Assigning a Proctor

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

1. Go to 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 are selected as an Account Administrator in the top right hand corner of the screen.

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

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

7. Finally, choose the proctor you want to assign to each candidate. All active proctors at your organization will appear in this dropdown.

When you see the green check mark appear, that means that you have successfully assigned the proctor and the candidate can now test.