

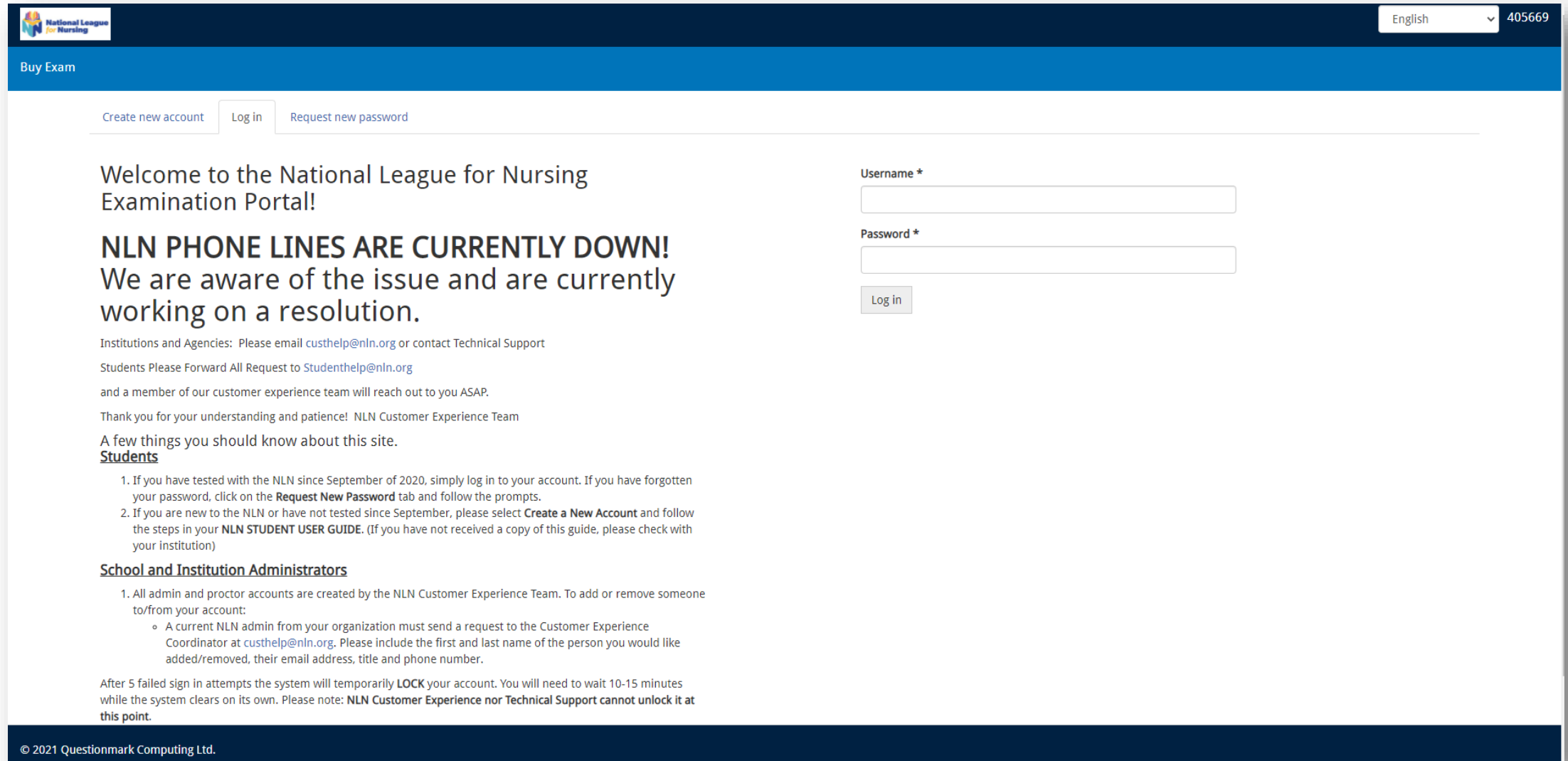
# NACE On-Campus Registration Guide


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# 1. Log into the RCC NLN Portal:

<https://ondemand.questionmark.com/home/405669/user/>



 English 405669

Buy Exam

Create new account Log in Request new password

## Welcome to the National League for Nursing Examination Portal!

### NLN PHONE LINES ARE CURRENTLY DOWN!

We are aware of the issue and are currently working on a resolution.

