



NLN Pre-Admission (PAX) Registration for Proctorio Hy-flex

Step # 1 – Registration URL: Southern University at Shreveport
<https://ondemand.questionmark.com/home/405669/user/register/site/6000a4d2f1587>

- Username: (Please note: the NLN recommends using your email address as your username.)
- Email Address: (Please note: the NLN recommends using your school email address.)

Please verify that your school name is listed as your Membership

The screenshot shows the registration form with the following elements:

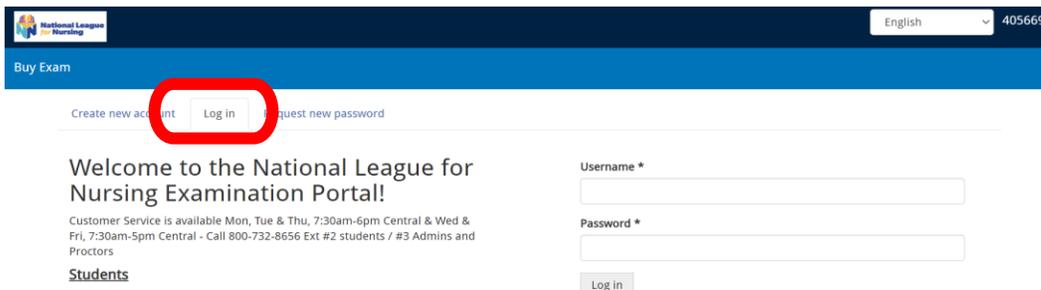
- Header: National League for Nursing logo, English language dropdown, and user ID 405669.
- Navigation: Buy Exam button.
- Section: Create new account.
- Fields: Username *, E-mail address *, and Membership (highlighted with a red circle, containing "Salish Kootenai College - Pablo").
- Text: A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.
- Section: Primary Address (highlighted with a red circle), containing fields for City *, State *, and Phone *.
- Button: Create new account (highlighted with a red circle).

- First and Last Name
- Date of Birth
- City, State and Phone
- Click on Create New Account

You will receive an email from 405669. Click on the link provided in the email. It will then direct you to create your password – click Login.

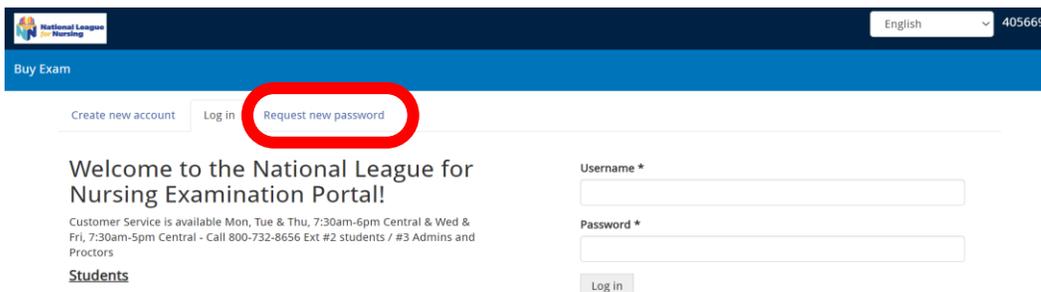
- Enter your new password
- Change your time zone to your local time
- Click Save

Already have an account – Simply log in using your username and password. *(Note: If you attempt to log into your account with the incorrect password more than 5 times your account will be locked for 15 minutes, and you will need to request a new password.)*



The screenshot shows the top navigation bar with the National League for Nursing logo, a language dropdown set to 'English', and the number '405669'. Below the navigation bar is a blue banner with 'Buy Exam'. Underneath, there are three buttons: 'Create new account', 'Log in', and 'Request new password'. The 'Log in' button is circled in red. The main content area includes a welcome message, customer service hours, and a link for 'Students'. On the right, there are input fields for 'Username *' and 'Password *', and a 'Log in' button.

