Instructors/trainers that plan to oversee NIMS testing must register as Account Administrators (formerly Sponsors) before students/trainees may register or test.

**INSTRUCTIONS FOR NEW-TO-NIMS ORGANIZATIONS**

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

2. Click the create an account button.

3. Click the register your organization link.

4. Read instructions and complete all fields. Click the human verification button at the bottom of the screen and then click submit.

5. A confirmation email will be sent to you within 24 hours. That email will contain a link to register as an Account Administrator. Click that link.

6. Complete all fields, then click next. Repeat these steps until you reach the Account Administrator MOU page.

7. Carefully read all details of this agreement, then click yes and next to continue.

8. Click I’m not a Robot, then submit.

9. A confirmation email will be sent to you within 24 hours. Once that email arrives, you can begin logging in and students/trainees can begin registering as candidates.

**INSTRUCTIONS FOR ORGANIZATIONS ALREADY IN THE NIMS SYSTEM**

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

2. Click the create an account button.

3. Using the drop-list menu, select the account administrator role, then click proceed.

4. Complete all fields, then click next. Repeat these steps until you reach the Account Administrator MOU page.

5. Carefully read all details of this agreement, then click yes and next to continue.

6. Click I’m not a Robot, then submit.

7. A confirmation email will be sent to you within 24 hours. Once that email arrives, you can begin logging in and students/trainees can begin registering as candidates.