Web registration entry sample (common to FE and PE exams)

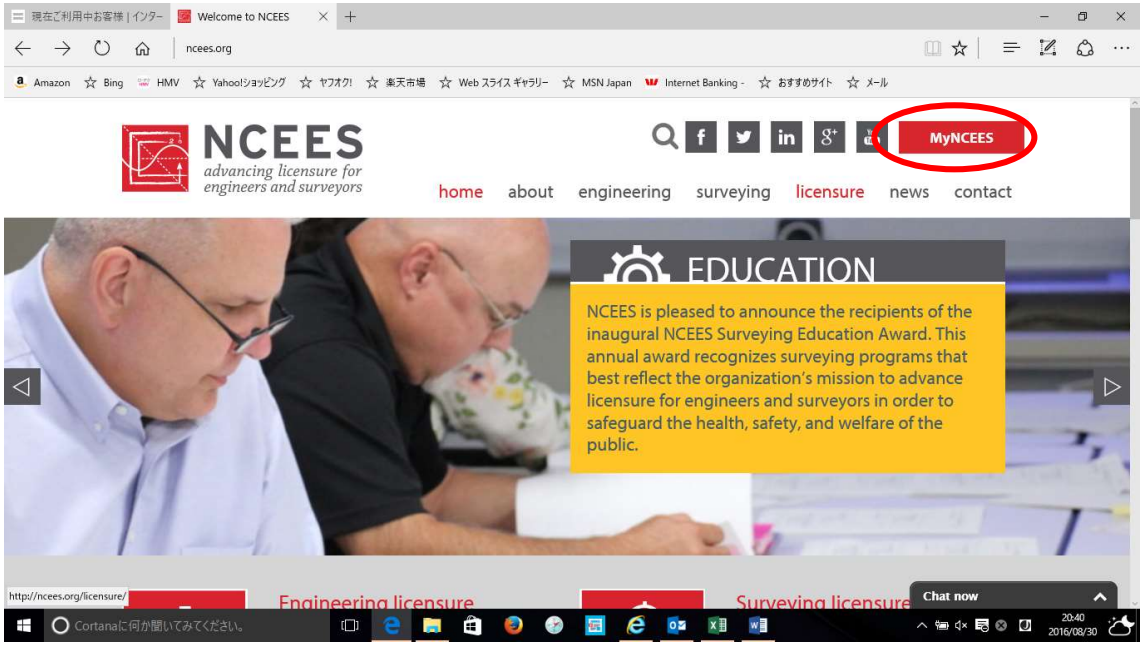
Notes

1) Be sure to use English keybord.

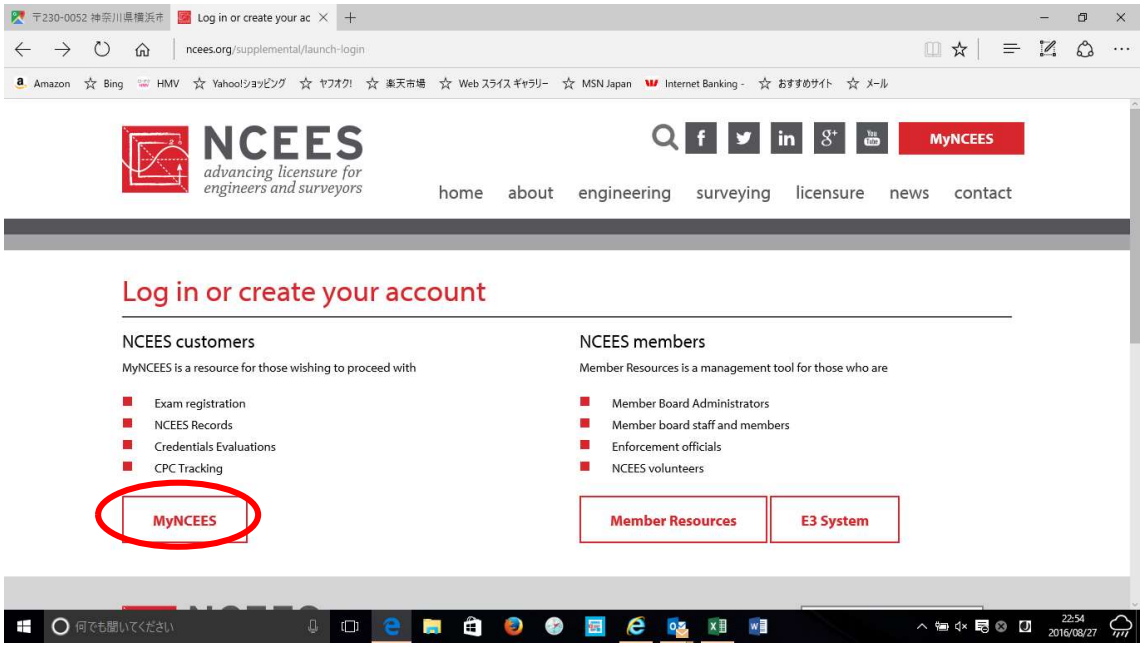
2) Fill in all necessary items and make sure there are no blanks.

3) If there is a mistake in entry, you will not be able to correct it yourself after registration, so please fill in carefully so that there is no mistake.

From the NCEES website (http://ncees.org/), click "MyNCEES" in the upper right.

