NIMS ONLINE TESTING INSTRUCTIONS

➔ Start at **www.nims-skills.org** and enter **NIMS Online Testing Center**.
Welcome to NIMS Online Testing Center

➔ ***Use Login***: Username and Password
This information is sent to each Candidate in a letter when they register.
If a Candidate does not have a Username or Password, select the Registration tab to register.

Enter your Username and Password
CLICK Login

➔ Edit Information Page (this shows information that NIMS has on file)
CLICK Submit

➔ Testing Center Page:
CLICK Purchase Test

Purchase Test Page:
Select tests you are eligible to take
(NIMS must have the performance affidavit for the specific credential on file or the testing center will not allow you to proceed).

Add test to Shopping Cart
CLICK Checkout

➔ Payment Page:
The test(s) you selected will be listed.
Select Proctors name (use blue arrow look for Proctor's name)
Payment Method- Credit Card or Promotion Code
(Promotion codes are only given though NIMS toward a P.O. or another method of payment sent into NIMS)
CLICK Submit Order

➔ Test ID Page: Very Important!
Write down your **Test ID number** located at the bottom right of this page. There is a different test ID number for each test purchased.
CLICK Back to Testing Center

➔ Testing Center Page:
CLICK Start New Test

Start New Test Page:
Candidate - enter Test ID number
Proctor - enter password

CLICK Start Test to begin a 90 minute NIMS theory exam!

If anyone has any questions, please contact NIMS @ 703-352-4971