HESI A2 REGISTRATION TUTORIAL

Step 1: Visit the Elsevier Evolve website at https://evolve.elsevier.com and create a student account.

- Click on “I’m a Student.”
- Click on “Sign In” in the top right corner > Click on “Create Account.”

Welcome to Evolve®

The destination for healthcare students to access and register for all of their Elsevier learning materials.

Search below to find and access Elsevier products or shop for online savings

Search for products and resources by ISBN, author, title, or keyword.
• Choose “Student” at the top > Enter your name, ECU student email address, phone number, create a password, and prove you’re not a robot > Click “Submit”

Create an Account
New to Evolve? Create an account to join.
All fields are required.

- Student
- Faculty

Email address
piratep231@students.ecu.edu

First name
Poe Doe

Last name
Pirate

Password
Confirm password

Phone
+1 - 252-744-6477

Stay connected! Be the first to know about new publications, products, and exclusive offers.

[ ] Yes, I wish to receive special offers and promotions from Elsevier Inc. about relevant products or services.

Privacy Policy

Submit Cancel

• You will receive a confirmation message that includes your Evolve Username. This will also be emailed to you. Please keep this information for reference. Click “Continue.”

You're signed up!
Here is your account information, which will also be e-mailed to you.
Username: piratep

Continue
Step 2: Register for “HESI Student Access.”

- Click on “Catalog” in the top right corner.

My Evolve

Welcome to My Evolve. Here you can add, access, and organize your Evolve content.

You do not currently have any content.

- Refresh your My Content list
- Learn more about Evolve.

Redeem an Access Code or Enter an Evolve Course ID

- Click on “Register for Distance Testing” on the bottom right of the next page.
• Click on “Register” to add “HESI Student Access” to your cart.
(You do not pay for the HESI at this time which is why it says $0.00).

• Click on “Proceed to Checkout / Redeem.”
- You may be prompted to “Update your Account.”
- If so, provide your information under the “Tell us about you” section and click “Continue”

## Update your Account

### Tell us about you

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
<td><a href="mailto:piratep23@students.ecu.edu">piratep23@students.ecu.edu</a></td>
</tr>
<tr>
<td>First name</td>
<td>Pee Dee</td>
</tr>
<tr>
<td>Phone</td>
<td>+1 919 252-744-6477</td>
</tr>
<tr>
<td>Last name</td>
<td>Pirate</td>
</tr>
<tr>
<td>Alternate email address</td>
<td>Optional</td>
</tr>
</tbody>
</table>

### Tell us about your institution

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution country</td>
<td>United States of America</td>
</tr>
<tr>
<td>Institution state</td>
<td>North Carolina</td>
</tr>
<tr>
<td>Institution name</td>
<td>East Carolina University (Greenville)</td>
</tr>
<tr>
<td>Program type</td>
<td>Nursing-BSN</td>
</tr>
<tr>
<td>Year of graduation</td>
<td>2025</td>
</tr>
<tr>
<td>Student ID (optional)</td>
<td></td>
</tr>
</tbody>
</table>

Stay connected! Be the first to know about new publications, products, and exclusive offers.

- YES, I wish to receive relevant special offers and promotions from Elsevier Inc. and its affiliates.

Privacy Policy

[Continue]
• You will be redirected back to your cart. Click “Submit.”

My Cart

1. Review & Submit

<table>
<thead>
<tr>
<th>HESI Registration, 1st Edition</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>1</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

2. Confirmation

Promotion code: 012023SW

Subtotal: $0.00
Discount/Promotion: ($0.00)
Shipping: Free
Estimated Tax (0%): $0.00

Total: $0.00

Cancel Order
(Your shopping cart will not be saved.)

By selecting the Submit button, you confirm that you understand your order cannot be cancelled or altered.

Submit

Step 3: Register for HESI Distance Testing Exam

• You are now registered for a student HESI account and will be provided with a confirmation page.
• Click on “My Evolve” at the top right of the page.

My Cart

1. Review & Submit

2. Confirmation

Order Number: 23565677

HESI Registration, 1st Edition
$0.00
HESI Assessment

You are now registered for a student HESI account. You can access your login credentials by clicking My Account and selecting Account Settings. When you return to My Evolve, you will see a HESI Assessment section in your Content List. Click the link for Student Access to get started.
• On your “My Content” screen click on the “Student Access” link.

My Evolve
Welcome to My Evolve. Here you can add, access, and organize your Evolve content.

