HESI A2 REGISTRATION TUTORIAL

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

• Click on "I'm a Student."

Evolve

Already enrolled? Sign in





• 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 Acco	unt
	New to Evolve? Create an account to ju All fields are required.	pin.
\rightarrow	• Student (Faculty
	Email address	
	piratep23@students.ecu.edu	
	First name	
	Pee Dee	
	Last name	
	Pirate	
	Password	Confirm password
	•••••	•••••
	Phone	
	= +1 - 252-744-6477	
	Stay connected! Be the first to know a	about new publications, products, and
	exclusive offers.	
	Yes, I wish to receive special of	fers and promotions from Elsevier Inc.
	about relevant products or serv	ices.
	Privacy Policy	
	V I'm not a robot	
	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."



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.

- C Refresh your My Content list
- (i) 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

Email address	Confirm email address
piratep23@students.ecu.edu	piratep23@students.ecu.edu
First name	Last name
Pee Dee	Pirate
Phone	Alternate email address (optional)
==+1 - 252-744-6477	

Tell us about your institution

Institution country		Institution state	
United States of America	\sim	North Carolina	\sim
Institution name			
East Carolina University (Greenville)			
Program type		Year of graduation	
Nursing-BSN	\sim	2025	\sim
Student ID (optional)			

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

Privacy Policy



• You will be redirected back to your cart. Click "Submit."





- 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.

Му	Cart	1. Review & Submit	2.0	Confirmation	≥ Catalog Help	Search	U: Cart	Alerts	Account
Order Nu	mber: 23565677								
HESI Assessment	HESI Registration, 2 \$0.00 HESI HESI Assessment ISBN: 9781455728916	1st Edition		Quantity 1	Price \$0.00				
Yo	ou are now registered for a st My Evolve you will see a HE	udent HESI account. You can access your log in SI Assessment section in your Content List. Clic	credentials by clicking My Acco k the link for Student Access to	unt and selecting Account S get started.	ettings. When you ret	:urn			

On your "My Content" screen click on the "Student Access" link.

Add content from catalog	Mv Evolve
View back-orders	Welcome to My Evolve. Here you can add, access, and organize your Evolve content.
^ ☐ My Content ☆ Starred	C Refresh your My Content list
🗟 Archived	Redeem an Access Code or Enter an Evolve Course ID
🗭 New Folder	
	R Instructor-Led
	HESI Assessment Student Access

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



By registering, you agree to the Terms and Conditions and Privacy Policy.

I Agree

• On the next screen, if prompted, choose "Accept all cookies" or "Cookie Settings" and adjust to your preferences.



We use cookies that are necessary to make our site work. We may also use additional cookies to analyze, improve, and personalize our content and your digital experience. For more information, see our <u>Cookie Policy</u>

Accept all cookies <u>Cookie settings</u> • From the "My Exams" tab, click on the "Register for a Distance Testing Exam" link at the bottom of the screen.

My Exams	Payments	Cohort	Distance Testing	Help & Resour	oes		
1						Compatibility Check	ntains multimedia activities
					-	click here to ensure your syste	em ls compatible
						FAQs	
						What is HESI?	
						Why do I need to run the comp	atiolity check?
						How do I access my remediat	ion content?
						Why don't I have the 'View Res Exams screen?	suits' link available on the My
						What is the individual student	Percentile Ranking?
						View HESI FAQs	Visit HESI Student Life
						Research	
						Remediating nursing conte	ent improves outcomes
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• Enter ECU's BSN Department ID 202112 in the pop-up window that appears, and info will auto-fill in the _box

Please enter requ same as it appear	ired information below. Revie s on your government issued	w your Evolve profile and confir photo ID. Please update your p	m that the information provided is the rofile at https://evolve.elsevier.com	
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Dept. ID*	202:1:12	Evolve ID	ppirate	
Dept. Name	EAST CAROLINA UNIVERS	ITY-EAST CAROLINA UNIVERSI	ITY-A2-BSN-DISTANCE TESTING-BSN	
First Name	Pee Dee	Middle Name		
Last Name	Pirate	Email	piratenurse2023@gmail.com	
Address Line 1				
Address Line 2				
City		State		
Zip		Phone		
	A2 V-1 02/07/2023 - 09/0	1/2023 ~		

• 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.

