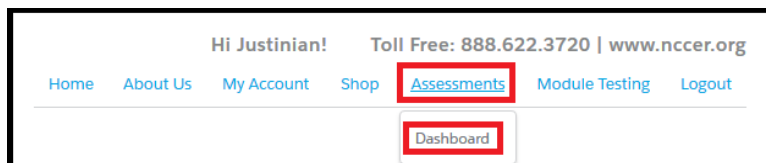




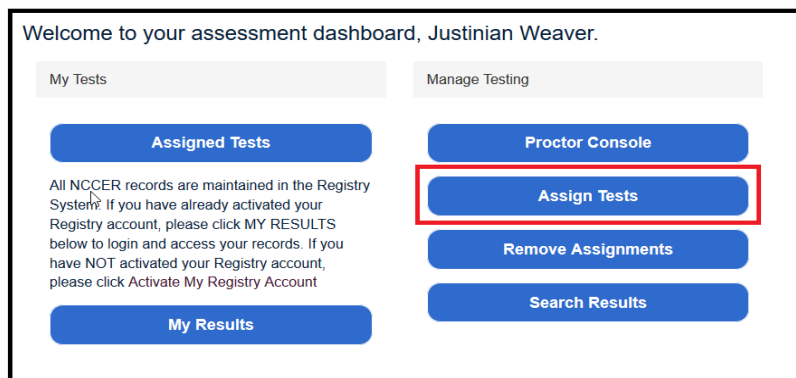
## UPDATING A TEST TAKER'S EMAIL (USERNAME) IN THE ASSESSMENT PLATFORM

Assessment site personnel can change a test taker's 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.



4. Beneath **Step 2: Enter Test Taker Information:**
  - a. Input either the test taker's NCCER card number OR their chosen form of alternate ID.
  - b. Click **Search**

# NCCER ASSESSMENTS HOW TO GUIDE



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

**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

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

**Step 4: Assign Tests**

Test Takers

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

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

6. To update the test taker's email address:

- Enter the correct email under **New**
- Click **Update Email**

**NOTE:** If the Email Address is shown as *N/A*, a valid email is missing from the account and must be added to proceed. Click on *N/A* to add the email address.

**Step 4: Assign Tests**

Test Takers

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

Zip Code where test is conducted\* (required)  
Index Code (optional)

Username      Current      New      **Update Email**      Reset Password

justinianweaver@gmail    justinianweaver@gmail    justinianweaver@gmail