NLN ACE I: FOUNDATIONS OF NURSING
REGISTRATION PROCEDURES

For Students to create account and register:

1. How to Create an NLN Account

Go to website www.nlnonlinetesting.org

If you do not have an account, click on Create Account.
If you do have an account, click on Forgot Login and Enter your last name and ONE of the four options and search.
When creating account, if you do not want to use your Social Security number, you can click on Get NLN I.D. (Please write your Login/Password and your NLN I.D. down and keep this information.) Once you create an account you will not be able to create another one. You will need this information any time you are testing on the NLN website. It is highly suggested that you use a personal email address. If you use an email address that you have for your school, you may not always have access to that.
Once you have created your account, you will need to update your Account Page. Once the account is updated, click on the Testing Page. There is a rectangle box where you will put your exam code that your proctor gives to you for testing.

2. How to Register for the NLN

Once you are logged into your NLN account, go to the Registration Page
Click on Visit Registration Store
Click on the Name of the Exam that you want to Register for (do not click on Register by Location)
Click on the Register button at the top left corner of the page
This will bring you to a series of dropdown bars
Choose the appropriate options
Look for a Date that you want to take the exam and click on the Register button (If there are no seats available, the button will be grayed out)
You will then need to confirm that you have chosen the correct EXAM, DATE and TIME.
Once you have clicked to continue, you can add a recipient to receive your scores other that the school that you are testing at if you need to. If you do want to add, click on Add Recipient
If you do not want to send score to a different school, click on continue
You will then need to read the terms and policies and click on Accept These Terms to continue
3. How to pay for the NLN exam

You will need to click on the Debit/Credit Card option. If you pay by credit card, you will see a screen that shows the amount paid. Once you are registered, a confirmation email will be sent to you. **Revised:** 11/26/2014

4. Setting a Testing Center Appointment at Palm Beach State College

1. Go to the following URL: http://www.palmbeachstate.edu/forms/testingcenter/
2. Enter you Palm Beach State student ID number and PIN.
3. Select the campus where you wish to take your test.

   *Note: If no tests are displayed, there are currently no test appointments available.*
4. Click on “Show Schedule” next to the test you wish to take.
5. Click the week you wish to test.

   *Note: If no weeks are displayed, there are currently no test appointments available.*
6. Click “Show Hours”
7. Click “Reserve” next to the time you wish to test.
8. A confirmation page will be displayed.
9. Check your Palm Beach State College email account for your confirmation email.

5. Print your admission Ticket.

**Two days prior** to the exam date you will need to log into your NLN account and go to the Registration Page and print your Admission Ticket to take to the Testing Site. You will not be admitted without it.

**NOTE:** There is also a Demo exam that you can click on. This is only a demonstration of 5 questions. The purpose is to get the tester familiar with the testing site.

   Once we have scored your exam, you will have access to the report on the Testing Page at the bottom under Exam History. Click on Report.