



**National League  
for Nursing**

Prior to the start of your first NLN testing session, you will be required to create a student account.

**To create an account:**

1. Direct the browser to [www.nlnonlinetesting.org](http://www.nlnonlinetesting.org)
2. Click "Create Account".
3. Create account information.
  - a. Select a login and password that is 8-12 alpha-numeric characters in length. This login will be used each visit.
  - b. Enter an email address. (NLN will not sell or distribute the email address to a third party.)
  - c. Enter a SSN or school identification number. This is required for identification on reports for the institutions.

**An alternative is to request a unique ID by clicking "Get NLN ID".**

1. Enter contact information.
2. Complete the demographic survey.
3. Click to "Finish and Create" your account.

**Be sure to store the Login Name and Password; as well as NLN ID (if created) in secure location.**

**If a student account has been previously created:**

1. Direct the browser to [www.nlnonlinetesting.org](http://www.nlnonlinetesting.org).
2. Enter the login name and password created above.
3. Click "Login Now".

**Once you have created your account, you will need to update your Account Page:**

1. Once the account is updated, click on the Testing Page.
2. There is a rectangle box where you will put your exam code that your proctor gives to you for testing.
3. There is also a Demo exam that you can click on. This is only a demonstration of 5 questions and the purpose is to get the tester familiar with the testing site.

**How to register for the NACE exam:**

1. Once you are logged into your NLN account, go to the Registration Page
2. Click on Visit Registration Store
3. Click on the Name of the Exam that you want to Register for (do not click on Register By Location)
4. Click on the Register button at the top left corner of the page
5. This will bring you to a series of dropdown bars
6. Choose the appropriate options
7. 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)
8. You will then need to **Confirm** that you have chosen the correct EXAM, DATE and TIME.
9. Once you have clicked to continue, you can add a recipient to receive your scores other than the school that you are testing at if you need to. If you do want to add, click on Add Recipient.
10. If you do not want to send score to a different school, click on continue
11. You will then need to read the terms and policies and click on Accept These Terms to continue
12. To Pay for the exam you will need to click on the Money Order option or the Credit Card option
13. If you pay by credit card, you will see a screen that shows the amount paid
14. If you choose Money Order, you will see a screen that gives instructions on sending your money order
15. Once you are registered, a confirmation email will be sent to you.
16. 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.