

How to Register for an On-Site NLN Exam

Using the NLN Portal

Steps for Students to **REGISTER ONLY** for On-Site Exams

This is for Instiution Paid Events

- 1.) Sign into your NLN account
- 2.) Go to Register for Exam
- 3.) Leave all fields BLANK except SITE
- 4.) Delete contents of the Site Field and re-enter instiution name.
(if the name begins with University leave it out.
(UNIVERSITY OF NLN) just type NLN
- 5.) Hit Apply
- 6.) Select the Event you want to register for – Click to register
- 7.) Verify the correct exam is showing and hit SAVE REGISTRATION

Steps for Students to **REGISTER AND PAY** (Voucher or Credit Card) for an On-Site Exam using the NLN Portal:

- 1.) Sign into your NLN account
- 2.) Go to Register for Exam
- 3.) Leave all fields BLANK except SITE
- 4.) **Delete contents of the Site Field and re-enter instiution name.**
(if the name begins with **University** leave it out.
(UNIVERSITY OF NLN) just type NLN

- 5.) Hit Apply
- 6.) Select the Event you want to register for – Click to register
- 7.) Verify the correct exam is showing and hit SAVE REGISTRATION

It will then take them to the page where they will verify the test they want to register for – if correct, proceed to checkout. If incorrect, make changes, update cart and then checkout.