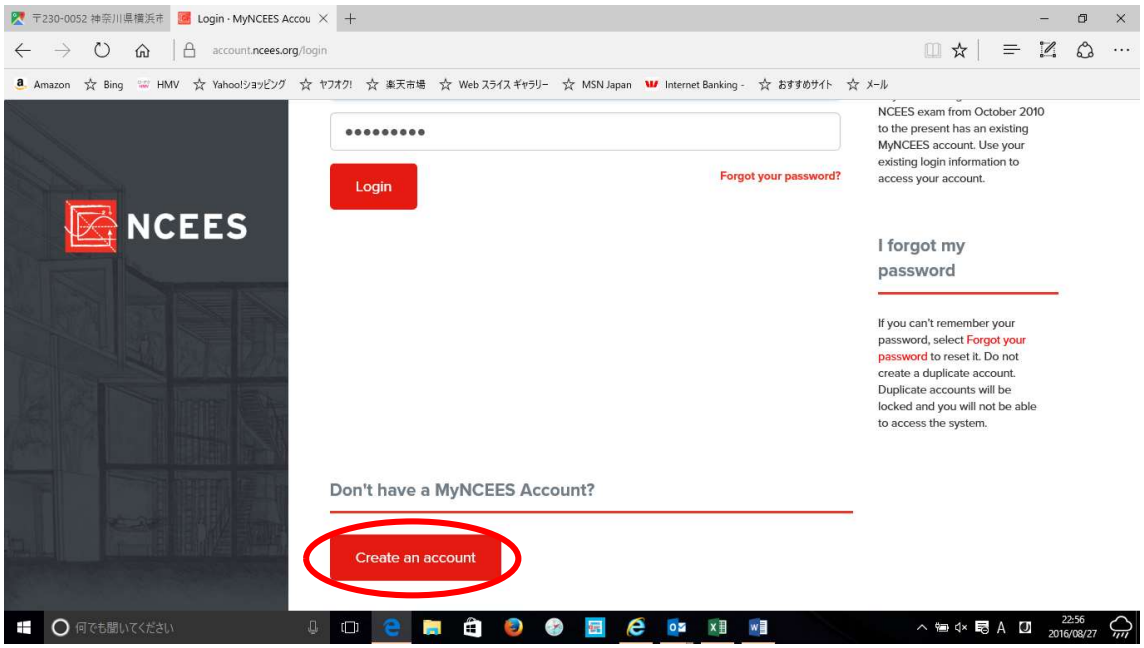


On the screen of Log in or create your account, click "MyNCEES" in the lower left.

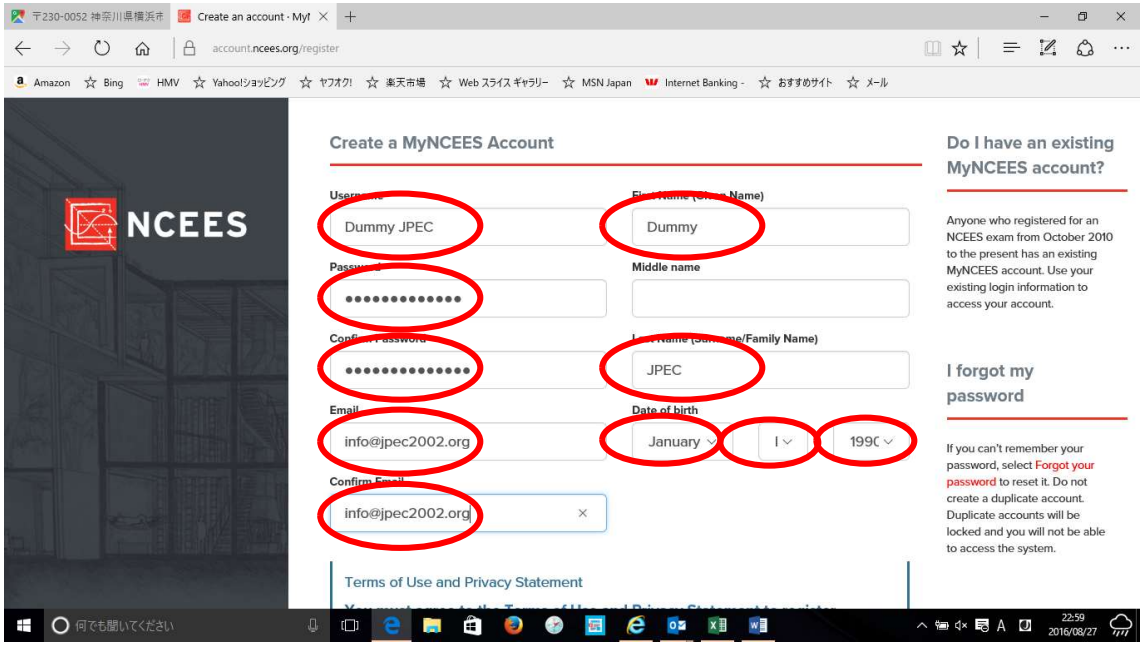


If you have an NCEES account, log in with Username and PW in the top column.

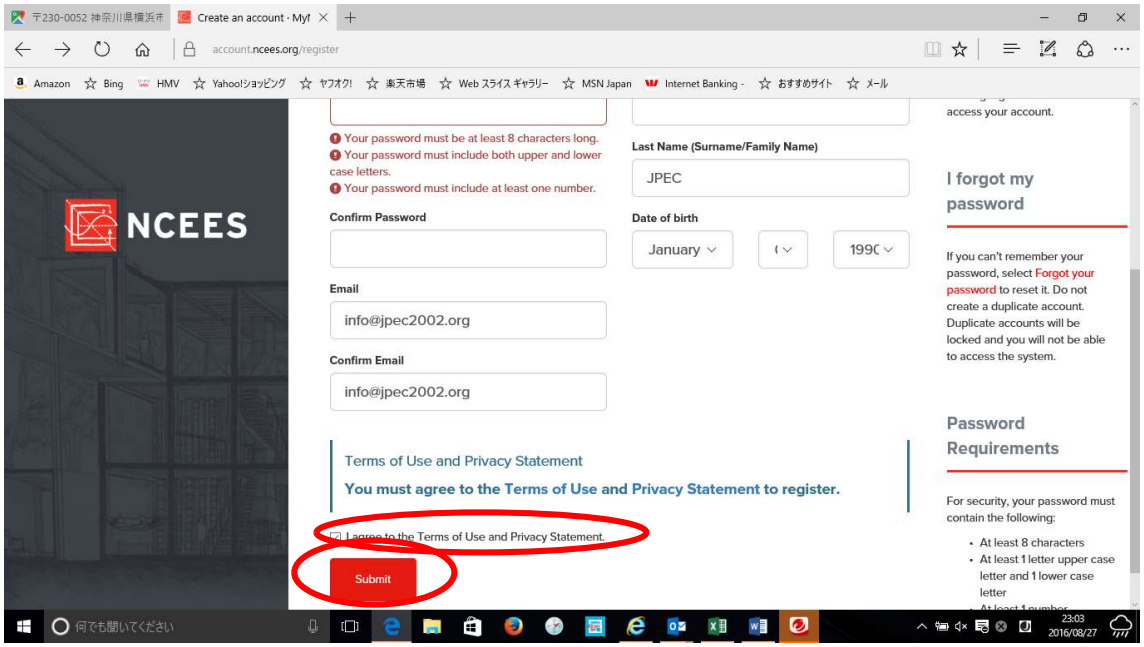
If you do not have an account, click "Create an account" at the bottom.



