

Georgia Nurse Aide candidate experience:

Activate your Credential Manager account

The steps below describe how a GANA candidate should activate his or her Credential Manager account. You can use these steps to become familiar with the candidate experience, or use them to guide candidates through the process.

How to activate your Credential Manager account

1

You will receive an account activation email once your provider has submitted your training program completion information.

From the email, click the activation link as shown in the example below:

From: <pearsonVUEcustomerservice@pearson.com>
Date: Wed, May 31, 2017 at 8:15 AM
Subject: New Account Activation Self Registration
To: eileen.rassatt@pearson.com

SAMPLE LINK

Dear Steph Candidate,

Your user login to Georgia Nurse Aide program profile has been created.
Your new Georgia Nurse Aide ID is: 1110001307



To activate your account please go to:

<https://i7lp.intergral7.com/durango/aa?aakey=hwQYRcetuui>

Once you activate your account, you will be asked to create your username and password. You will be able to access your account immediately. After you have activated your account, you will not be able to access the above link.

Please note that the account activation link will expire on 2017-06-30 08:15:24.24.

If you have questions regarding your application or the web site, please contact pearsonVUEcustomerservice@pearson.com.

	<p>Welcome to the Georgia Nursing Assistant Certification program!</p>
<p>2</p>	<p><i>You will be directed to the Security Questions page.</i> Select security questions for your account and provide the responses. Then click Save.</p>  <p>The screenshot shows a window titled "Security Questions". It contains two identical sections. Each section has a dropdown menu labeled "Question #1*" and "Question #2*" respectively, with "Select" visible in the dropdown. Below each dropdown is a text input field labeled "Answer*".</p>
<p>3</p>	<p>On the New Registration page, change your username from the default assigned, if desired. Then, enter a password for your account and click Submit.</p>  <p>The screenshot shows a "New Registration" page. At the top, it says "Security Questions Added/Updated Successfully. Enter a new Username and Password below." Below this are three input fields: "Username" (containing "0610000200"), "Password", and "Confirm Password".</p> <p><i>You will be taken to your Personal Information page.</i></p>
<p>4</p>	<p>Enter your all personal information. Please sure to review your First Name and Last Name and does it match what is on your state or government identification. If it is not, please contact customer service. Confirm your email address is current.</p>

Personal Information
Amy Candidate - 0610000200

Candidate Record
Initially, and every 180 days, we like to verify your demographic information. Please verify your information or use the Update Personal Info link to the left to make the appropriate changes. Once verified, you may access the other areas of the site.

Fields marked with an * are required.

General Information verify and save as a valid source of verification

Enter your name and social security number EXACTLY as it appears on your government-issued identification.

Prefix:
 First Name: Amy
 Middle Name:
 Last Name: Candidate

ID Name	ID	Last Updated
Registry ID	0610000200	02/22/2016
PCMCREDENTIALID	0610000200	02/22/2016

5 At the bottom of the Personal Information page, review the **End User License Agreement**. Then click **Verify**.

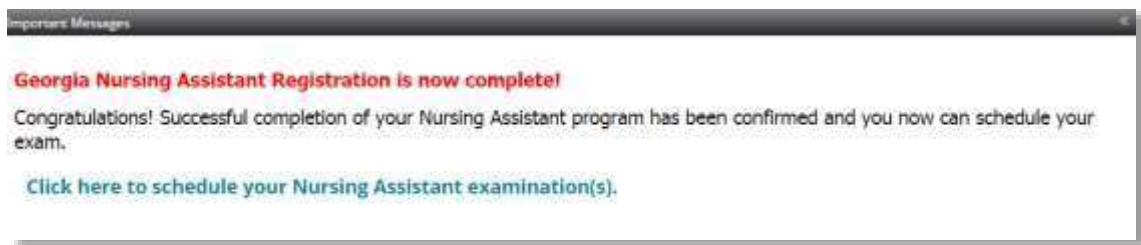


You will be taken to your home page.

