Ready to administer the online ACRE assessment?

Follow these steps to register as a proctor:

- **Go to:** https://www.nceafg.com/home.aspx?pagename=registerrole
- Register with the proctor code provided in the IFG ACRE Online Instructions email, then log in to your account.
  - The proctor code can only be used once. If more than one proctor is required for per class, please contact our support team for assistance by calling 1-800-707-6232.

- **Select** the Proctor Now button on the dashboard.
- Proctors registered for more than one class will need to choose which class to view.

- **Begin** your proctor session.
- Proctors can view student progress, generate login codes, and close classes for grading when testing is complete.

Generating student login codes

To log a student back in if they lose session:

- **Click** the Generate button to the right of an individual student’s name to create a unique login code for the student.
- Return to the ACRE student registration page, enter the unique login code, and press submit to log a student back into their session.
  - Login codes will expire after 1 minute.

Close classes for grading

When testing is complete:

- **Click** the Close for Grading button on the proctor page to trigger scoring.
- Once scoring is complete and reports are available, the reporting contact will be emailed instructions to view reports.
  - If a class is closed prematurely, please contact our support team for assistance.