

NLN Exam Instructions

1.) Please email jodi.christensen@mnwest.edu for the **Student User Guide**. It will assist you with everything you need to know to setup your new NLN testing portal, how to purchase prep materials and tests, as well as how to review scores.

2.) **CTRL + CLICK TO FOLLOW LINK TO SET UP NEW NLN ACCOUNT:**

<https://ondemand.questionmark.com/home/405669/user/register/site>

PLEASE NOTE: You will only use this link once to create the account. If you log in and set up accounts any other way, your results WILL NOT be tied to Minnesota West which may result in having to retake and repay for exam(s). Even if you have taken an NLN examination in the past, you **MUST create a new account in this portal.**

- A. Enter Username (we recommend that you use your email address)
- B. Enter Email Address
- C. Search "Minnesota"
Choose 392300-01 Minnesota West Community and Technical
- D. Enter First Name, Last Name
- E. Enter Date of Birth MM/DD/YYYY
- F. Enter the information requested by your institution in the Details Field. Please enter your Star ID or Tech ID in this field.
- G. Enter City, State, Phone (NLN does not ask for your street address)
- H. Click Create New Account

3.) You will receive a confirmation email, please confirm to activate your account and set your password. (This link is good for 24 hours). Be certain to check /change the time zone if necessary.

4.) After setting up your new account log into www.nlnest.org and follow the steps in the **STUDENT USER GUIDE** provided to setup your device, order prep materials and tests, as well as learn how to access your scores. This is where you will purchase your exam. Navigate to the top of the screen and click on "Buy Exam." Type **FN1.2** in the 'SKU Contains' box. You need to purchase the **FN1.2 NACE Foundations of Nursing v1.2**. The price of the exam is **\$86.00**. **Please note: The NLN has a NO REFUND policy. PLEASE BE SURE TO PURCHASE THE CORRECT EXAM before completing checkout.** After completing the checkout process, you will receive an email containing your order number and instructions on how to schedule your exam with Proctor360. PLEASE DO NOT DELETE THIS EMAIL. Exams will not appear on your My Assessments page until you begin your scheduled appointment with your proctor.

5.) Students will test at home with a live virtual proctor. Once your exam is purchased, you will be required to schedule a date and time with Proctor360 to take the exam. These instructions are in your order confirmation email. Allowed Testing materials: dry erase board, dry erase marker, dry erase eraser.

6.) *If you have questions/concerns about the NLN exam, the quickest way to request assistance is to submit a request to studenthelp@nln.org* A team member will get back to you as soon as possible.