Institutions and Agencies: Please email [custhelp@nlm.org](mailto:custhelp@nlm.org) or contact Technical Support

Students Please Forward All Request to [Studenthelp@nlm.org](mailto:Studenthelp@nlm.org) and a member of our customer experience team will reach out to you ASAP.

Thank you for your understanding and patience! NLN Customer Experience Team

A few things you should know about this site.

#### Students

1. If you have tested with the NLN since September of 2020, simply log in to your account. If you have forgotten your password, click on the **Request New Password** tab and follow the prompts.
2. If you are new to the NLN or have not tested since September, please select **Create a New Account** and follow the steps in your **NLN STUDENT USER GUIDE**. (If you have not received a copy of this guide, please check with your institution)

#### School and Institution Administrators

1. All admin and proctor accounts are created by the NLN Customer Experience Team. To add or remove someone to/from your account:
  - o A current NLN admin from your organization must send a request to the Customer Experience Coordinator at [custhelp@nlm.org](mailto:custhelp@nlm.org). Please include the first and last name of the person you would like added/removed, their email address, title and phone number.

After 5 failed sign in attempts the system will temporarily **LOCK** your account. You will need to wait 10-15 minutes while the system clears on its own. Please note: **NLN Customer Experience nor Technical Support cannot unlock it at this point.**

