

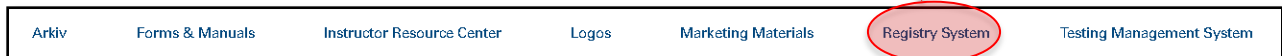
NCCER Registry System HOW TO GUIDE



HOW TO COMPLETE NEW USER REGISTRATION (NCCER Card Number Known)

This guide provides instruction to successfully register a new user account in the NCCER Registry System using your NCCER Card Number.

1. Go to <http://www.nccer.org> and select the top-right **myNCCER** button.
2. Select **Registry System** link.



3. Select the **Register** button.
4. Enter your NCCER card number and click **Continue**.
 - a. **Don't have an NCCER Card Number? Forgot your NCCER Card Number?**
Then click "I am unable to provide an NCCER Card #" to find your number or create a new one.



5. Enter the SSN or SGN used when you first received your card number and click **Continue**.
6. Click **Confirm** if the name is yours (otherwise click **This isn't me**).
7. Enter the **mandatory** information into each field.
 - a. Select the TYPE of phone number you intend to enter BEFORE entering the phone number.
 - b. Enter an accessible email address.
 - c. Enter your own password.

8. Click **Continue** to have the Registry system email your activation link.
9. Log in to your email account to access the activation link the Registry system sent you.
10. Click on the activation link that was sent to the email address you entered in Step 6. You will be transferred to your Registry profile page where you must complete all **required** fields (as denoted by asterisk).
11. Click the **Save** button.
12. You will then be presented with a screen to **Sign In** to the Registry as a Registered User. Once you have entered your NCCER Card Number and Password.