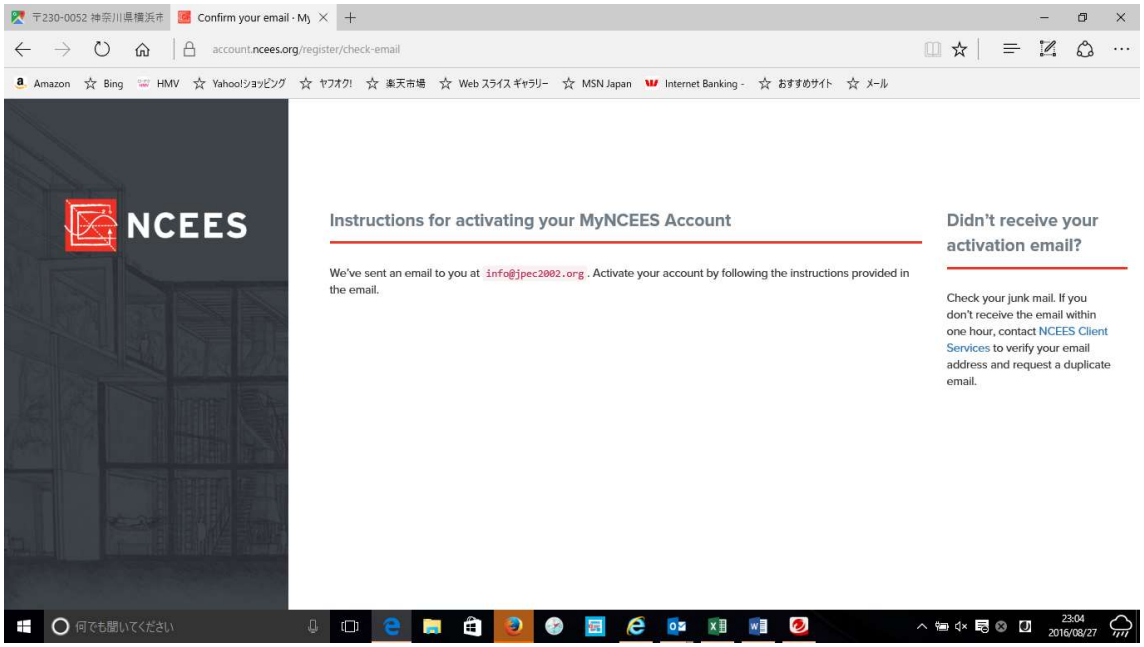
Fill in all the red circles below. If you do not have a Middle Name, do not fill in.
The password must be at least 8 characters long and must contain at least one uppercase letter, one lowercase letter, and one number.



When all the entries are completed, put a check mark in "I agree to the Terms of Use and Privacy Statement" at the bottom and click "Submit".



The screen will change to the following screen, at this point, e-mail from NCEES will be sent to the address registered, so open the e-mail and click on the URL described in the e-mail.