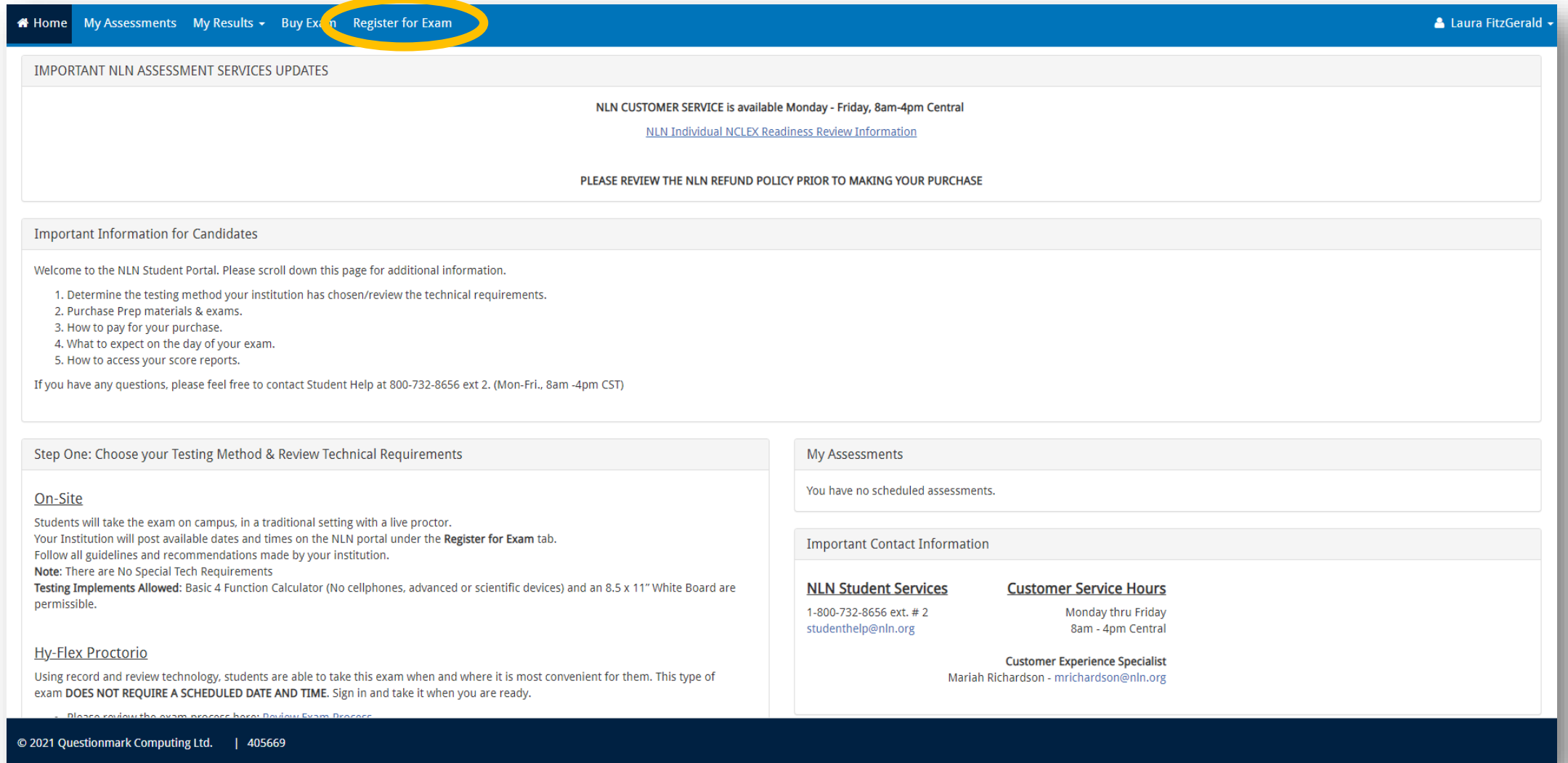
Username \*

Password \*

Log in

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## 2. Click Register for Exam



The screenshot shows the NLN Student Portal interface. The top navigation bar is blue with white text. The 'Register for Exam' link is highlighted with a yellow circle. Below the navigation bar, there is a section for 'IMPORTANT NLN ASSESSMENT SERVICES UPDATES' with a message about customer service availability and a link to 'NLN Individual NCLEX Readiness Review Information'. Below this is a section for 'Important Information for Candidates' with a welcome message and a list of five steps for candidates. To the right of this section is a 'My Assessments' box showing 'You have no scheduled assessments.' Below the candidate information is a 'Step One: Choose your Testing Method & Review Technical Requirements' section with sub-sections for 'On-Site' and 'Hy-Flex Proctorio'. To the right of this is an 'Important Contact Information' section with 'NLN Student Services' and 'Customer Service Hours' details, including contact numbers, email addresses, and a 'Customer Experience Specialist' name and email. The footer contains copyright information for Questionmark Computing Ltd.

Home My Assessments My Results Buy Exam **Register for Exam** Laura FitzGerald

IMPORTANT NLN ASSESSMENT SERVICES UPDATES

NLN CUSTOMER SERVICE is available Monday - Friday, 8am-4pm Central  
[NLN Individual NCLEX Readiness Review Information](#)

PLEASE REVIEW THE NLN REFUND POLICY PRIOR TO MAKING YOUR PURCHASE

Important Information for Candidates

Welcome to the NLN Student Portal. Please scroll down this page for additional information.

1. Determine the testing method your institution has chosen/review the technical requirements.
2. Purchase Prep materials & exams.
3. How to pay for your purchase.
4. What to expect on the day of your exam.
5. How to access your score reports.

If you have any questions, please feel free to contact Student Help at 800-732-8656 ext 2. (Mon-Fri., 8am -4pm CST)

Step One: Choose your Testing Method & Review Technical Requirements

On-Site

Students will take the exam on campus, in a traditional setting with a live proctor. Your Institution will post available dates and times on the NLN portal under the **Register for Exam** tab. Follow all guidelines and recommendations made by your institution.  
**Note:** There are No Special Tech Requirements  
**Testing Implements Allowed:** Basic 4 Function Calculator (No cellphones, advanced or scientific devices) and an 8.5 x 11" White Board are permissible.

Hy-Flex Proctorio

Using record and review technology, students are able to take this exam when and where it is most convenient for them. This type of exam **DOES NOT REQUIRE A SCHEDULED DATE AND TIME**. Sign in and take it when you are ready.

