Assigning an Evaluator

This tutorial for account administrators covers how to assign evaluators to candidates.

1. Go to [www.nims-skills.org](http://www.nims-skills.org) and click **Log in / Register** in the top-right corner.

2. On the welcome screen, navigate to the Testing Center link.

3. Check to make sure you have selected **Account Administrator** in the top right hand corner of the screen.

4. Go to the **Manage Candidates** link and click on the link in the blue bar labeled **Assign Candidates**. This will take you to the page where you will assign evaluators to candidates.
5. Using the select option, choose one or more credentials and then search for candidates by name, username, and other options.

6. Next, select the checkbox next to the candidate who will receive the evaluator assignment. After this you can click the **Assign Evaluator** button.

7. Finally, choose the evaluator from the list of eligible individuals you would like to assign to that candidate. You will also be required to select a due date for each affidavit. Click the **Update** button on the right side next to each evaluator you wish to add.
When you see the green check mark appear, that means that you have successfully assigned the evaluator and they can now submit the affidavit for the candidate.