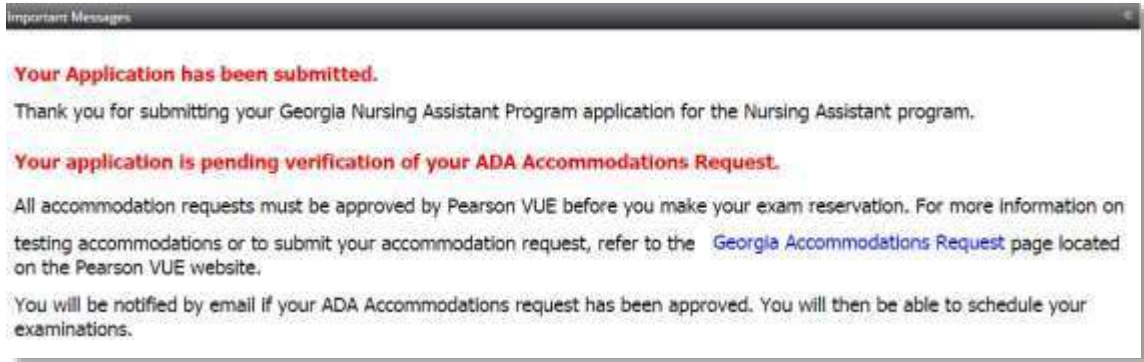
6 **You must now complete and submit your application to take the NNAAP exam.** Follow the instructions on your home page as shown in the example below:



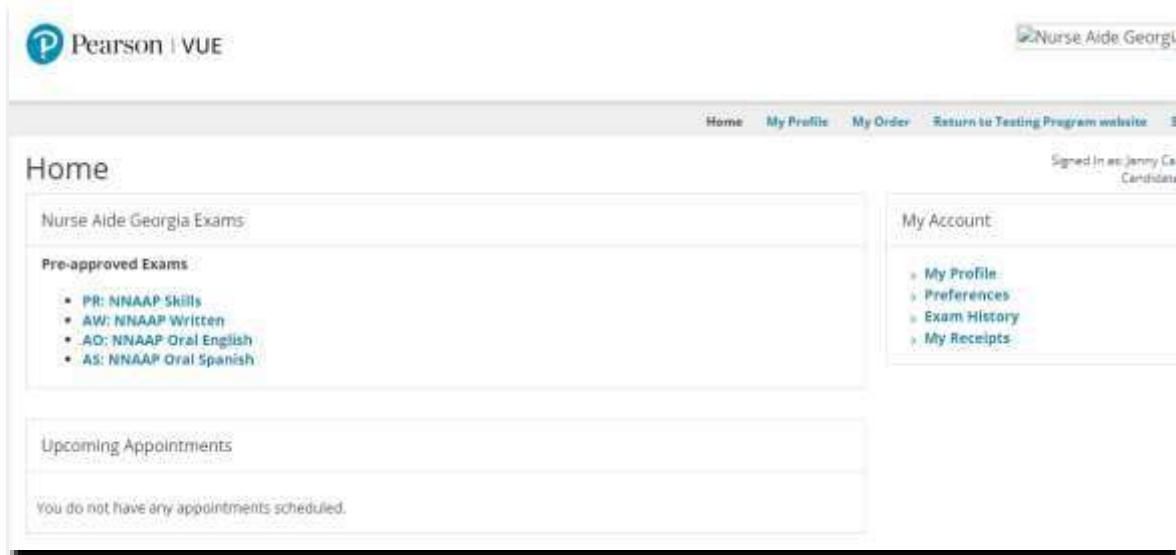
7 Once your application is complete, you'll see the following message on your home page. You can now click the provided link to schedule your exam. (The link takes you to the Pearson VUE's scheduling system.)