[Please review the exam process here: Review Exam Process](#)

My Assessments

You have no scheduled assessments.

Important Contact Information

**NLN Student Services**  
1-800-732-8656 ext. # 2  
[studenthelp@nlm.org](mailto:studenthelp@nlm.org)

**Customer Service Hours**  
Monday thru Friday  
8am - 4pm Central

**Customer Experience Specialist**  
Mariah Richardson - [mrichardson@nlm.org](mailto:mrichardson@nlm.org)

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### 3. Type “Rockingham” in the Site search box and click Apply

Home My Assessments My Results Buy Exam Register for Exam Laura Fitzgerald

**Please Note:** To see a list of upcoming testing events, please re-enter the name of the institution you would like to test for in the Site box and then hit apply. Leave all other fields blank.

State/Province City Exam Name Exam Date Site

Rockingham

Event	Exams	Site	Address	City	State/Province	Exam Date
Pre-Admission Exam (Student Paid)	Pre-Admission Exam Verbal	NLN University - (ON-SITE TESTING)	555 University Blvd	(ON-SITE TESTING)	DC	3-Dec-2021 09:00
NACE Foundations of Nursing	NACE Foundations of Nursing	NLN University - (ON-SITE TESTING)	555 University Blvd	(ON-SITE TESTING)	DC	27-Sep-2021 14:00
PAX -SESSION 10/07/2021	Pre-Admission Exam Verbal	Hopkinsville Comm College - ON-SITE TESTING	PO Box 2100	ON-SITE TESTING	KY	7-Oct-2021 10:00
PAX -SESSION 10/21/2021	Pre-Admission Exam Verbal	Hopkinsville Comm College - ON-SITE TESTING	PO Box 2100	ON-SITE TESTING	KY	21-Oct-2021 10:00
NACE-SESSION 09/27/2021	NACE Foundations of Nursing	Hopkinsville Comm College - ON-SITE TESTING	PO Box 2100	ON-SITE TESTING	KY	27-Sep-2021 10:00
NACE-SESSION 10/25/2021	NACE Foundations of Nursing	Hopkinsville Comm College - ON-SITE TESTING	PO Box 2100	ON-SITE TESTING	KY	25-Oct-2021 10:00
PAX test Hazard campus 09/28/2021 10 a.m.	Pre-Admission Exam Verbal	Hazard CTC - Hazard	One Community College Drive	Hazard	KY	28-Sep-2021 10:00
NACE test Hazard campus 09/28/2021 10 a.m.	NACE Foundations of Nursing	Hazard CTC - Hazard	One Community College Drive	Hazard	KY	28-Sep-2021 10:00
PAX test Hazard campus 10/04/2021 9 a.m.	Pre-Admission Exam Verbal	Hazard CTC - Hazard	One Community College Drive	Hazard	KY	4-Oct-2021 09:00
NACE test Hazard campus 10/04/2021 9 a.m.	NACE Foundations of Nursing	Hazard CTC - Hazard	One Community College Drive	Hazard	KY	4-Oct-2021 09:00
PAX test Lees/Jackson campus 10/07/2021 9 a.m.	Pre-Admission Exam Verbal	Hazard CTC - Hazard	601 Jefferson Avenue	Jackson	KY	7-Oct-2021 09:00
NACE test Lees/Jackson campus 10/07/2021 9 a.m.	NACE Foundations of Nursing	Hazard CTC - Hazard	601 Jefferson Avenue	Jackson	KY	7-Oct-2021 09:00
PAX test Hazard campus 10/15/2021 9 a.m.	Pre-Admission Exam Verbal	Hazard CTC - Hazard	One Community College Drive	Hazard	KY	15-Oct-2021 09:00
NACE test Hazard campus 10/15/2021 9 a.m.	NACE Foundations of Nursing	Hazard CTC - Hazard	One Community College Drive	Hazard	KY	15-Oct-2021 11:30

