Register a New Candidate

Individuals must be registered as candidates before NIMS online theory tests may be accessed. Registration is required only once per person.

1. Go to 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 **candidate** role, then click **proceed**.

4. Complete all fields, then click **next**.

5. Complete all fields, then click **next**.
   - **Organization Name** – The name of your affiliated school or company
   - **Sponsor Name** – The name of your instructor, trainer, or supervisor
   - **Student ID** – Skip if not applicable.
   - **Job Title** – Skip if not applicable. High school/college students may enter *student*.

6. All fields are required on this page; however, **prefer not to say** may be selected for each field. Complete all fields on this page, then click **next**.

7. Complete all fields, then click **next**.
   - For *how are you connected with NIMS*, high school/college students select *educational institution*.

8. Click *I'm not a Robot*, then **submit**.

9. A **registration confirmation** will be emailed to the candidate and at this time, the candidate may log into the NIMS website. **(see the following note)**