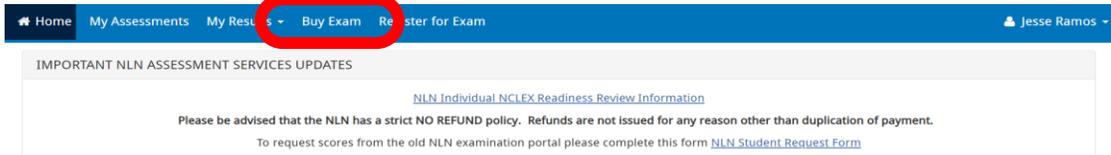
Already have an account but forgot password- Click on request new password on the landing page. An email will be sent to you with a link. Click the link within your email and reset password.



The screenshot shows the top navigation bar with the National League for Nursing logo, a language dropdown set to 'English', and the number '405669'. Below the navigation bar is a blue banner with 'Buy Exam'. Underneath, there are three buttons: 'Create new account', 'Log in', and 'Request new password'. The 'Request new password' button is circled in red. The main content area includes a welcome message, customer service hours, and a link for 'Students'. On the right, there are input fields for 'Username *' and 'Password *', and a 'Log in' button.

Step # 2 - Register for HyFlex exams

- Go to the top of the page and select “Buy Exam”.



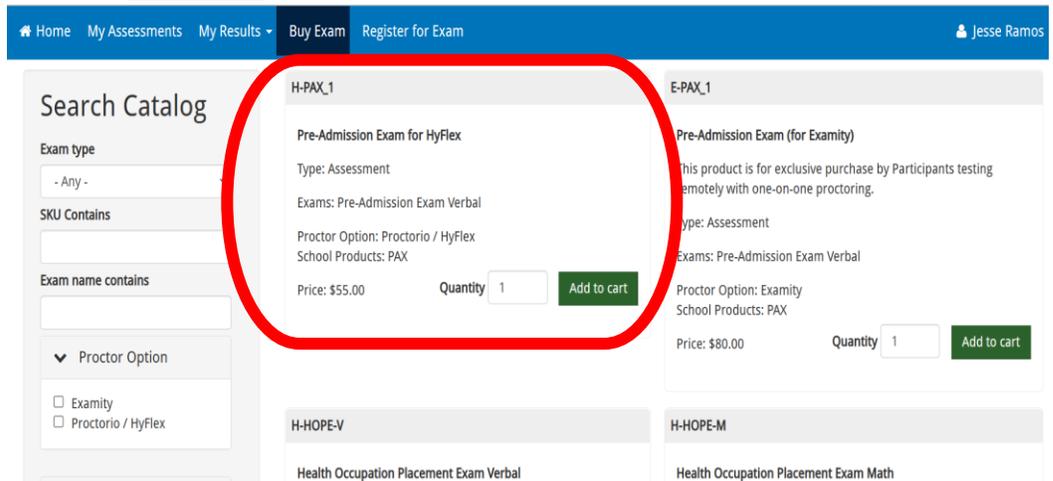
- On the Left hand side you will see “Search Catalog” Scroll down and put a check mark in the box next to “PAX” and click apply

The screenshot shows the "Search Catalog" form. The navigation bar at the top includes Home, My Assessments, My Results, Buy Exam (highlighted with a red circle), and Register for Exam. The form contains the following sections:

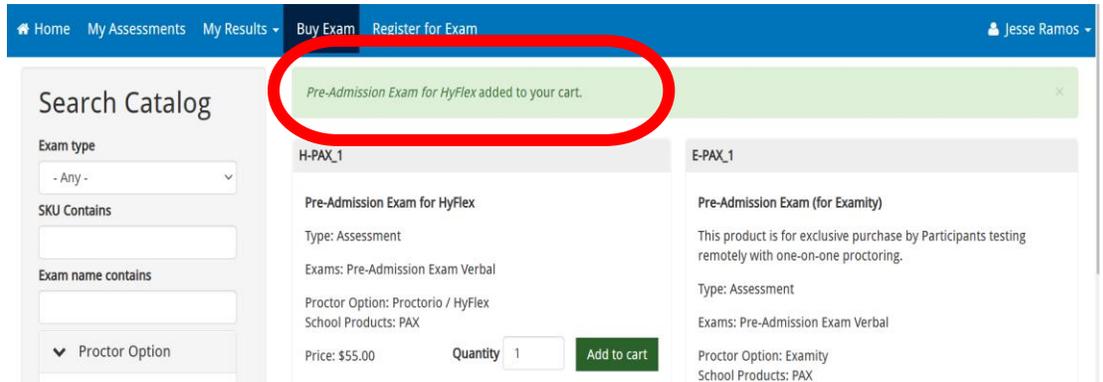
- Exam type**: A dropdown menu with the selected option "- Any -".
- SKU Contains**: An empty text input field.
- Exam name contains**: An empty text input field.
- Proctor Option**: A section with two checkboxes: "Examiity" (unchecked) and "Proctorio / HyFlex" (unchecked).
- Student Products**: A section with two checkboxes: "Test Prep (Online Only)" (unchecked) and "Practice Test (online Only)" (unchecked).
- School Products**: A section with four checkboxes: "PAX" (checked and highlighted with a red circle), "NACE" (unchecked), "In Practice" (unchecked), and "Achievement" (unchecked).

At the bottom of the form are two buttons: "Apply" and "Reset".

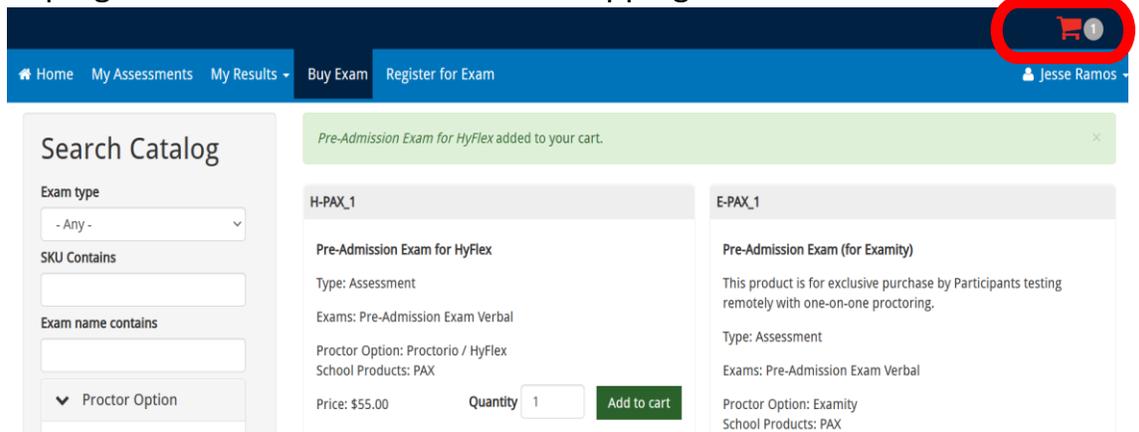
- Choose **H-PAX-1** and click on add to cart



- Verify that your Pre-Admission exam has been added to your cart



- Top right hand corner Click on "Red shopping cart"



- The payment screen will automatically populate

• Registration has been saved.
• pax 2 added to your cart.

Product	Price	Quantity	Remove	Total
pax 2	\$45.00	1	Remove	\$45.00

Total: \$45.00

Update cart Checkout

- Verify the quantity

• Registration has been saved.
• pax 2 added to your cart.

Product	Price	Quantity	Remove	Total
pax 2	\$45.00	1	Remove	\$45.00

Total: \$45.00

Update cart Checkout

- Update your cart

• Registration has been saved.
• pax 2 added to your cart.

Product	Price	Quantity	Remove	Total
pax 2	\$45.00	1	Remove	\$45.00

Total: \$45.00

Update cart Checkout

- Check out

• Registration has been saved.
• pax 2 added to your cart.