Note: If you requested an **accommodation**, your application will require further review. Once you initially submit your application, you will see the following message on your home page:



8 The candidate connects to Pearson VUE's scheduling system.



9 Click on the Skills Exam

The screenshot shows the Pearson | VUE website interface. At the top left is the Pearson | VUE logo. In the top right corner, there is a user profile for "Nurse Aide Georgia" with a "log out" icon. Below the logo is a navigation bar with links for "Home", "My Profile", "My Order", "Return to Testing Program website", and "Sign Out". The main heading is "Exam Details". On the right side, it says "Signed In as: Jerry Candide" and "Candidate ID: 3". Below this is a button labeled "View My Authorization Information". The exam details are listed as follows:

- Exam:** PR: NNAAP Skills
[View Testing Policies](#)
- Price*:** USD 85.00
- Language:** English

At the bottom of the details section, there is a note: **Prices listed are based on today's date and do not include local taxes which may be applicable.*

10

Exam Details

Signed in as: Nurse Aide 22 Candidate
Candidate ID: 3400855371

[View My Authorization Information](#)

Exam: PR: NNAAP Skills
[View Testing Policies](#)

Price*: USD 77.00

Language: English

*Prices listed are based on today's date and do not include local taxes which may be applicable

[Previous](#) [Schedule this Exam](#)

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11 We will provide you test centers closest to your house.

Test Center Search

Exam Selection: PR: NNAAP Skills | Language: English [Change Exam](#)









Find Regional Test Centers (RTS) Near You


Your Address:
23 Frost Avenue S, Atlanta, Georgia, 45321, United States

[Search by Address](#)

Find In-Facility Test Centers
Test Center Code:
[Search by Code](#)

You can select **up to three** test centers to compare availability.

Test Center	Distance* Show km	Directions
 VILLAGE SAMARITAN TRAINING INSTITUTE - RTS 4 FOREST CIRCLE NEWNAN, Georgia 30265 United States	34.2 	Get Directions
 CPR WITH MICKEY - DALLAS - RTS 110 EVANS MILL DRIVE, SUITE 704 DALLAS, Georgia 30157 United States	37.3 	Get Directions
 ATLANTA JOB CORPS CENTER - RTS 239 WEST LAKE AVENUE ATLANTA, Georgia 30314 United States	49.6 	Get Directions
 Chattahoochee Technical College-Georgia Skills Day 5198 Ross Road Acworth, Georgia 30102 United States	52.0 	Get Directions



Click on the test center(s) that you want to see dates for.

12

Choose Appointment

Exam Selection: PR: NNAAP Skills | Language: English [Change Exam](#)

Test Center

- CPR WITH MICKEY - DALLAS - RTS**
 110 EVANS MILL DRIVE, SUITE 704
 DALLAS, Georgia 30157
 United States
- ATLANTA JOB CORPS CENTER - RTS**
 239 WEST LAKE AVENUE
 ATLANTA, Georgia 30314
 United States
- Malik College - RTS**
 2502 Chamblee Tucker Rd.
 Suite 200
 Chamblee, Georgia 30341
 United States

[Change Test Centers](#)

Select Date [Why can't I find an available appointment?](#)

August 2017							September 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Select a date on the calendar to see available appointments.

My Order

Signed in as Jerry Candidate
Candidate ID: 302

Description	Details	Price	Actions
Exam PR: NNAAP Skills Language: English Exam Length: 30 minutes	Appointment Friday, August 11, 2017 Start Time: 11:00 AM EDT Change Appointment	85.00	Remove
Location Malik College - RTS 2502 Chamblee Tucker Rd Suite 200 Chamblee, Georgia 30341 United States Change Test Center			
Total Due			
		Subtotal	85.00
		Estimated Tax	0.00
		ESTIMATED TOTAL DUE:	USD 85.00

[Add Another Exam](#)

[Proceed to Checkout](#)

13

Repeat the same process for the Written exam by clicking on the Add Another Exam Button on the left of the screen.

If you are a **first time test taker**, you are required to schedule the skills and written exam on the exact same day at the same location. If you try to check out, it will give you an error.