• Review/Scroll through the Terms and Conditions provided on the next page. Click the “I Agree” button.

Terms & Conditions

By registering, you agree to the Terms and Conditions and Privacy Policy.
• On the next screen, if prompted, choose “Accept all cookies” or “Cookie Settings” and adjust to your preferences.
- From the “My Exams” tab, click on the “Register for a Distance Testing Exam” link at the bottom of the screen.
• Enter ECU’s BSN Department ID 202104 in the pop-up window that appears, and info will auto-fill in the box.

• If this is your first time taking the exam be sure that you have selected “A2 V-1” as your exam. If this is your retake attempt be sure that you have selected “A2 V-2” as your exam.
• Please review the restrictions note. ECU has multiple exam versions (V1 and V2). Once you begin this registration process and choose “V1” you MUST follow it through all the way to scheduling your exam. If you fail to do so and then restart this process, “V1” will no longer be an option because you already chose that previously. This can cause a lot of confusion and cost you a lot of time getting fixed.

• If you are scheduling your FIRST attempt on the HESI and you reach this step and only “V2” is available, then that means you’ve already used your “V1” registration in the past and it must be reset by Elsevier.

• Make sure that the information listed in the box matches the government ID you plan to provide on test day (e.g. driver’s license). Check the box in the bottom left corner and then click “Submit.”

Restrictions that may result in forfeiture of testing fees:
- Multiple Schools - limit exam registration and testing to one school at a time.
- Multiple Exam versions (ex. A2 V1 & A2 V2) - register and complete testing on one version of an exam before registering for a subsequent version.

- Dept. ID*: 202104
- Dept. Name: EAST CAROLINA UNIVERSITY-A2-BSN-DISTANCE TESTING
- First Name: Pee Dee
- Last Name: Pirate
- Address Line 1
- Address Line 2
- City
- Zip
- Exam*: A2 V-1 02/05/2018 - 09/01/2018

☐ My Evolve profile is the same as it appears on my government issued photo ID.

Submit  Cancel

You can confirm you registered for distance testing by looking at your “Registered Exams” count in the “Distance Testing Registration” box at the bottom of the screen.
Step 4: Submit “Request for Distance Testing Accommodation” form to Elsevier for approval.

Typically, a response to an accommodation request is given within six (6) weeks so students should complete this process as soon as possible once their HESI A2 testing window opens and registration/exam scheduling is available.

- At the top of the same webpage, click on “Accommodation Request” under the “Distance Testing” tab.

- This will open the PDF request form. Review the steps outlined on the first page.
- Fill out the form and send it to ECU’s Disability Support Services office to get the documentation you need in Step 2. Below is an example of Pee Dee Pirate’s form to guide you in filling it out.
• Complete the “Requested Accommodation(s)” section as it pertains you specifically.
• Indicate the accommodations you are requesting for your HESI A2 exam and what accommodations you receive at ECU and/or have received in the past.

**Requested Accommodation(s)**

Please check all that apply:

<table>
<thead>
<tr>
<th>Time and One Half</th>
<th>✓</th>
<th>Other Accommodations - please describe below:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Time</td>
<td></td>
<td>(fill this section out as it pertains to your needs specifically)</td>
</tr>
<tr>
<td>Separate Room</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>A Reader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screen Magnification</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Previous Accommodations**

Please answer the following questions and provide a description of the accommodation received or basis for denial.

1. **Have you previously received an accommodation while you were in college (undergraduate or graduate)?**
   - Yes
   - No

   **Describe:** (list what accommodations you are approved for at ECU)

2. **Have you previously received an accommodation on any standardized exam?**
   - Select from list: Choose an option

   **Describe:** (choose the test if applicable and describe accommodations given)

3. **Have you previously received an accommodation or specialized services in grades K-12, including but not limited to accommodations or specialized services provided as a result of an Individualized Education Plan (IEP) or a 504 Plan?**
   - If yes, describe.

Name of Educational Institution: [List your high school/middle school]

**Describe:** (list what accommodations you were approved for during this time of your education)
• Review the “Submission Information” section carefully about how to submit your request to Elsevier.

**Submission Information**
Submit this form and supporting documentation to: [https://www.hightail.com/u/HESI-Secure](https://www.hightail.com/u/HESI-Secure)

Important: Use of the website suggested herein is not a guarantee of the documents independently, security of the requestors machine, or the network(s) which the requestors machine may reside when performing the transmission. Elsevier only guarantees the security and confidentiality of the documents after they have been successfully and securely transmitted to Hightail.