Subject MyNCEES Account Email Verification

Sender NCEES "<noreply@ncees.org>

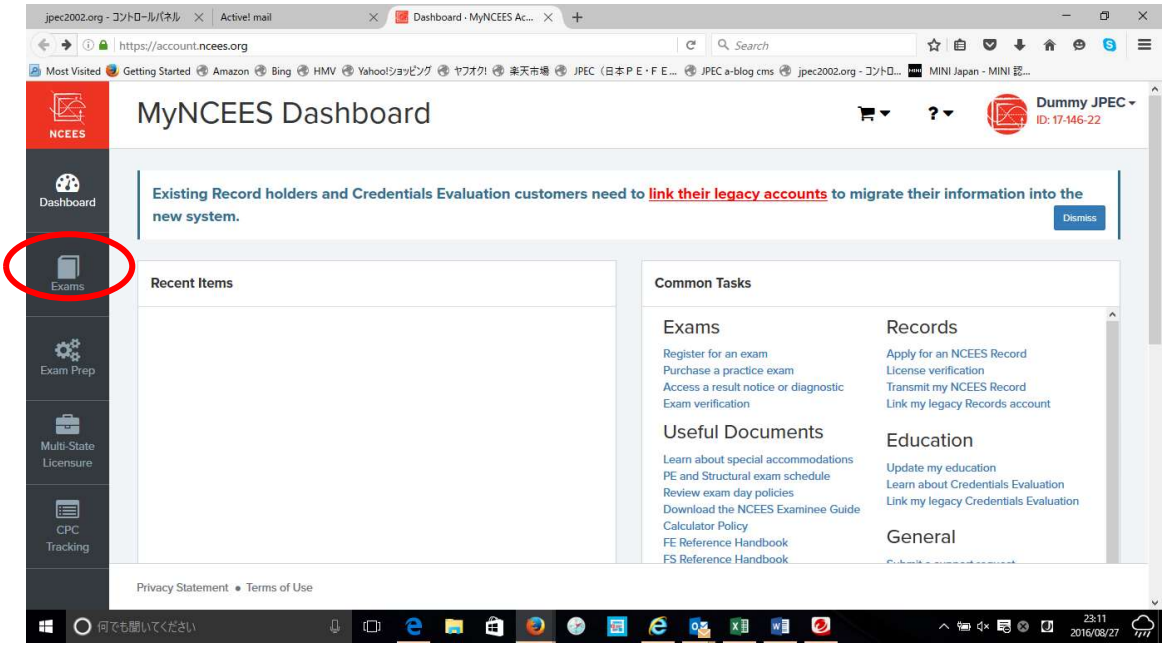
Dummy JPEC,

To finish activating your account - please visit

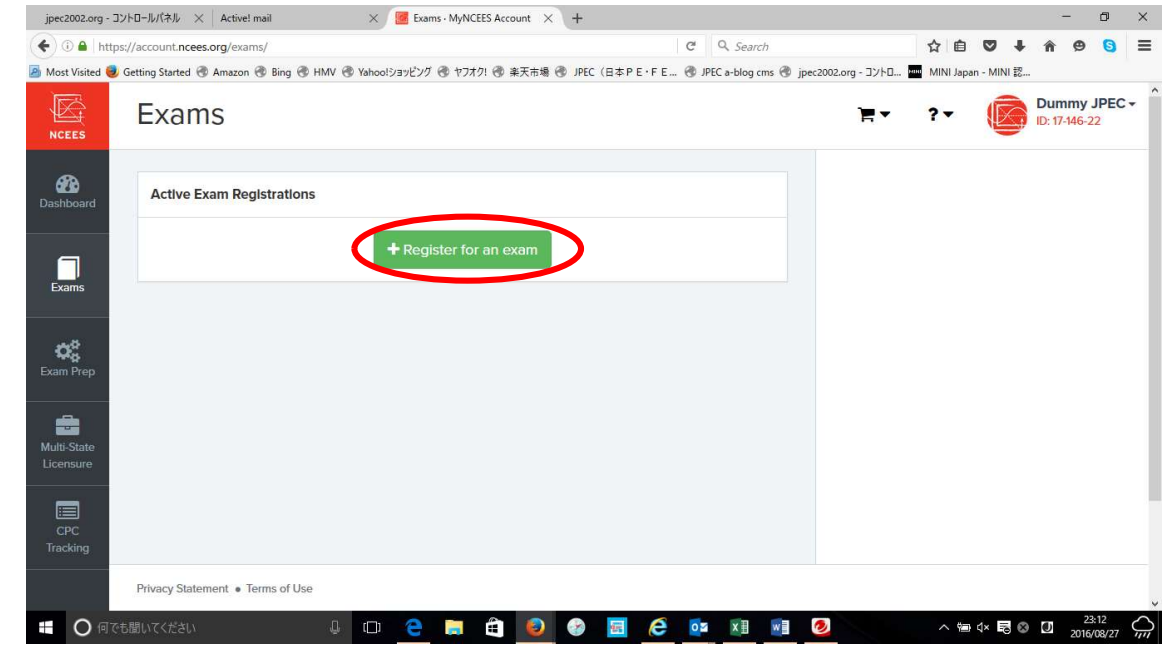
https://account.ncees.org/register/xxoicy5gvf48wcsogoc0wokc8ssxxxx

NCEES

When clicking the URL, the screen of "MyNCEES Dashboard" like this will appear, so click on the leftmost Exam.

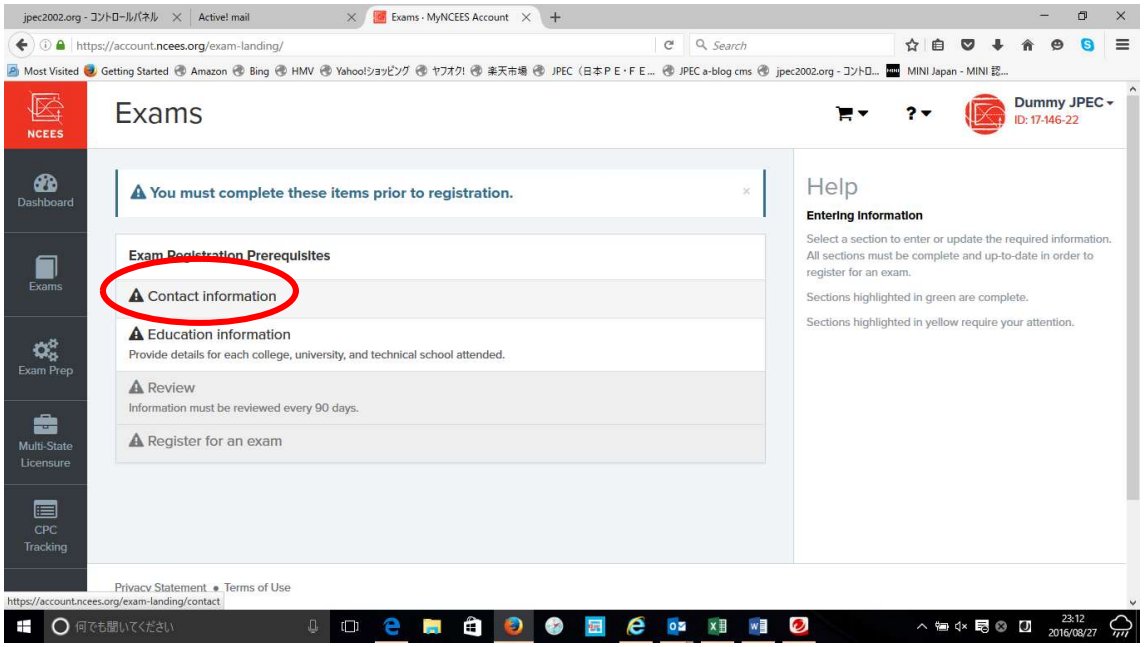


Click "Register for an exam" on the screen below.



Register "Contact Information" and "Education Information" from here.

First, click Contact Information.

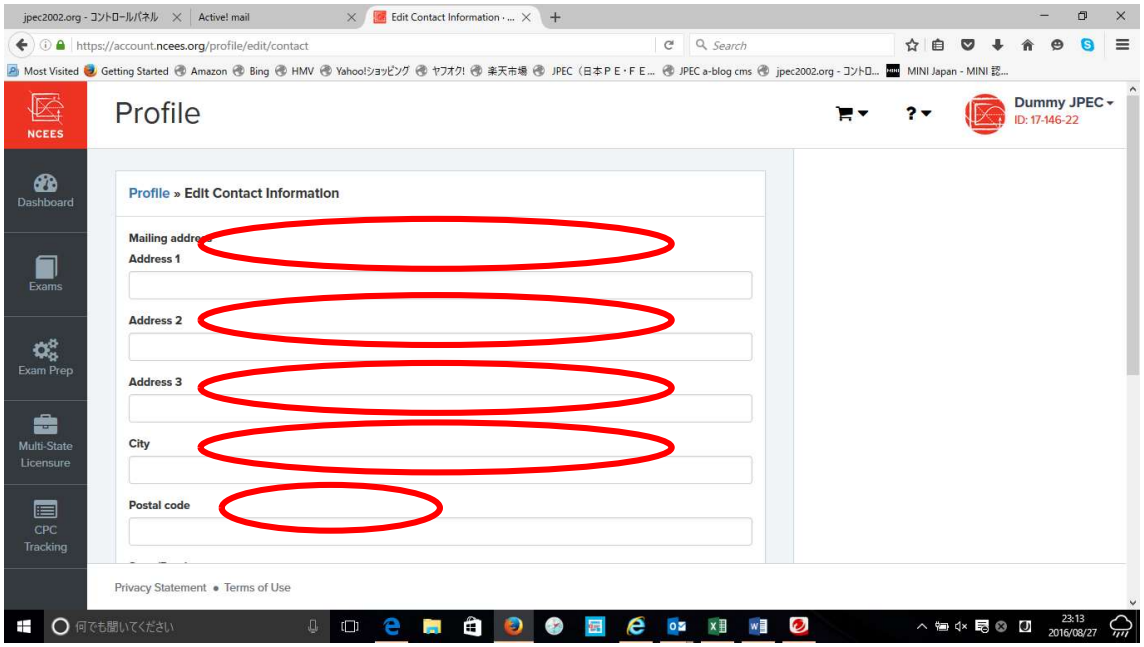


Write personal information. Please enter the address etc in the first Address 1.

