Instructions for Creating a New NCCER Card Number for **Students**

New NCCER Card Number Registration Process

- **Privacy and security of records:** NCCER is committed to the privacy and security of all individuals who interact with our systems. All individuals will enter their own personal information and create a secure password.
- **Individuals own their credentials:** Individuals will access their own credentials, transcripts, score reports and training prescriptions, and maintain their NCCER personal profile through their online NCCER account.
- **Electronic Terms and Conditions provide ease and efficiency in agreeing to all NCCER disclosures:** This includes registration, release, responsibilities and liabilities agreements. *Paper release forms will no longer be maintained for auditing purposes.*
- **Instructions Overview:**
  - Visit NCCER registration site.
  - Verify and Enter user information.
  - Record NCCER number.
  - Check email and setup up password creation and recovery.

1

Using a mobile device or PC, visit web.myaccount.nccer.org OR scan QR code

Do you have an NCCER Card Number?

YES,
Go to Step

2

NO,
Go to Step

6

2

Click on "Look Up Card Number"(see below).

Sign Up

Enter your information to create your NCCER Account and have an NCCER number generated or retrieved for you.

First Name

John

Last Name

Smith

Email Address

example@gmail.com

Mobile Number

NCCER Number (Optional) -- Look Up Card Number

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Enter the following:

a. **Last Name**

b. **ID Type** = SSN, Drivers License number, School ID Etc.

c. **ID Number**

NCCER Number Lookup

Complete the information below to look up an NCCER number. For successful retrieval, information entered must match what was used to create the NCCER number.
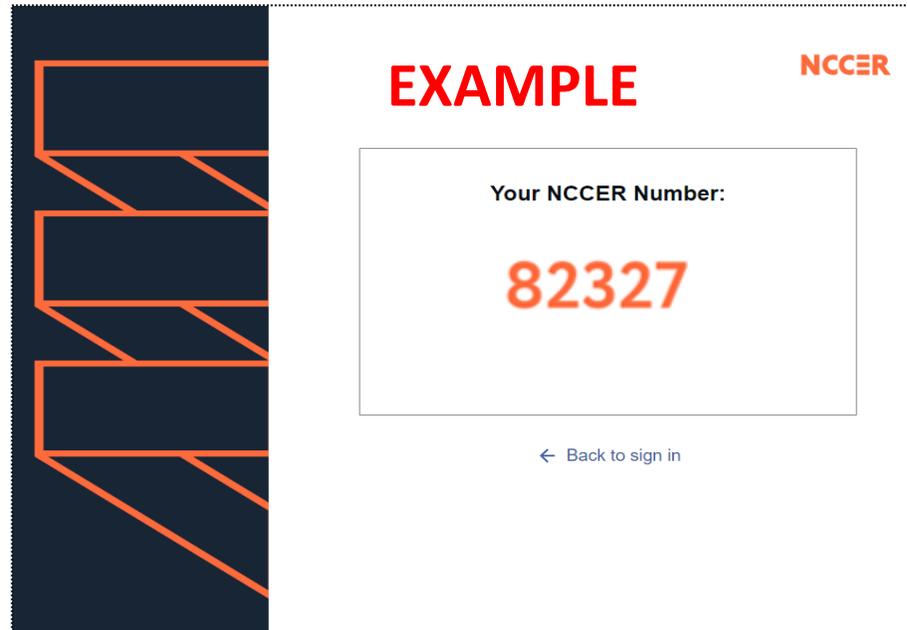
Last Name

Smith

ID Type

North Carolina Stude... ▾

ID Number

Please input alternate ID

Find My Number

4

Do the following:

a. Click "Find My Number"

b. Record your NCCER Card #

EXAMPLE

NCCER

Your NCCER Number:

82327

← Back to sign in

c. Provide # to your Instructor

Note: If a number is not found, click for support (link).

5

Navigate to
https://myaccount.nccer.org/Account/Login or scan QR code

6

Enter the following:

a. **First Name and Last Name**

b. **Email Address** (for password recovery)

c. **Mobile Number** (if required)

d. **NCCER Number** (leave blank if new)

Sign Up

Enter your information to create your NCCER Account and have an NCCER number generated or retrieved for you.
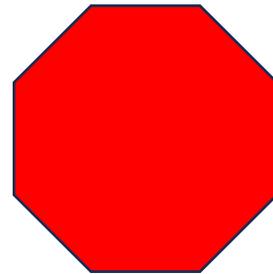
First Name

John

Last Name

Smith

Email Address

6

e. ID Type (SSN, Drivers license, School ID etc.)

f. ID Number

g. Date of Birth

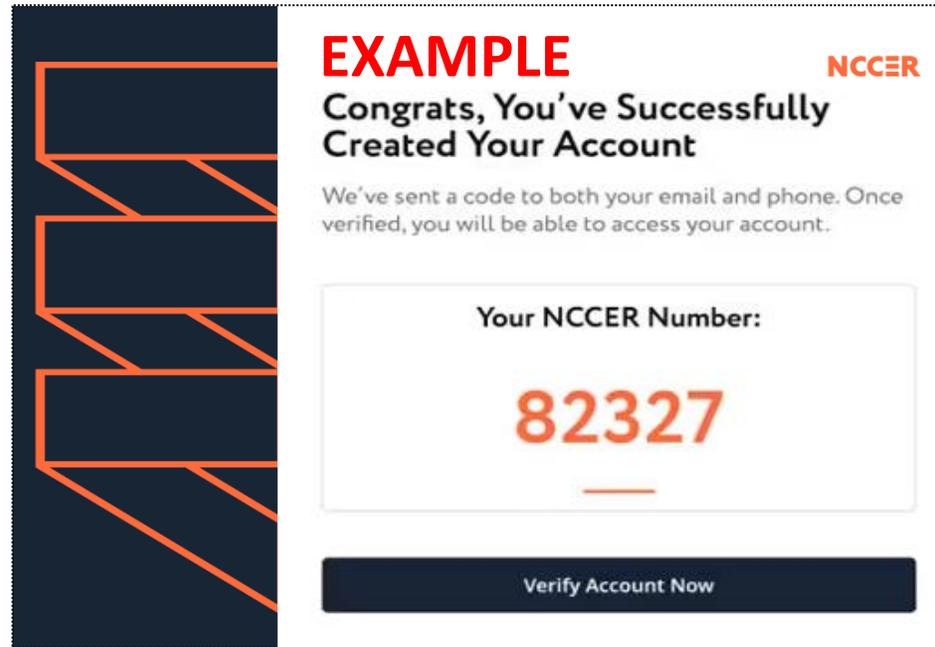h. Place of Birth

STOP and VERIFY
student information

Note: Accurate EMAIL NEEDED for Account set up

i. Read and Accept "Terms and Conditions" (replaces R&R)

7

Do the following:

a. Click "Create Account"

b. Record your NCCER Card #

EXAMPLE   NCCER

Congrats, You've Successfully Created Your Account

We've sent a code to both your email and phone. Once verified, you will be able to access your account.

Your NCCER Number:

82327

Verify Account Now

c. Provide # to your Instructor

d. Click "Verify Account Now"

Sign-in

Navigate to https://myaccount.nccer.org/Account/Login OR scan QR code

Note: mobile devices cannot be used for module testing.

If you have any questions, please contact your Program Director or NCCER SUPPORT

NCCER Support (386) 518-6500
Toll Free (888) 622-3720
Support email support@nccer.org