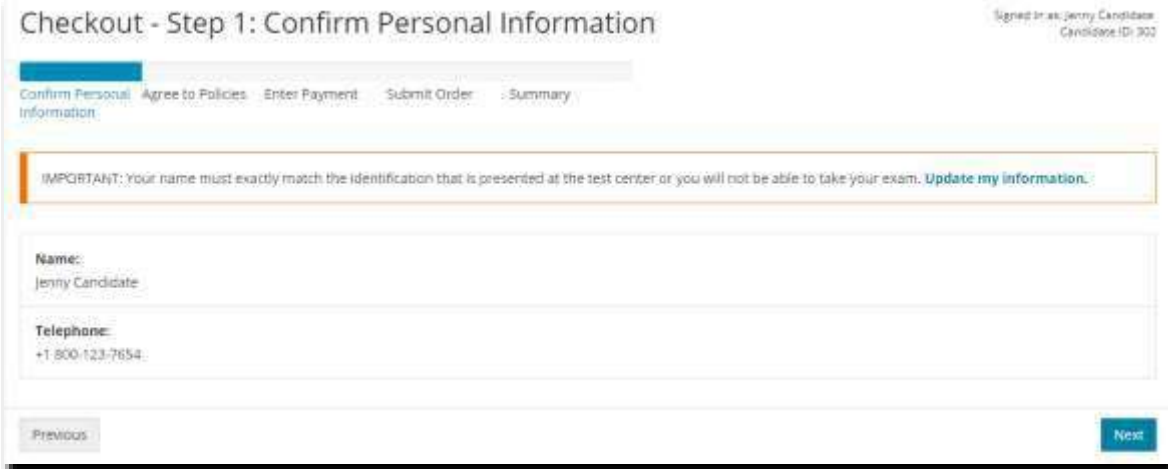
Once both exams have been scheduled, you should see something like below. If everything looks correct, please click on proceed to checkout.

My Order

Dncripdon	OtUib	Price	Actions
<p>Exam</p> <p>U!l!i<!P m!l!6!*</p> <p>!>Un>X!m!>h!</p>	<p>AppollOYien.t</p> <p>(fii.JY1 1.Jot7</p> <p>S.t.l•!TH'DO)-Mf01</p> <p>(!lololljt....p UT1 114</p> <p>loetti1ln</p> <p>!l< li collm</p> <p>!..!l!C!Wm!>!l Tuttf AD</p> <p>Sulle200</p> <p>C">"!>!te Geo ol It!J-1.</p> <p>UnS I XM</p> <p>cn.neTe:wCe: ter</p>	<p>75.00</p>	<p>Remove</p>
<p>••••</p> <p>AW !l!>MP V.Jilif!></p> <p>UnilUcllf,if!&!l!S!l</p> <p><un< !l:l:Or.:anu</p>	<p>Appolnmtl\1</p> <p>f!(!ly...e.*sr11 2011</p> <p>Sl!l! f O":t.OOAMEOT</p> <p>(!wort:O! A.flpointmtl\1</p> <p>lowdo"</p> <p>M!l!l Coi -P:T'S</p> <p>!l!4!O!clmtJTU<#!"</p> <p>!..UM>J</p> <p>O-- .Cit'3(31</p> <p>Ullit!>: f!>S</p> <p>Cl!l!l!e.r.W.c..rer</p>	<p>27.00</p>	<p>Remove</p>
		<p>*****</p> <p>Estimated Tax:</p>	<p>110.00</p> <p>000</p>
		<p>EST!MAUO TOFAl OUI:</p>	<p>USD112.00</p>

[Add Another Exam](#)

- 14 Please note: If your name below is not your legal name, then you should stop and call customer service to get your name changed. There will be some documentaion that you will need to provide to get your name changed.



Checkout - Step 1: Confirm Personal Information

Signed in as: Jenny Candidate
Candidate ID: 302

Confirm Personal Information | Agree to Policies | Enter Payment | Submit Order | Summary

