

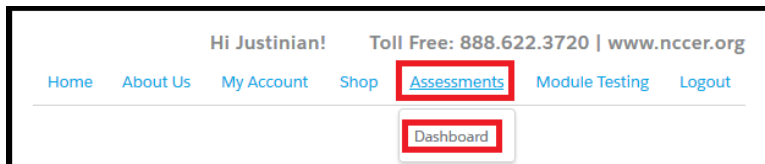
# NCCER ASSESSMENTS HOW TO GUIDE



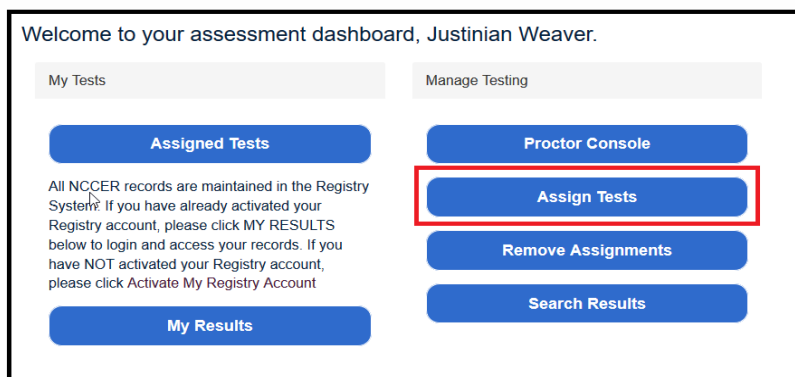
## RESETTING A TEST TAKER'S PASSWORD OR EMAIL IN THE ASSESSMENT PLATFORM

Assessment site personnel can reset a test taker's password or change their email address in the NCCER Assessment Platform. REMINDER – the test taker's email is only used for the purposes of the username in logging into the assessment platform. Test takers do not need to access their email to test.

1. Log into the Assessment Platform.
2. From the toolbar, select **Assessments** and then **Dashboard**.



3. Click the **Assign Tests** button.



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## 4. Beneath **Step 2: Enter Test Taker Information:**

- Input either the test taker's NCCER card number OR their chosen form of alternate ID.
- Click **Search**

A screenshot of a web form titled "Step 2: Enter Test Taker Information". The form includes a "Search" button, a dropdown menu, and two search options: "Search by Card" and "Search Alt ID". The "Search by Card" option is selected, and the card number "22986466" is entered in the adjacent text box. The "Search Alt ID" option is also visible with an empty text box below it.

Test Takers, and Assign Test Titles. You can add multiple Test Takers th

**Step 2:** Enter Test Taker Information

Search

Search for Test Taker by card number or Alternate ID.

22986466 Search by Card

SSN Search Alt ID

The test taker's name will populate below **Step 4: Assign Tests**.

- Hover directly over the email address, which will become a blue hyperlink. **Click on the hyperlink.**

A screenshot of a table titled "Step 4: Assign Tests". The table has columns for Name, NCCER Card, Email Address, User Active, Retest Date, Select, and Test Title. The email address "justinianweaver@gmail.com" is highlighted with a red box, indicating it is a hyperlink.

Step 4: Assign Tests						
Test Takers						
Name	NCCER Card	Email Address*	User Active	Retest Date	Select	Test Title
Justinian Weaver	22986466	<a href="mailto:justinianweaver@gmail.com">justinianweaver@gmail.com</a>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

A grey bar with the candidate's username and current email address appears.

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6. Update test taker email address or reset test taker password
  - a. To change or update the test taker's email address, enter the correct email under **New** and click **Update Email**
  - b. To reset their password, click **Reset Password**. The test taker's password will be set to "NCCERID," followed by their NCCER card number. Example: **NCCERID123456**

Justinian Weaver	22986466	justinianweaver@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	conducted (required)
Username	Current	New	<b>Update Email</b>	<b>Reset Password</b>	Index Code (optional)
justinianweaver@gmail.	justinianweaver@gmail.	justinianweaver@gmail.			

The system will acknowledge that the test taker's password has been reset.

Assign Tests

Select your Testing Site, Add Test Takers, and Assign Test Titles. You can add multiple Test Takers then assign a single test title to all of them at once.

This user's password has been set to "NCCERID[user\_card]"

Step 1: Select Testing Site  
My Sites: 14171 Ashley's Dummy Site

Step 2: Enter Test Taker Information  
Search for Test Taker by card number or Alternate ID.  
Search by Card  
SSN  
Search Alt ID

Step 3: Select Test Title  
Search for a title or select from the drop-down below  
Administrator (Re-Certification)

Step 4: Assign Tests

Name	NCCER Card	Email Address*	User Active	Retest Date	Select	Test Title	Zip Code where test is conducted* (required)	Index Code (optional)
Justinian Weaver	22986466	justinianweaver@gmail.com	<input checked="" type="checkbox"/>		<input type="checkbox"/>			