(For example, if it is 2 - chome 10 - 17, enter 2-10 - 17)

You can enter the town name in Address 2, if you want, Address 2 in two, or you can leave Address 3 blank. City puts the name of the city, or the district.

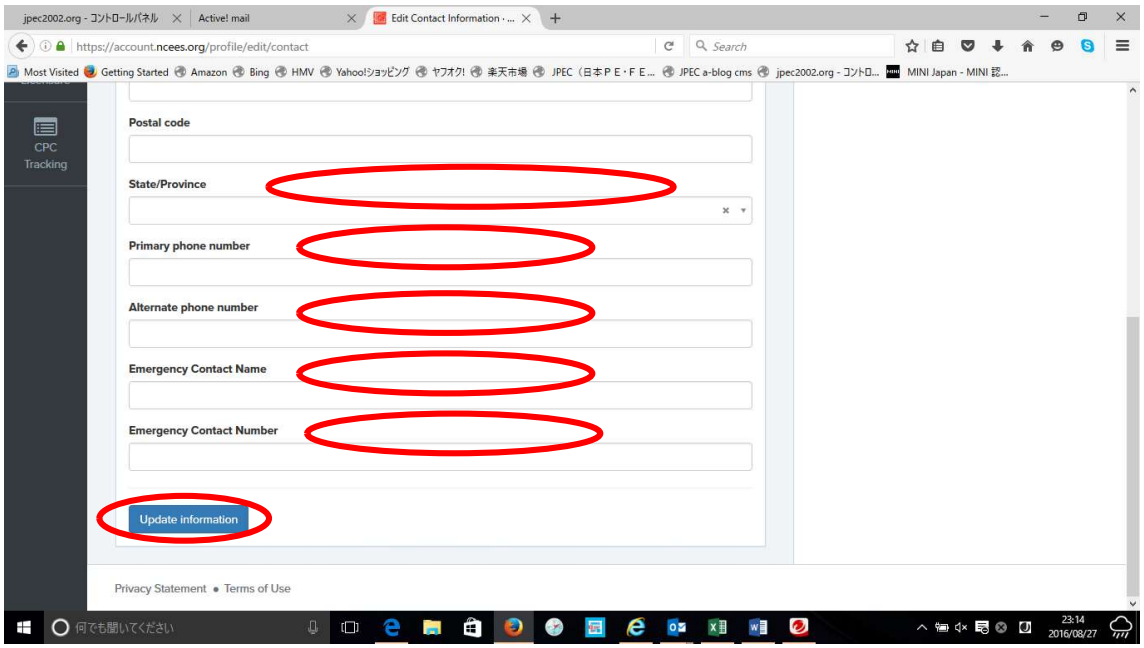
Postal code fills in Japan's 7-digit zip code except a hyphen.



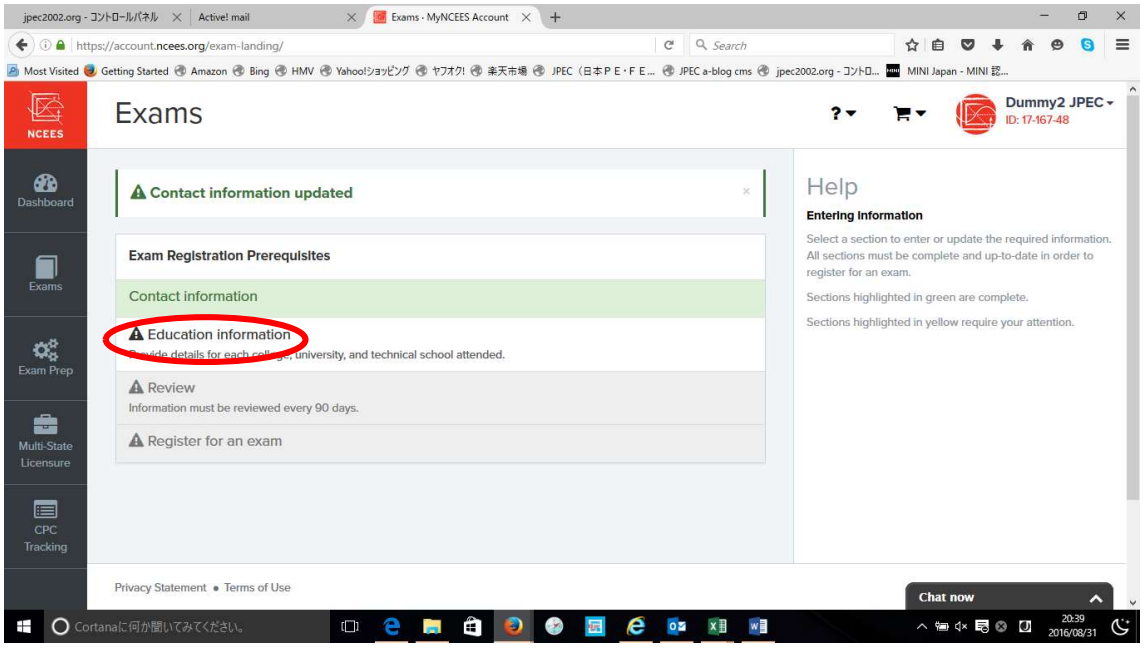
State / Province fills the name of the state / province, Primary Phone Number fills the telephone number that is always used. Following + representing international calls, enter the country code 81 of Japan, the telephone number without the first zero of the area code excluding a hyphen. Please be sure to fill out the telephone number of Alternative Phone

Number. Emergency Contact Name fills in the emergency contact's name (eg spouse, parents etc.) of the contact person and fills in the phone number of the contact person in case of emergency.

