



How to Assign a Proctor in the Account Administrator Role

1. Login to www.nims-skills.org then click **Testing Center**. Make sure you are in your Account Administrator role in the top right corner of the page.
2. Click on **Manage Candidates** in the top gray toolbar. A blue toolbar directly below the gray toolbar will open.
3. Click on **Assign Evaluators and Proctors** in the blue toolbar.
 - ▲ The candidate must have the test purchased on their account before you can assign a Proctor.
4. Make sure to select test(s) to assign first. Go to the Select Test(s) search box and type the first few letters of the test name to find the test(s) to assign. You may assign more than one test at a time.
5. Click **SEARCH**. The table below the red SEARCH button will populate with all the matching entries from your search.
 - ▲ You can narrow down the search by entering the candidate's first name, last name, username, registration date and/or notes.
6. Select the candidate(s) you wish to assign a proctor to by checking the box to the left of the candidate's name. Scroll down and click **ASSIGN PROCTOR**.
7. In the Assign Proctors page, select the Proctor by clicking the drop down button under Select Proctor column.
8. Proctor is successfully assigned once the status indicates a green check mark.
 - ▲ Follow the same process if you need to reassign a candidate to a different Proctor.