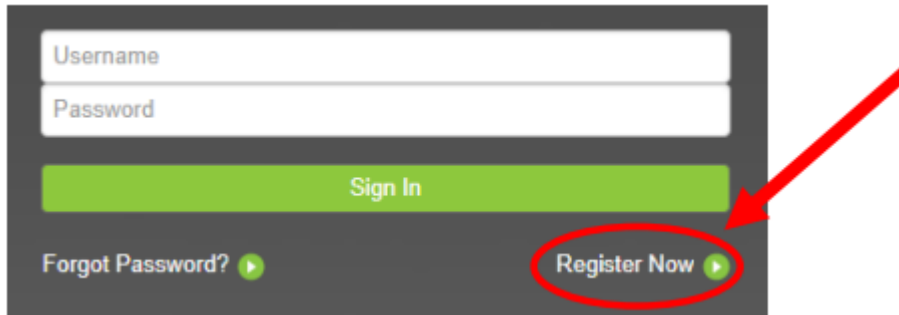


PROMETRIC STUDENT INSTRUCTIONS

IMPORTANT***Instructions for Creating a Prometric Account

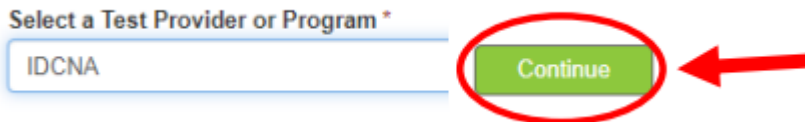
To register for your CNA Written Test, you must first create an account on the Prometric website. Follow these steps:

1. **Visit the Prometric Website:** Click on this link [Prometric TC Net - Prometric TC Net](https://tcnet1.prometric.com/Login.aspx?ClientNameSingleSite=idcna) or you can type in <https://tcnet1.prometric.com/Login.aspx?ClientNameSingleSite=idcna>
2. Select **Register now**



A screenshot of the Prometric website's login page. It features a dark grey background with white text. At the top, there are two input fields: 'Username' and 'Password'. Below these is a green 'Sign In' button. At the bottom left, there is a link for 'Forgot Password?' with a right-pointing arrow. At the bottom right, there is a 'Register Now' button with a right-pointing arrow, which is circled in red. A red arrow points from the top right towards the 'Register Now' button.

3. Nothing is needed in the Prometric testing ID, but you do need to **select IDCNA** under select a test provider or program



A screenshot of the Prometric website's selection page. It shows a dropdown menu titled 'Select a Test Provider or Program *' with 'IDCNA' selected. To the right of the dropdown is a green 'Continue' button with a right-pointing arrow, which is circled in red. A red arrow points from the right towards the 'Continue' button.

4. **Create your account**

Please complete the required fields the system has listed and **enter your login details below**. When creating your Username, use the following format: First letter of first name, first four letters of last name. (if last name has less than four letters, use full last name), month and day of birthdate (mmdd)

Examples:

John Smith DOB 09/06– **Username would be:** jsmit0916

Jane Doe DOB 12/25 – **Username would be:** jdoe1225

Place your information here (You will be required to bring in your test ticket that is given at the time of registration.)

Username: _____

Password: _____

PROMETRIC STUDENT INSTRUCTIONS

FIRST TIME REGISTRATION

| Prometric Info | Sign In Info | Profile Info |
|-------------------------------|---|---|
| Sign-in Information | | Security Question and Answer |
| Username * Username | Confirm Password * Confirm Password | Questions * What is the name of the city in which you were born? Question Answered * Question Answered |
| Password * Password | | Question * Question Question Answered * Question Answered |

5. Complete demographic information

Do NOT use your CSI email address use your personal email address (to ensure login access in the future)

FIRST TIME REGISTRATION

| Prometric Info | Sign In Info | Profile Info |
|---|---|-----------------------------------|
| Name | | |
| First Name * First Name | Middle Name / Initial Middle Name / Initial | Last Name * Last Name |
| Mailing Address | | |
| Mailing Address * Mailing Address | Address 2 Address 2 | City * City |
| State/Province * State/Province | Postal Code * Postal Code | Country * United States |
| Contact Information | | |
| Email Address Email Address | Home Phone # * Home Phone # | |

6. Other information- Required selection criteria

Enter the Training Program Completion Date provided on the top of the page by CSI staff.

Training Program Completion Date *
mm/dd/yyyy

Nurse Aide Training Program Name *
College of Southern Idaho (Twin Falls)
College of Western Idaho
Eastern Idaho Technical College (Idaho Falls)
Elmore Medical Center

Nurse Aide Training Program Code *
7001 - College of Southern Idaho (Twin Falls)
7002 - Eastern Idaho Technical College (Idaho Falls)
7003 - ISU - College of Technology (Pocatello)
7004 - Lewis-Clark State College (Lewiston)

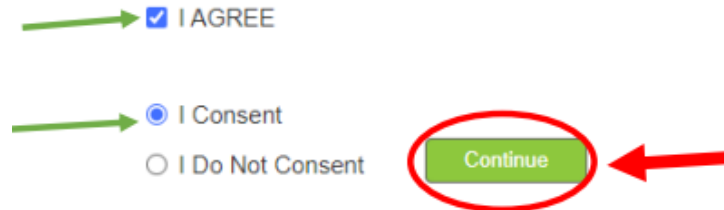
Testing Route *
Route 1 - New Nurse Aide
Route 3 - Challenger
Route 5 - Lapsed

Continue

PROMETRIC STUDENT INSTRUCTIONS

Select Route 5 is you have a Idaho Dept. of Health and Welfare letter***

Please note that it is extremely important to provide accurate information when creating your account, any inaccurate information will result in a delay of your CNA certification. Your CNA certification does get mailed out to you within 6 weeks upon successful completion.



A screenshot of a digital form with the following elements: a green arrow pointing to a checked checkbox labeled 'I AGREE'; a green arrow pointing to a radio button labeled 'I Consent'; an unchecked radio button labeled 'I Do Not Consent'; a green 'Continue' button circled in red with a red arrow pointing to it from the right.

IMPORTANT NOTE: All information must be accurate and truthful. Failure to comply may result in a delay in receiving your certification. In such cases, you will need to contact Prometric for resolution.

Good luck with your exam!