

Registering for Assessments

Students who are paying for their assessment:

- Sign into your NLN account.
- Go to Register for Exam.
- Leave all fields BLANK except SITE.
- Delete contents of the Site Field and re-enter institution name.
- If the name begins with “University”, leave it out. (i.e., UNIVERSITY OF NLN - type NLN
- Hit Apply.
- Select the Event you want to register for – Click to register.
- Verify the correct exam is showing and hit SAVE REGISTRATION.
- It will then take you to the page where you will verify the test they want to register for – if correct, proceed to checkout. If incorrect, make changes, update cart and then checkout.

Verify Your Registration After Purchase

- After you have completed your registration Click on the “Home Tab” at the top of the page.
- Listed here you will see your upcoming exam information.

Selecting and Purchasing Your Virtual Exam or Study Materials

Log into the NLN Assessment Testing Portal: www.nlntest.org.

- For virtual exams, click on Buy Exam at the top of the screen.
- Using the search catalog, scroll down to School Products and click the box next to the appropriate exam series.
- Browse through the practice materials and exams and choose Add to Cart for the items you would like to purchase.
- Click on the Shopping Cart and complete your purchase.

Please be advised that due to the nature and security of our product, the NLN has a **NO REFUND. Purchasing the wrong exam or prep materials does NOT qualify for a refund.** Please read carefully and check with your institution or customer support before completing a purchase if you have questions.

Scheduling and Completing your VIRTUAL Exam

Virtual testing is completed with Proctor360

Scheduling Your Exam

After you purchase your virtual exam, you will receive a confirmation email from the NLN with the following instructions:

1. **AFTER** you have purchased your NLN Assessment, go to **Proctor360** to schedule your online exam session. **DO THIS AS EARLY AS POSSIBLE** to increase the likelihood of a convenient date/time slot. You will need to schedule **AT LEAST 48 HOURS IN ADVANCE of your desired testing time.**

2. Click the blue "Register" button next to the name of the assessment you purchased.

3. On the page that loads, you will need to register as a student/test candidate on Proctor360's platform if this is the first time you have used Proctor360. You **MUST** use the same email address that you used to purchase your assessment from NLN.

If you are a new user, click the box below the login button that says "Don't have an account?" If you are a returning Proctor360 user, please log in to your account.

4. Choose from the available dates and times to schedule* your session.

5. Once you have scheduled your exam session, Proctor360 will send you an email with instructions to complete a System Inspection prior to your actual exam date. This process **MUST** be completed prior to your scheduled exam time in order to ensure that your computer and internet access are sufficient to take the exam online. Be sure to complete the System Inspection well in advance of your scheduled exam session so you have plenty of time to resolve any issues that

may arise. Please note, **you will need either a laptop OR an external webcam** to complete the environment check and while testing.

6. When your System Inspection is complete, you will receive another email from Proctor360 confirming that you have completed the process, and a link will be provided to check into your session on the day of your exam. If you do not receive this email within an hour after completing the System Inspection, please contact Proctor360's Support Staff for assistance.

IF YOU NEED TECHNICAL SUPPORT AT ANY POINT WHILE COMPLETING THE STEPS ABOVE, PLEASE [CONTACT PROCTOR360 SUPPORT](#).

*If you need to reschedule your exam session, you must do so at least 24 hours in advance. Failure to do so will result in a \$30 rescheduling fee. To reschedule, please [create a support ticket with Proctor360](#).