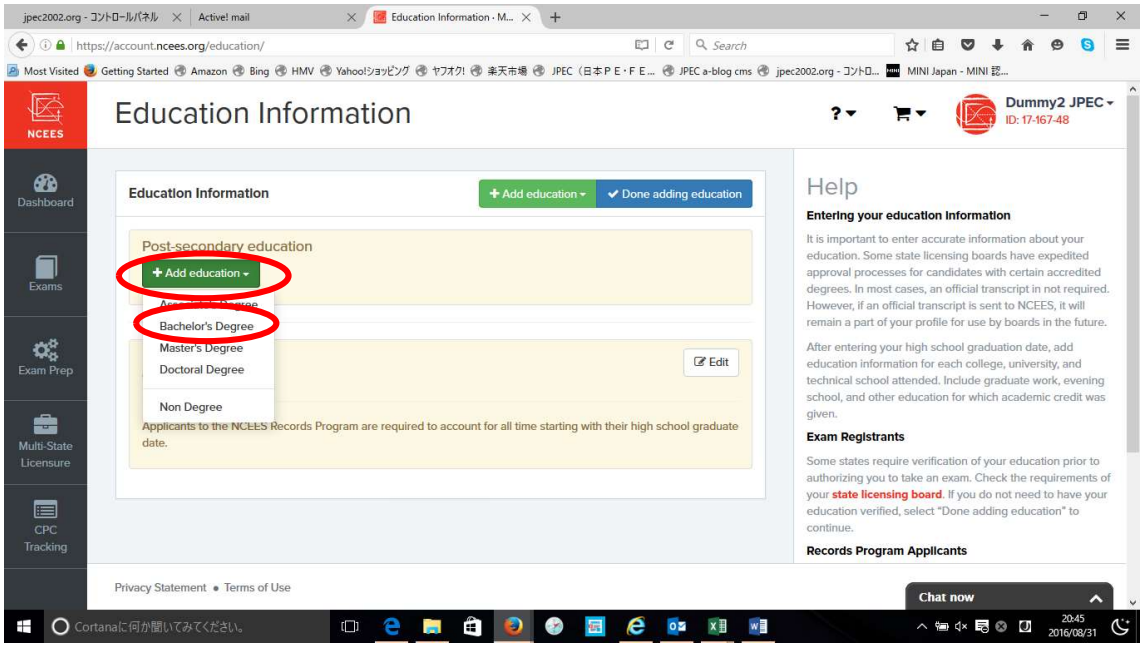
If there is a missing entry you cannot proceed. Finally click "Update Information" to confirm.



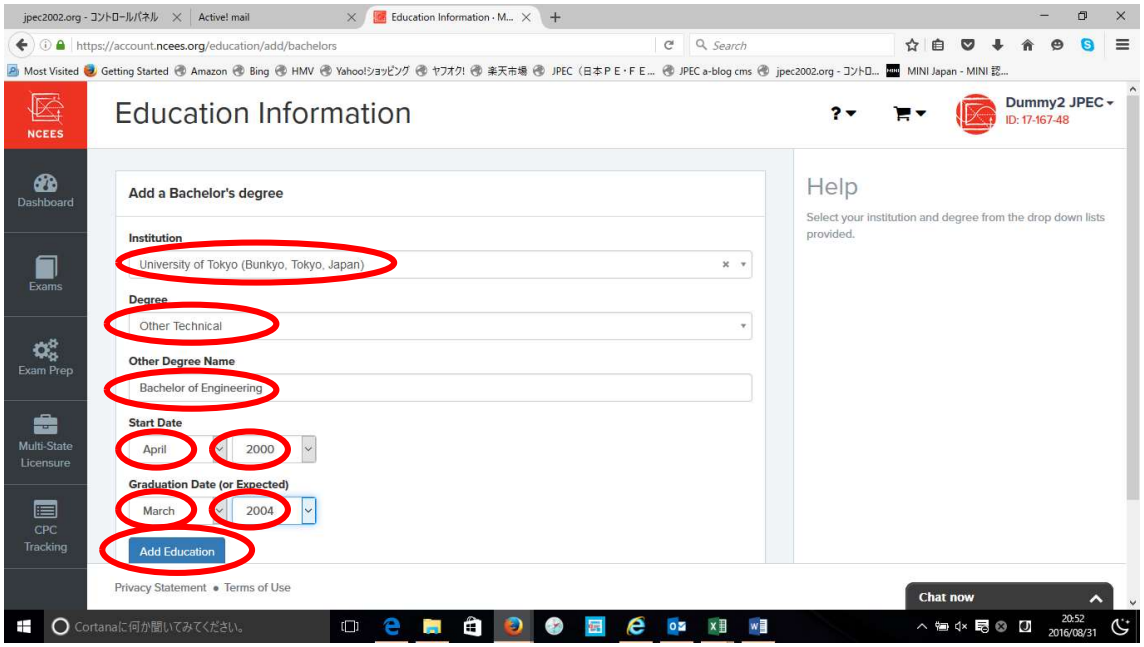
At this point, confirm that the column of Contact Information on the screen below has changed to green. If it does not change to green, there is a possibility of entry mistake or input mistake so return to the previous screen and input again. Click Education Information.



Ignore High School and click "Add Education", the choices are displayed, so select the degree you want to register (minimum bachelor's degree requires registration).

