



How to View your Candidate's Information in the Account Administration Role

To view your candidates, you must be logged in as an account administrator.

Log In:

1. Go to the NIMS home page and click Log in / Register.
2. Enter your username and password, then click Log in.

Viewing Candidates:

1. Log on and go to the Testing Center. Make sure you are in your Account Administrator Role.
2. Click on Manage Candidates in the top gray toolbar. This will open a blue toolbar directly below.
3. You will be redirected to the Manage Candidates page and can now search for your candidates. After clicking the red Search button, the table below will refresh and populate.

Please note:

- You can narrow down the search by first name, last name, username, registration date, etc.
 - You can search candidates individually or you can click on Search and all candidates will appear.
 - You can sort the list by clicking the arrow sign next to the header you want to sort.
4. To access the candidate's account, click on their username (which will be in blue bold print) and their account page will open in a new browser tab.
 - Make sure you allow NIMS website to open pop-ups in your web browser.