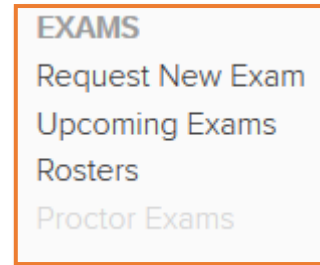# How to Approve an NHA Exam Roster

*To see candidate applications <u>prior to the closing of exam registration</u>, select the Applications button on the left-hand side of the portal. All active applications will be listed as of today's date.

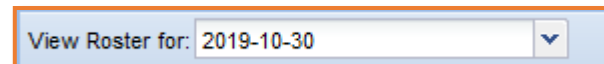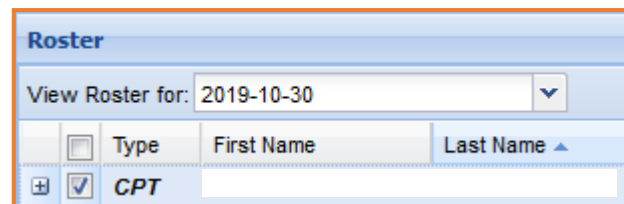|	
Step 1: Log into your Instructor/Director account at **NHANOW.com**.	Shop | Help Center | My Account | **Login or Create Account**
Step 2: Select **Rosters** in the lower left-hand corner of the Dashboard. • A system generated email will be sent when exam date is closed so that you may begin approval process. • Exam Rosters will automatically be approved 3 business days prior to the test date.	**EXAMS** Request New Exam Upcoming Exams Rosters Proctor Exams
Step 3: Select the date the candidate is supposed to be testing from the listed options under the **View Roster for:** drop down.	View Roster for: 2019-10-30 ▼
Step 4: Select the box on the left-hand side of the candidate's name.	**Roster** View Roster for: 2019-10-30 ▼ ☐ Type | First Name | Last Name ▲ ⊞ ☑ **CPT**
Step 5: Select **Approve Selected** or **Reject Selected** in the lower right-hand corner.	✅ Approve Selected ⛔ Reject Selected 🖨 Print Roster

For additional questions, please contact NHA via **Live Chat** at nhanow.com