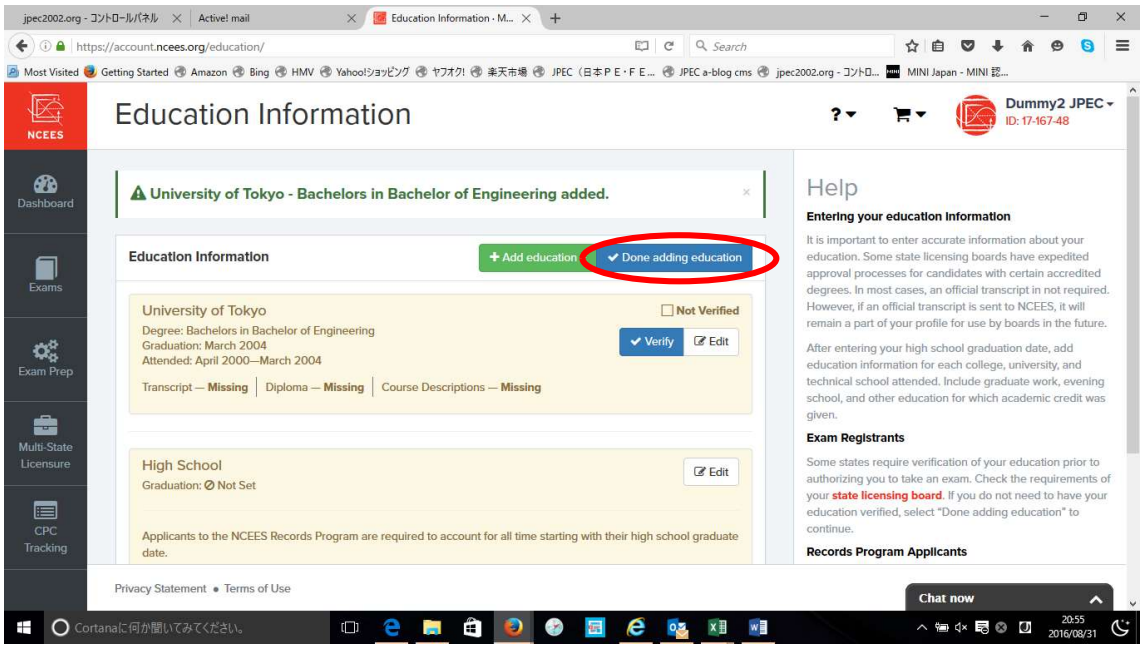


Register information on university bachelor's degree. If you enter the first letter of the school name, the list of schools will appear, so please choose from it. However, Japanese universities are registered with omitting “The”. Select Other Technical for the Degree and enter the degree name acquired at the time of graduation in Other Degree Name. Please choose your date of enrollment and the date of graduation. Finally click "Add Education".

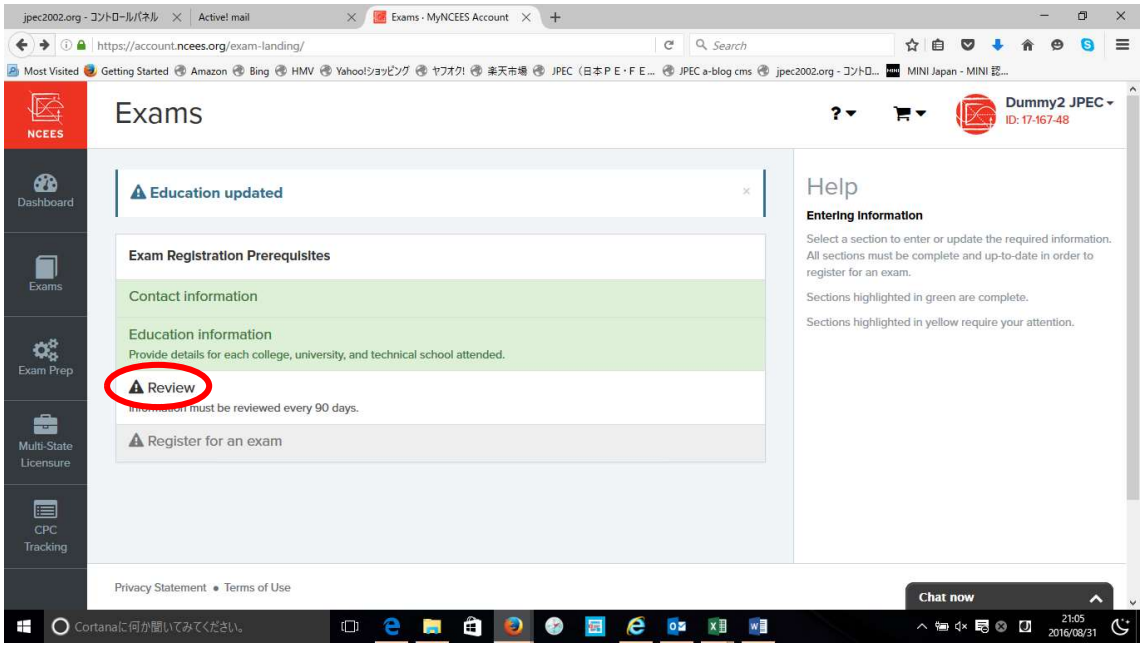


A confirmation screen will be displayed, so click on Done addition education. Since verification has been completed with the documents submitted to JPEC for Verification, there is no need to perform Verify on this screen, so you do not need to click Verify. If you mistakenly click on Verify, you will be asked to submit a certificate from NCEES, so please

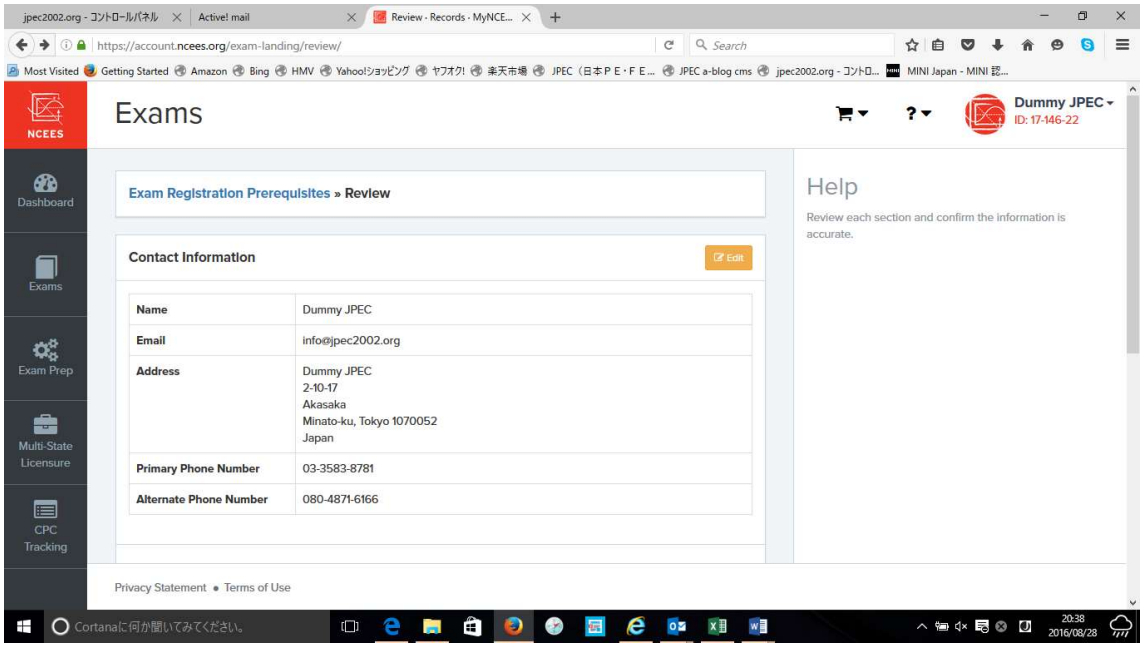
return.



