

 Step 1: Log into your Proctor account at NHANOW.com. If you do not have an NHA Proctor account, contact your Institution Administrator or your NHA Certification Specialist to add you as a User. 	Shop Help Center My Account Login or Create Account $\cal P$
Step 2: At the top center of page, click where it says Click here to get started.	Please complete required steps to become an active NHA Proctor. Click here to get started
Step 3: The Proctor Prerequisite questions can be completed by clicking the Not Completed tabs.	Proctor Tutorial & Oath A Not Completed Proctor Profile A Not Completed
<u>Step 4</u>: Proctor Tutorial and Oath Read the Proctor Handbook and Proctor Oath then complete the questions that follow. Click Yes and Submit .	Proctor Tutorial Yes Submit
Step 5: Proctor Profile Complete the Account/Contact Information Save Profile.	Save Profile
Step 6: Once complete, the Proctor Exams link will be active in the left-hand side of the portal.	EXAMS Request New Exam Upcoming Exams Rosters Proctor Exams

*Please note that you will be prompted to renew your Proctor Tutorial on an annual basis and will receive email reminders as your one-year expiration date approaches.

For additional questions, please contact us via Live Chat at nhanow.com.