

1. **You must have your login ID\*, password\* and a photo ID to take the exam.**

Your login name is on your Eligibility Confirmation mail. All other materials are provided at exam site.

2.

When told to do so, enter your **login ID** and **password\***. Click the **Sign In** button.

If you need your login ID and password:

- \* Click **Forgot Login ID?** Enter your email. Click Retrieve. Your login name is sent to your email.
- \* Click **Forgot Password?** Enter your login ID. Click Reset. A new password is sent to your email.

3. INACE exam

Started: Not Started

Exam Time: August 7, 2018 9:00 AM

Exam Location: Community College

[Receipt](#)

[Start](#) ←

Your Home screen opens.  
Your exam is listed in a grey box.

When told to do so, click the **Start** link.  
Click through the message boxes to open the exam.

4.

- Click to select an answer.
  - Review and re-answer any question as often as needed.
  - Click **Next** or **Previous** to navigate among questions.
  - Click **Bookmark Item** to mark questions for review (click Item Review for a summary of all questions.)
  - DO NOT close the browser until you complete the exam. Your exam will be locked.
  - After answering all questions, click the **Score Exam** button.
- Exam locks at 30 minutes of inactivity.
  - Exam is scored after 90 minutes whether or not you answer all questions.

5. INACE exam

Started: Complete

Exam Time: August 7, 2018 9:00 AM

Exam Location: Community College

[Receipt](#) [Schedule a Retest](#) [Certificate](#)

Your exam results will be emailed to you.

- Computer-based exam: Allow 3 business days.
- Paper-based exam: Allow 10 business days.

If you pass, you may download/print your certificate of completion. Log in and click **Certificate**.

If you do not pass, you may **Schedule a Retest**.

NOTE: The 'Retest' link does not indicate 'pass' or 'fail'.

You may select another exam any time prior to your exam. Log in and click **Reschedule** in the grey box.

**On exam day, you must have your login ID\*, password\* and a photo ID to take the exam.**