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.”
- 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”

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

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

- 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”
You will be redirected back to your cart. Click “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.

You are now registered for a student HESI account. You can access your log in 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.

• Review/Scroll through the Terms and Conditions provided on the next page. Click the “I Agree” button.
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 **202112** 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.”

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.

<table>
<thead>
<tr>
<th>Requested Accommodation(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please check all that apply:</strong></td>
</tr>
<tr>
<td>Time and One Half</td>
</tr>
<tr>
<td>Double Time</td>
</tr>
<tr>
<td>Separate Room</td>
</tr>
<tr>
<td>A Reader</td>
</tr>
<tr>
<td>Screen Magnification</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Accommodations</th>
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</thead>
<tbody>
<tr>
<td><strong>Please answer the following questions and provide a description of the accommodation received or basis for denial.</strong></td>
</tr>
</tbody>
</table>

1. Have you previously received an accommodation while you were in college (undergraduate or graduate)?
   - Yes
   - [ ]
   - 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?
   - [ ] Choose an option

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.
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](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/](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

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