Product	Price	Quantity	Remove	Total
pax 2	\$45.00	1	Remove	\$45.00

Total: \$45.00

Update cart Checkout

- Skip the voucher information

Shopping cart contents

Product	Price	Quantity	Total
pax 2	\$45.00	1	\$45.00
Order total			\$45.00

Exam Voucher Code

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

Voucher Code

Add voucher

- Click on continue to next step verify the information

Product	Price	Quantity	Total
pax 2	\$45.00	1	\$45.00
Order total			\$45.00

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

- Click on continue to next step

Product	Price	Quantity	Total
pax 2	\$45.00	1	\$45.00
Order total			\$45.00

Account information

Username toddweers

E-mail address tweers@gmail.com

Payment

Pay with Credit Card via Avangate

Continue to next step or back

- Fill out the credit card information

Secure Checkout

Billing Information

Licensed to: Person Company

First name*:

Last name*:

Address*:

City*:

Zip or postal code:

Country*:

State or province:

Email*:

Confirm email*:

Payment Options

Billing currency*:

Card number*:

Card expiration date*:

Security code*:

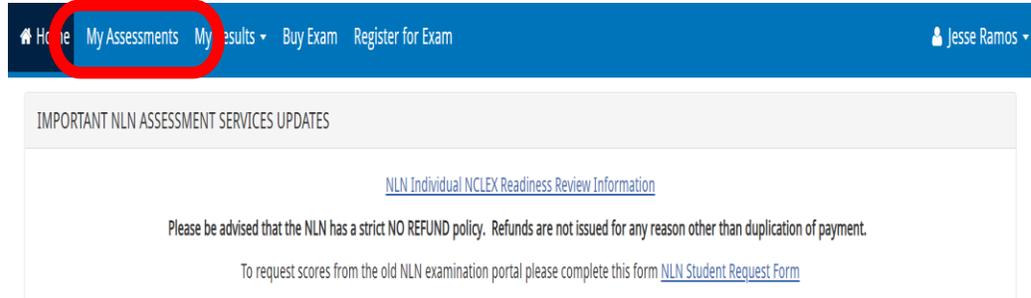
Card holder name*:

Continue

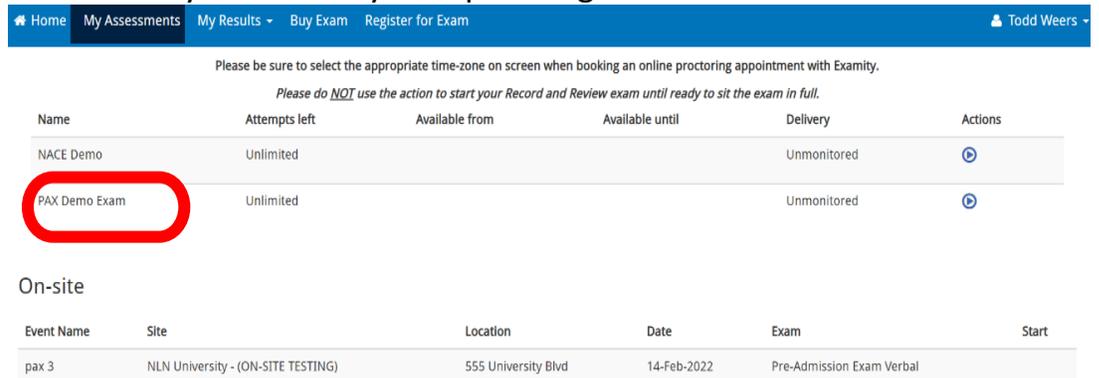
- Accept the terms and conditions and click continue

Step # 3 - VERIFY THE EXAM IS IN YOUR ACCOUNT

- After you have completed your payment Click on the “MY ASSESSMENTS Tab” at the top of the page.



- Listed here you will see your upcoming exam information.



- When you are ready to take your exam you can click on the play button. **DO NOT** click on the play button unless you are ready to take your exam.

