctor Registration

Step by step instructions to register as a proctor.

- ◆ Go to <http://www.precisionexams.com/nchse>
- ◆ Select **Proctor Registration**



- ◆ **Step 1 of 4:** Enter the required information and click **Next**

Next

Step 1 of 4

Contact Information

First Name * Work Phone * Ext.

Last Name * Mobile Phone

Email *

School/District - You may assign yourself to more than one school

State *

District *

School *

Assign School

Password

Create Password * Passwords must be at least 8 characters and contain both letters and numbers.

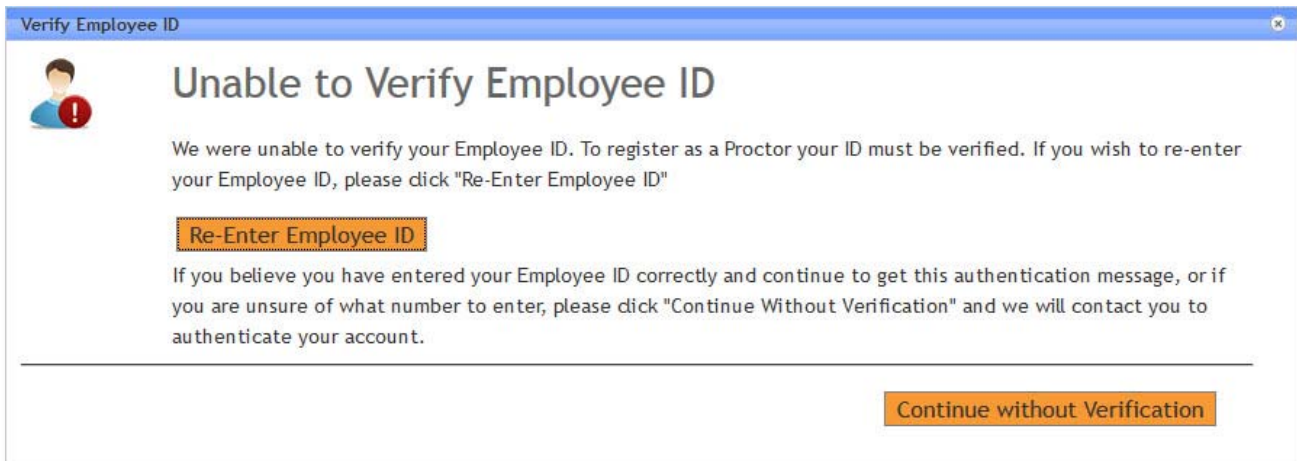
Confirm Password *

State or District Issued Employee ID

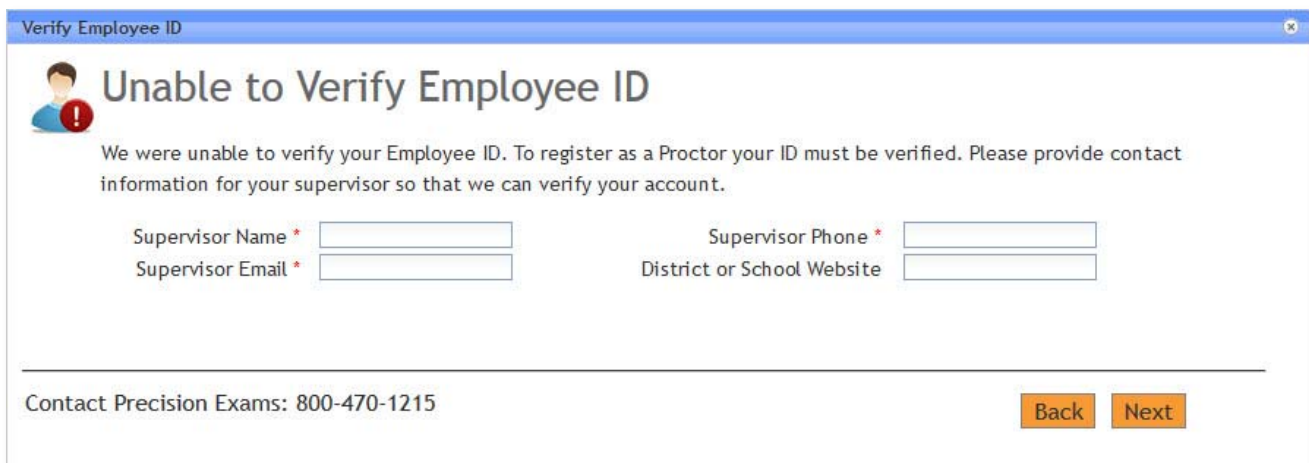
Employee ID * Please use a unique ID number issued by your State or District office. If you are a professional proctor, please use a unique ID, such as an employee ID.



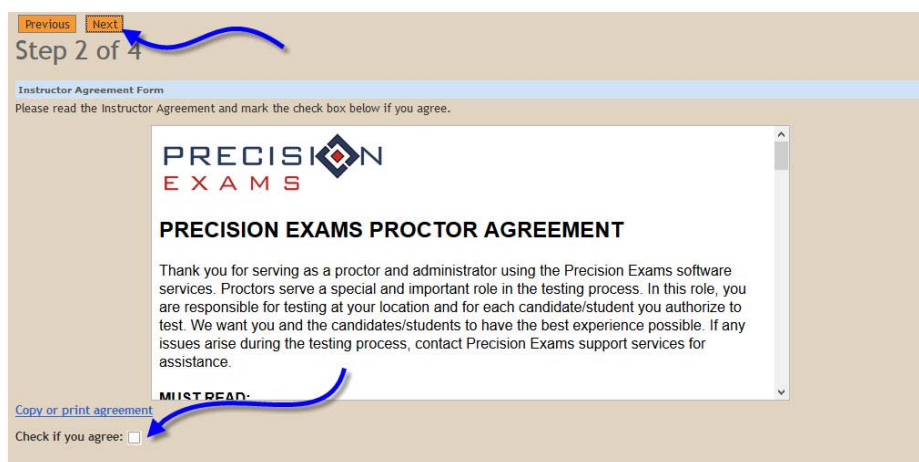
- ❖ If we are not able to verify your Employee ID, you will see the following screen. If you want to enter your Employee ID again, please click **Re-Enter Employee ID**.



- ❖ If you believe you have entered your Employee ID correctly, but continue to receive this message, please click **Continue without Verification**. This may happen if we have not received a list of approved Proctors from your state. You will need to provide contact information for your supervisor, whom we can contact to verify your account.



- ❖ **Step 2 of 4:** Read and accept the electronic Proctor Agreement form and click **Next**



◆ Step 3 of 4: Verify your information and click Next

Previous Next

Step 3 of 4

Please review the information below. If anything is incorrect press the "Previous" button and make your changes.

If the above information is correct press the "Next" button and an Instructor Account will be created for you. If you have entered a valid Employee ID you will receive an automatic email with your new password to access the system.

If you do not have a Employee ID a new ID will be generated for you by an administrator. You will receive an email when this process is complete. Please allow 24 to 48 hours for ID requests.

Information Summary

First Name: Tyler
Last Name: Park
E-mail: tyler@tyler.com
Work Phone: 8015555555
School: ZZZ_PE_SCHOOL
Teacher Agreement: Y

◆ Step 4 of 4: Registration complete and a confirmation email will be sent.

-Note- If you completed your registration without being verified, the account will be in a pending status until we are able to contact your supervisor to validate your account.

Technical Support

For technical support, please contact: support@precisionexams.com

For immediate assistance, please call: (801)-653-9356