## 4. Click an event link to select a NACE session

Home My Assessments My Results Buy Exam Register for Exam Laura FitzGerald

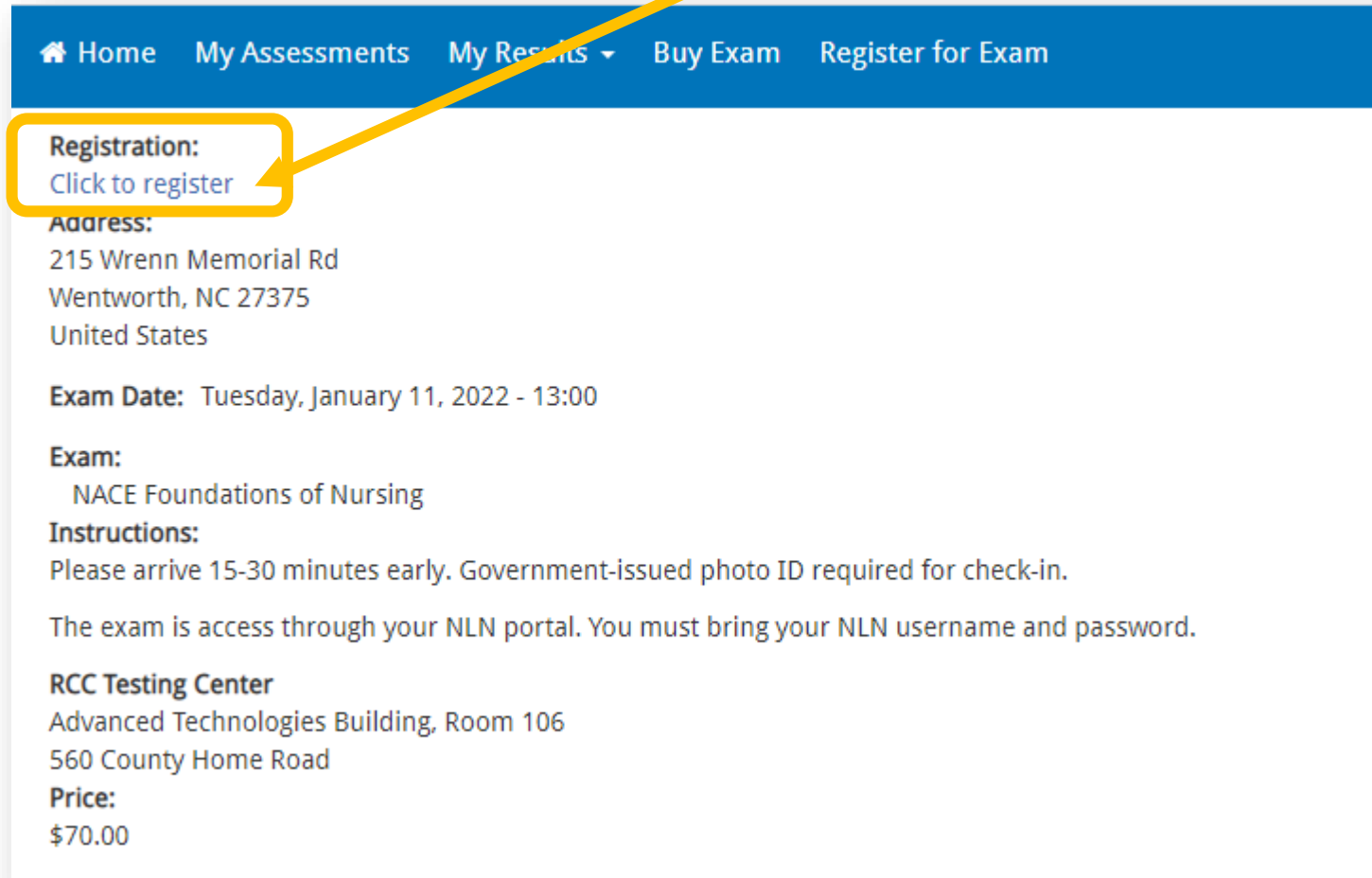
**Please Note:** To see a list of upcoming testing events, please re-enter the name of the institution you would like to test for in the Site box and then hit apply. Leave all other fields blank.

