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**NLN Pre-Admission (PAX) Registration for Proctorio Hy-flex**

**Step # 1 –**  **Registration URL: Salish Kootenai College** <https://ondemand.questionmark.com/home/405669/user/register/site/5ecff7cf5e83b>

* Username: (Please note: the NLN recommends using your email address as your username.)
* Email Address: (Please note: the NLN recommends using your school email address.)

Please verify that your school name is listed as your Membership

Graphical user interface, text, application

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* First and Last Name
* Date of Birth
* City, State and Phone
* Click on Create New Account

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You will receive an email from 405669. Click on the link provided in the email. It will then direct you to create your password – click Login.

* Enter your new password
* Change your time zone to your local time
* Click Save

**Already have an account** – Simply log in using your username and password. ***(Note: If you attempt to log into your account with the incorrect password more than 5 times your account will be locked for 15 minutes, and you will need to request a new password.)***

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**Already have an account but forgot password**- Click on request new password on the landing page. An email will be sent to you with a link. Click the link within your email and reset password.

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**Step # 2** - **Register for HyFlex exams**

* Go to the top of the page and select “Buy Exam”.

Application

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* On the Left hand side you will see “Search Catalog” Scroll down and put a check mark in the box next to “PAX” and click apply

Graphical user interface, application, email

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* Choose **H-PAX-1** and click on add to cart

Graphical user interface, text, application

Description automatically generated

* Verify that your Pre-Admission exam has been added to your cart

Graphical user interface, text, application, chat or text message

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* Top right hand corner Click on “Red shopping cart”

Graphical user interface, application, chat or text message

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* The payment screen will automatically populate

Graphical user interface

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* Verify the quantity

Graphical user interface

Description automatically generated

* Update your cart

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* Check out

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* Skip the voucher information

Graphical user interface, text, application, email

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* Click on continue to next step verify the information

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* Click on continue to next step

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* Fill out the credit card information

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* Accept the terms and conditions and click continue

**Step # 3** - **VERIFY THE EXAM IS IN YOUR ACCOUNT**

* After you have completed your payment Click on the “MY ASSESSMENTS Tab” at the top of the page.

Application

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* Listed here you will see your upcoming exam information.

Graphical user interface, text, application

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* When you are ready to take your exam you can click on the play button. **DO NOT** click on the play button unless you are ready to take your exam.

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