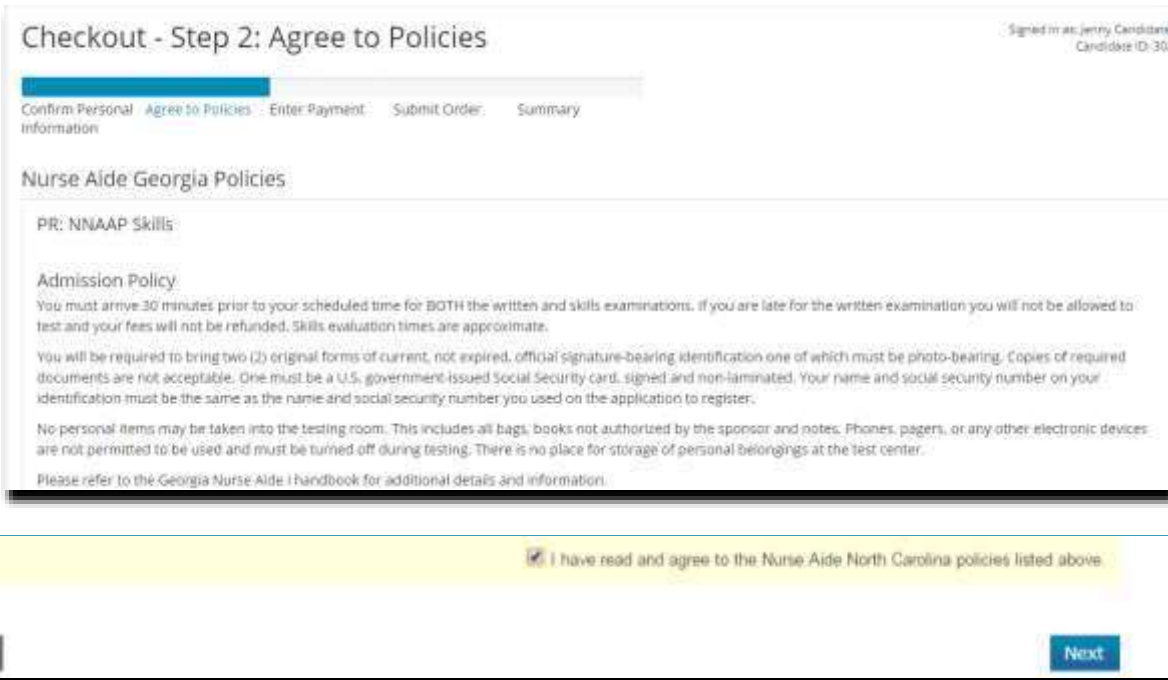
IMPORTANT: Your name must exactly match the identification that is presented at the test center or you will not be able to take your exam. [Update my information.](#)

Name:
Jenny Candidate

Telephone:
+1 800-123-7654

Previous Next

- 15 Please note the Checkbox at the bottom of the Policies page.



Checkout - Step 2: Agree to Policies

Signed in as: Jenny Candidate
Candidate ID: 302

Confirm Personal Information | Agree to Policies | Enter Payment | Submit Order | Summary

Nurse Aide Georgia Policies

PR: NNAAP Skills

Admission Policy
You must arrive 30 minutes prior to your scheduled time for BOTH the written and skills examinations. If you are late for the written examination you will not be allowed to test and your fees will not be refunded. Skills evaluation times are approximate.

You will be required to bring two (2) original forms of current, not expired, official signature-bearing identification one of which must be photo-bearing. Copies of required documents are not acceptable. One must be a U.S. government-issued Social Security card, signed and non-laminated. Your name and social security number on your identification must be the same as the name and social security number you used on the application to register.

No personal items may be taken into the testing room. This includes all bags, books not authorized by the sponsor and notes, phones, pagers, or any other electronic devices are not permitted to be used and must be turned off during testing. There is no place for storage of personal belongings at the test center.

Please refer to the Georgia Nurse Aide I Handbook for additional details and information.

I have read and agree to the Nurse Aide North Carolina policies listed above.

Previous Next

m

This is where you either use your credit card or the electronic voucher.

Checkout Step 3: Enter Payment

C...-010

Confirm Personal Information | [Agree to Policies](#) | [Enter Payment](#) | [Submit Order](#) | [Summary](#)

Order Total

Subtotal: 112.00

UTJWAJ10 TOIAHUL US011UIO

[Add Voucher or Promo Code](#) what is this?

Card Details

We accept the following cards:



*Card Type:

Select one...

*Card Number:

(Do not include hyphens or spaces)



Update your billing address.

Billing Address

This address must match the address that appears on the account.

Address 1

Address 2

*Address 1:

123 Street Avenue C

City

State

Zip

41- ..

*Zip/Postal Code

40521

Country

Phone

800-111-1111

Country Code

Your card will not be charged until you submit your order on the next page.

Ci(3)

The candidate will receive an email outlining the testing date/time/location and policies. If they need to have one resent, have them contact customer service.

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