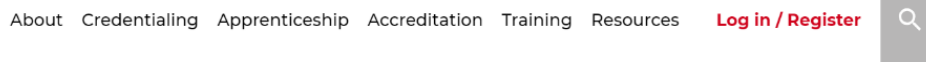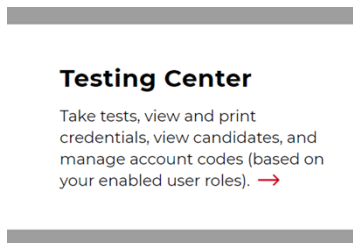# Assigning a Proctor

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.

About   Credentialing   Apprenticeship   Accreditation   Training   Resources   **Log in / Register**

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

Testing Center

Take tests, view and print credentials, view candidates, and manage account codes (based on your enabled user roles). →
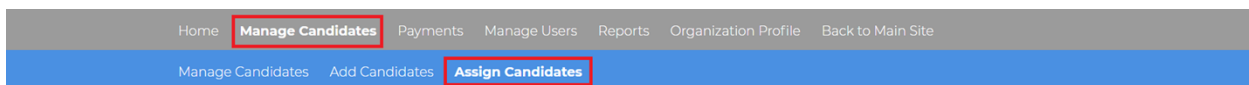
3. Check to make sure you are selected as an **Account Administrator** in the top right hand corner of the screen.

Welcome Samuel   Logout   Account Admin

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.

Home   **Manage Candidates**   Payments   Manage Users   Reports   Organization Profile   Back to Main Site

Manage Candidates   Add Candidates   **Assign Candidates**

5. Using the select option, choose one or more credential tests and then search for candidates by name, username, and other options.

Select Test(s)

× Basic Hydraulic Systems

First Name	Last Name	Username
sam	Last Name	Username

Date Registered		Notes
From Date	To Date	Notes

SEARCH

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

Search:

	First Name ↑↓	Last Name ↑↓	Username ↑↓	Date Registered ↑↓	Status ↑↓	Notes ↑↓
☑	Samuel	Marcus	smarcus4	05/22/2018	Active	
	First Name	Last Name	Username	Date Registered	Status	Notes

Showing 1 to 1 of 1 entries

Previous 1 Next

ASSIGN PROCTOR   ASSIGN EVALUATOR

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

Back

Assign Proctors

Select a Proctor to associate with candidate's online test.

Candidate Name	Test Name	Select Proctor	Status
Samuel Marcus	Basic Hydraulic Systems	TEST TEST ▼	✓

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