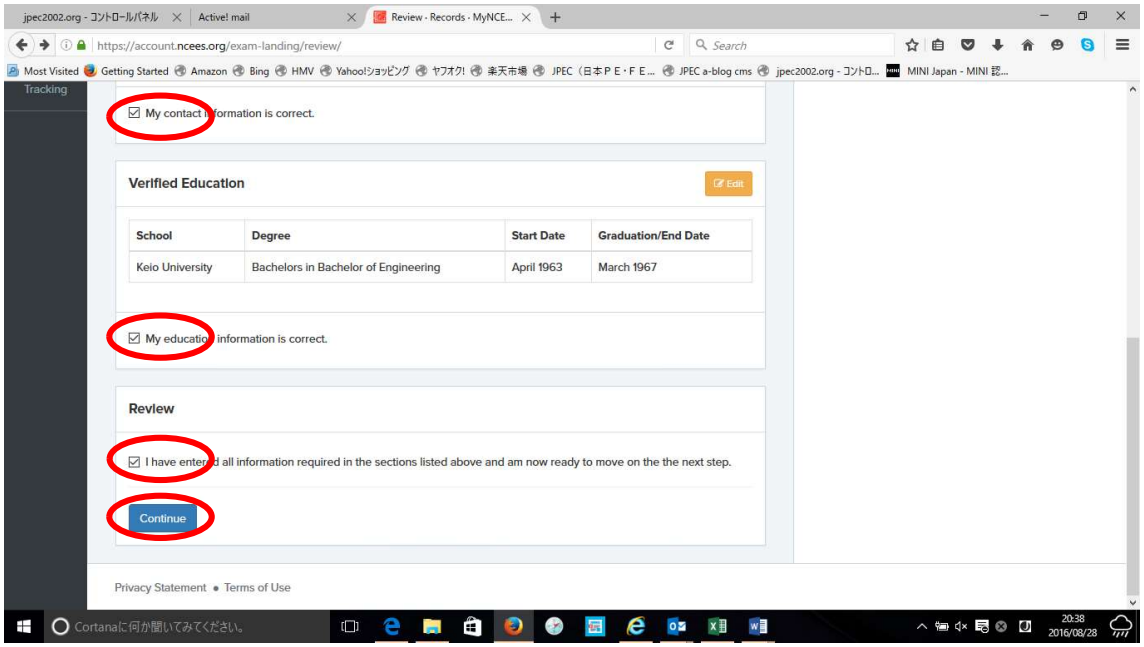
At this point confirm that both "Contact Information" and "Education Information" are green and click the Review button. If it is not green or you cannot click the Review button, it is considered that there is a missing entry or an input mistake somewhere, so please return and fill it in again.



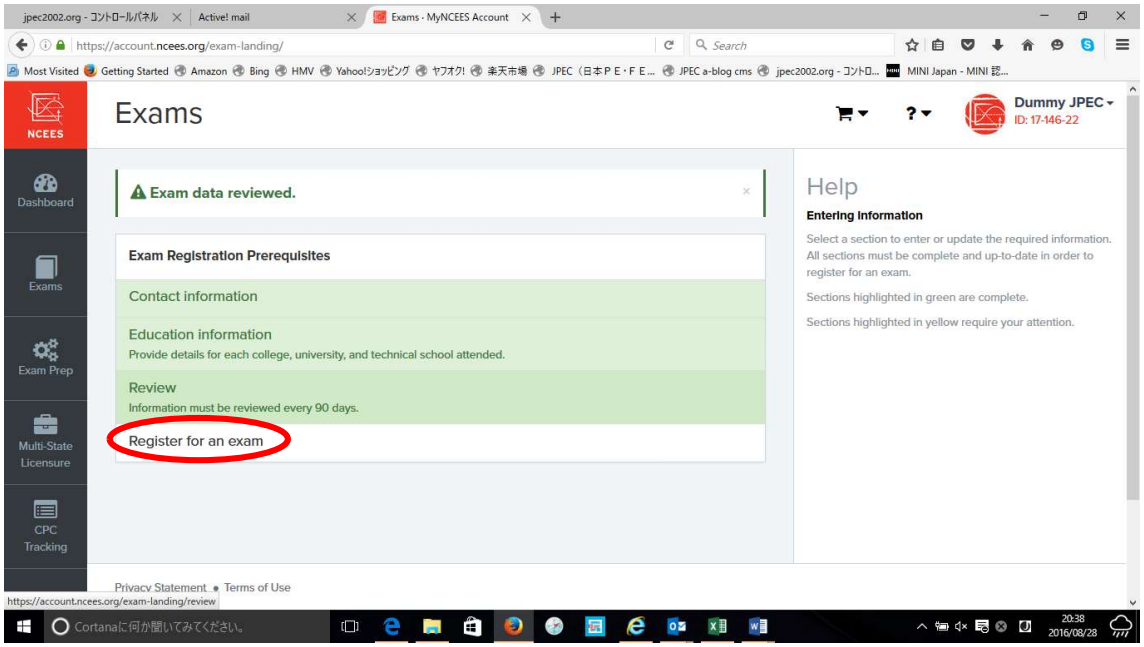
All registered data will be displayed, so please check them.



Confirm that Contact Information, Education Information, are correct, check the check box and click Continue.



Contact Information, Education Information, Review Confirm that all displays are green and proceed to Register for an Exam.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Exam Registration Prerequisites
Contact information
Education information
Provide details for each college, university, and technical school attended.
Review
Information must be reviewed every 90 days.
Register for an exam
Help
Entering Information
Select a section to enter or update the required information. All sections must be complete and up-to-date in order to register for an exam.
Sections highlighted in green are complete.
Sections highlighted in yellow require your attention.
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Cortanaに何か聞いてみてください。
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