Supporting Documentation: You are required to submit supporting documentation from the medical authority or learning institution that rendered a diagnosis of a current substantial limitation to physical or mental (academic) functioning. For a temporary disability, the documentation should clearly indicate the impact of the disability as well as the anticipated length of the recovery.

The verification documentation must be submitted on the official letterhead stationary of the authority or licensed or qualified specialist who has examined the applicant and diagnosed a physical or mental impairment and include the following details:
- Recommended accommodation/modification, as it pertains to testing
- Description of the disability that details the extent of the disability, the criteria for the diagnosis, the diagnosis, the type and length of treatment and the recommended accommodation
- Name, title, and phone number of the licensed or qualified medical authority or specialist
- Original signature of the medical authority or specialist
- Diagnosis within the last 5 years

**Do not schedule your testing appointment** with Prometric until you have received a response from the Elsevier Special Accommodations Team. We will require sufficient time to evaluate the request and implement the appropriate accommodations. Typically, a response to an accommodation request is given within six (6) weeks. The accommodation itself may take longer to arrange and is subject to availability of staff and resources.

• Provide your electronic signature within the PDF document.
• If you've never configured an electronic signature you’ll be prompted to do so when you click on the signature line. Choose “Configure New Digital ID” in the box that opens.

**Applicant Authorization**

I attest to the fact that the information recorded on this application is true, and if this application is not sufficient, I agree to provide Elsevier with any additional information or documentation requested in order to evaluate my request for accommodations. I also give permission to release to Elsevier a copy of any pertinent information required to establish the need for the accommodation(s) requested herein. If the information provided in support of this application is not sufficient, I authorize Elsevier to obtain additional information from the professionals who treated or evaluated my disability.

I understand that all information that is necessary to process this application must be available to Elsevier a minimum of six (6) weeks prior to my anticipated scheduling date to provide enough time to evaluate and process my request for accommodations. I acknowledge that Elsevier reserves the right to make a final determination as to whether any accommodation is warranted and appropriate. I also understand I am limited to testing in the United States and its territories and may receive limited or no accommodations if I choose to test in an international location.

Applicant Signature: ____________________________ Date: ____________________________

**Third Party Release**

I understand that Elsevier has contracted with an external panel of expert consultants with whom it may consult to augment its in-house expertise. By submitting my request for accommodations, I provide my consent to Elsevier to share my application and supporting documentation with the Elsevier Accommodation Review Team and/or consultants for review and consideration as deemed necessary by Elsevier.

Applicant Signature: ____________________________ Date: ____________________________

If you cannot configure an electronic signature then save your completed file to your computer then print a hard copy. Provide your handwritten signature instead and then scan the form so the complete file is electronic.
Send your completed request form to ECU’s Disability Support Services Office:

- Email DSSDept@ecu.edu from your ECU student email account
  - Subject Line: “HESI A2 Accommodation Documentation Request”
  - Include name, Banner ID, Evolve username, projected testing date
  - Attach completed Elsevier Request Form to email

Once DSS reviews your Elsevier Request Form they will reply via email with applicable supporting documentation. **Be sure your request form and supporting documentation are saved to your computer.**

Once you have all documentation you are ready to submit your request for accommodations to Elsevier for approval.

- Upload your completed request form and supporting documents from DSS to: 
  
  https://www.hightail.com/u/HESI-Secure

  - This will open the webpage pictured below.
  - Click on the red “My Computer” button and select the saved files from your computer.
  - These will be sent to Melissa Stagg at Elsevier who will review your request.
  - You do NOT need to “sign up for free” or “sign in” to this page (seen on the top right of the screen).
Step 5: Keep an eye on your email inbox.

- From here the Elsevier Special Accommodations Team will review your request.
- Your approval or denial will be sent via email to you within six (6) weeks. Elsevier will also notify Prometric Testing of your request status at this same time.
- Your email will contain eligibility information which you will provide to Prometric when you call to schedule and pay for your test (phone number provided below).
- **Students requesting accommodations MUST CALL Prometric and provide their eligibility information to ensure their approved accommodations are scheduled correctly. This cannot be completed online. You can also call the highlighted number below if you have questions about the accommodations request process.**

NEED HELP?

Elsevier Website / Registration Customer Support: 1-800-222-9570

Elsevier customer service chat: https://service.elsevier.com/app/chat/chat_launch/supporthub/evolve/

Prometric Testing Accommodations Support: 1-800-967-1139

Prometric Testing General Customer Support: 1-800-481-6457