

Step 1: Log into your Proctor account at [NHANOW.com](https://nhanow.com).

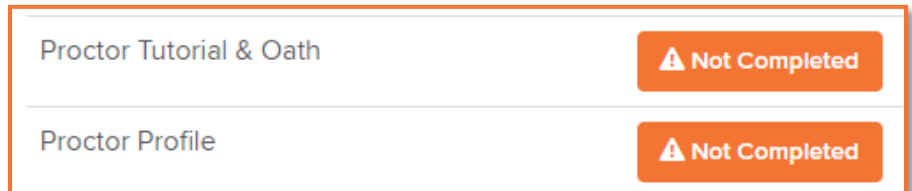
- If you do not have an NHA Proctor account, contact your Institution Administrator or your NHA Certification Specialist to add you as a User.



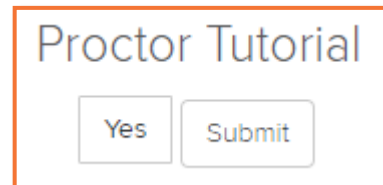
Step 2: At the top center of page, click where it says **Click here to get started**.

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.



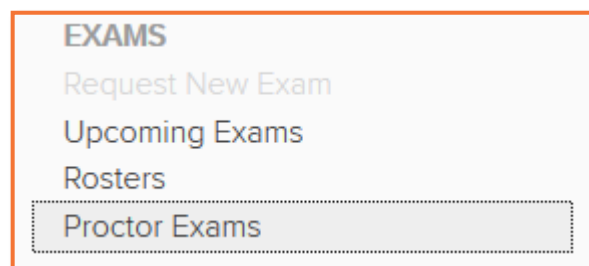
Step 4: Proctor Tutorial and Oath
Read the Proctor Handbook and Proctor Oath then complete the questions that follow. Click **Yes** and **Submit**.



Step 5: Proctor Profile Complete the Account/Contact Information **Save Profile**.



Step 6: Once complete, the **Proctor Exams** link will be active in the left-hand side of the portal.



**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.*