

Proctor Registration Instructions

Chapter Advisors:

1. Go to hosa.org and click **LOGIN** in upright hand corner of homepage



2. Scroll down to **Local Chapter Advisors** and click **Access Chapter Advisor Services**
3. Enter your charter and password

Local Chapter Advisors

Charter: Password:

[Forgot Password?](#)

4. Click **Identify Proctors for Online Testing** under "Conference Registration"

Conference Registration

- [Conference Registration](#)
- [Identify Proctors for Online Testing](#)

5. Enter desired proctors' information and click **Submit**. An email will be sent to each proctor submitted containing their login information to administer participant tests. Instructions for proctors regarding test administration can be found on the Advisor's page at wahosa.org.

HOSA Online Testing System: Proctor Management

Create a New Proctor			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
E-mail Address:	<input type="text"/>		<input type="button" value="Submit"/>

Update Proctor Information

Disable	First Name	Last Name	E-mail
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>