State/Province City Exam Name Exam Date Site

Rockingham

Event	Exams	Site	Address	City	State/Province	Exam Date
<a href="#">NACE Session 1/11/21</a>	NACE Foundations of Nursing	Rockingham Community College - Wentworth	215 Wrenn Memorial Rd	Wentworth	NC	11-Jan-2022 13:00
<a href="#">NACE Session 1/20/21</a>	NACE Foundations of Nursing	Rockingham Community College - Wentworth	215 Wrenn Memorial Rd	Wentworth	NC	20-Jan-2022 09:00
<a href="#">NACE Session 1/31/21</a>	NACE Foundations of Nursing	Rockingham Community College - Wentworth	215 Wrenn Memorial Rd	Wentworth	NC	31-Jan-2022 13:00
<a href="#">NACE Session 2/11/21</a>	NACE Foundations of Nursing	Rockingham Community College - Wentworth	215 Wrenn Memorial Rd	Wentworth	NC	11-Feb-2022 13:00
<a href="#">NACE Session 2/17/21</a>	NACE Foundations of Nursing	Rockingham Community College - Wentworth	215 Wrenn Memorial Rd	Wentworth	NC	17-Feb-2022 09:00

## 5. Review the session information and click the registration link.



The screenshot shows a website interface with a blue navigation bar at the top containing links for Home, My Assessments, My Results, Buy Exam, and Register for Exam. Below the navigation bar, the session information is displayed. A yellow arrow points from the top right towards a yellow-bordered box containing the text "Registration: Click to register".

[Registration: Click to register](#)

**Address:**  
215 Wrenn Memorial Rd  
Wentworth, NC 27375  
United States

**Exam Date:** Tuesday, January 11, 2022 - 13:00

**Exam:**  
NACE Foundations of Nursing

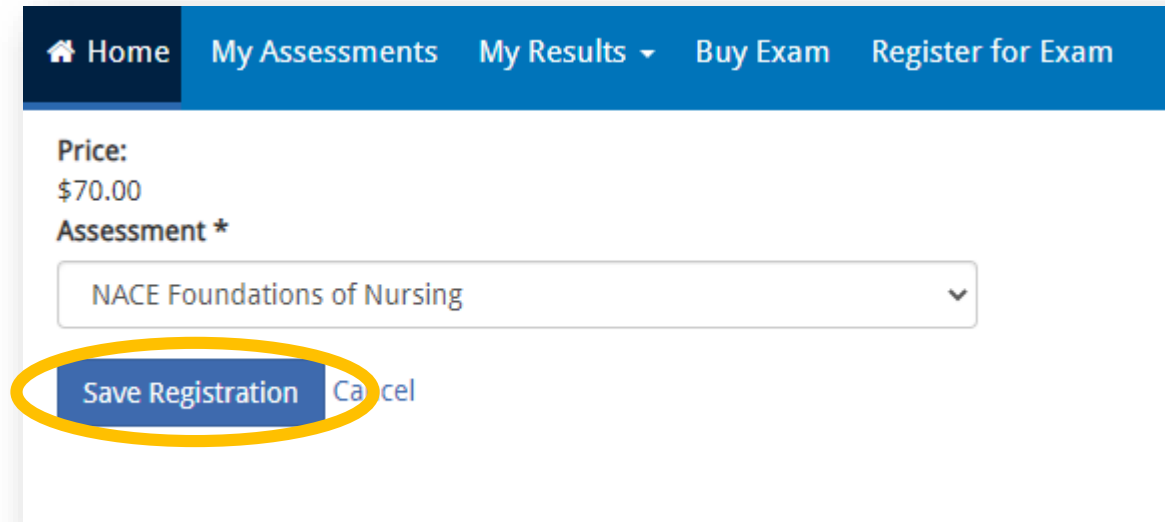
**Instructions:**  
Please arrive 15-30 minutes early. Government-issued photo ID required for check-in.

The exam is access through your NLN portal. You must bring your NLN username and password.

