



## Register a New Account Administrator (Sponsor)

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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.