

Step 1: Log into your administrative account at [NHANOW.com](https://nhanow.com)

Login / Account ▼

Step 2: Select **View Exam Rosters** from the navigation bar at the bottom of the left-hand side of the screen

- A system generated email will be sent when the exam date is closed so that you may begin the approval process
- The exam roster will be automatically approved **3 business days** prior to the test date

EXAMS

Request New Exam

Upcoming Exams

View Exam Rosters

Proctor Exams

Step 3: Select the correct exam from the listed options under **View Roster For**

- On-site exams will be listed by **exam date**
- Third-party tests will listed under **Testing Center**

Roster

View Roster for: ▼

- Testing Center (10 pending approval)
 - 2021-05-20
 - 2021-05-20
 - 2021-05-27
 - 2021-05-31 (2 pending approval)
 - 2021-06-02

Step 4: Check the filter located on the right-hand side to ensure your candidate(s) are listed

- On-site exams will default to **Pending Approval**
- Third-Party exams will default to **All**

Pending Approval ▼

All

Approved

Pending Approval

Step 5: Select the box on the left-hand side of the candidate's name and choose Approve Selected or Reject Selected as necessary.

<input checked="" type="checkbox"/>	Type	First Name
<input checked="" type="checkbox"/>	CEHRS	
<input checked="" type="checkbox"/>	CEHRS	



Approve Selected



Reject Selected