**RCC Testing Center**  
Advanced Technologies Building, Room 106  
560 County Home Road

**Price:**  
\$70.00

## 6. Click Save Registration



The screenshot shows a web interface with a blue navigation bar at the top containing the following links: Home, My Assessments, My Results (with a dropdown arrow), Buy Exam, and Register for Exam. Below the navigation bar, the form displays the following information:

- Price: \$70.00
- Assessment \*  
NACE Foundations of Nursing (selected in a dropdown menu)

At the bottom of the form, there are two buttons: "Save Registration" and "Cancel". The "Save Registration" button is highlighted with a yellow oval.

# 7. Review cart and click Checkout

The screenshot shows a shopping cart interface. At the top, there is a navigation bar with links for Home, My Assessments, My Results, Buy Exam, and Register for Exam. A user profile for Laura Fitzgerald is visible in the top right. A green notification box contains the following text:

- Registration has been saved.
- NACE Session 1/11/21 added to your cart.

The main content area displays a table with the following columns: Product, Price, Quantity, Remove, and Total. The table contains one row for 'NACE Session 1/11/21' with a price of \$70.00 and a quantity of 1. A 'Remove' button is located next to the quantity field. At the bottom right of the table, there are two buttons: 'Update cart' and 'Checkout'. A yellow arrow points from the title '7. Review cart and click Checkout' to the 'Checkout' button, which is also circled in yellow.

Product	Price	Quantity	Remove	Total
NACE Session 1/11/21	\$70.00	1	Remove	70.00

Total: \$70.00

Update cart Checkout



# 8. Click Continue to next step on the next two screens

Home My Assessments My Results Buy Exam Register for Exam Laura FitzGerald

Shopping cart contents

Product	Price	Quantity	Total
NACE Session 1/11/21	\$70.00	1	\$70.00
Order total			\$70.00

Exam Voucher Code

Do you have a voucher code? Enter it below for a free or discounted exam!

Voucher Code

Add voucher

Continue to next step or Cancel

Home My Assessments My Results Buy Exam Register for Exam Laura FitzGerald

Review your order before continuing.

Shopping cart contents

Product	Price	Quantity	Total
NACE Session 1/11/21	\$70.00	1	\$70.00
Order total			\$70.00

Account information

Username laurajennings7

E-mail address laurajennings7@gmail.com

Payment

Pay with Credit Card via Avangate

Continue to next step or Go back

## 9. Complete the payment process using a credit card

The screenshot displays the checkout interface for QuestionMark. At the top, the logo and contact information are visible. A progress bar indicates the current step is 'Confirmation and Payment'. The shopping cart summary shows one item, 'NACE Session 1/11/21 - 1.0', with a total price of \$70.00. Below the cart, there are options for billing currency and a checkbox for a discount coupon. The 'Secure Checkout' section is divided into 'Billing Information' and 'Payment Options'. The 'Billing Information' section includes fields for name, address, and contact details. The 'Payment Options' section includes fields for card number, expiration date, security code, and cardholder name. A 'Continue' button is located at the bottom right of the form.

question mark  
Hotline: +31 88 000 0008 (International) | English

1 Billing Information — 2 Confirmation and Payment — 3 Finish

Products in your shopping cart Show price in: \$ USD - United States ...

Product/Service name	Quantity	Unit price	Value
NACE Session 1/11/21 - 1.0	1	\$70.00	\$70.00

The billing currency is USD (\$)  
Total price: \$70.00

I have a discount coupon

*The total price inclusive of applicable taxes will be displayed before the order is transmitted.*

< Back to shopping

Secure Checkout

VISA MasterCard PayPal WIRE TRANSFER

**Billing Information**

Licensed to:  Person  Company

First name\*:

Last name\*:

Address\*:

City\*:

Zip or postal code:

Country\*:

**Payment Options**

Billing currency\*:

Card number\*:

Card expiration date\*:

Security code\*:

Card holder name\*:

Continue

**After submitting the payment, you should receive a confirmation email verifying your NACE session date and payment information.**