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Register For a	Distance Testing Exam			х
Please enter require same as it appears	ed information below. Review your on your government issued photo	Evolve profile and confirm D. Please update your pro	n that the information provided is the ofile at https://evolve.elsevier.com	
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Dept. ID*	202112	Evolve ID	ppirate	
Dept. Name	EAST CAROLINA UNIVERSITY-EA	ST CAROLINA UNIVERSIT	Y-A2-BSN-DISTANCE TESTING-BSN	
First Name	Pee Dee	Middle Name		
Last Name	Pirate	Email	piratenurse2023@gmail.com	
Address Line 1				
Address Line 2				
City		State		
Zip		Phone		
Exam*	A2 V-1 02/07/2023 - 09/01/2023			
	A2 V-1 02/07/2023 - 09/01/2023			
My Evolve profile	A2 V-2 02/07/2023 - 09/01/2023	nment issued photo	ID. Submit Cancel	

- Please review the restrictions note. ECU has multiple exam versions (V1 and V2). <u>Once you begin this</u>
 <u>registration process and choose "V1" you MUST follow it through all the way to scheduling your exam</u>. 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."

ame as it appear	s on your government issued	l photo ID. Please update your p	rofile at https://evolve.elsevier.com	
estrictions that r -Multiple Schoo -Mutiple Exam registering for	nay result in forfeiture of test ols - limit exam registration an versions (ex.A2 V1 & A2 V2) - a subsequent version.	t ing fees: d testing to one school at a time register and complete testing on	one version of an exam before	
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First Name	Pee Dee	Middle Name		
ast Name	Pirate	Email	piratep18@students.ecu.edu	
Address Line 1		line.		
Address Line 2				
City		State		
Zip		Phone		
Exam*	A2 V-1 02/05/2018 - 09/0	01/2018 🔻		

• 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 <u>as soon as possible</u> 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.

SI Ass	sessment	t			
My Exams	Payments	Cohort	Distance Testing 🐱	Help & Resources	
			Register for a Distance View My Registered Ex	Exam	Compatibility Check
			Accommodation Reque	ist	Some remediation material contains multimedia activities click here to ensure your system is compatible.
					FAQs
					What is HESI?
					Why do I need to run the compatibility check?
					How do I access my remediation content?
					Why don't I have the 'View Results' link available on the My Exams screen?
					Compared and the state of the second se

- 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.

Request for D	istance Testing Accom	modation Form		
The following form request for test ac testing accommod	n must be completed and subm commodation(s) to be reviewed dation requests for HESI Exams	itted to Elsevier with all additional s d. All information to be used for the s administered through Distance Te	supporting doo sole purpose esting.	cumentation for your of processing
	Pe	rsonal Information		
First Name:	Pee Dee	Last Name: Pirate		_
Address:	1234 Blackbeard Dr.			
	Street Address Greenville	Ĭ	NC	Apartment/Unit # 27858
Phone:	City (252) 123-4567	Evolve User Name: ppirate1	State 23	ZIP Code
Email:	piratep18@students.ecu.edu			
Prospective School Name:	East Carolina University - College o	of Nursing		
Prospective School Address:	Health Sciences Building, Greenvill	le NC 27858		
Program Type:	BSN -			
Exam Name:	RN Admission Assessment	Preferred Test Date:	05/31/20	18
Disability, Diagnosis, or Diagnostic Code	(indicate as applicable to you)	professional evaluation:	(indicate as	applicable to you)

- 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.

Time and One Half	Other Accommodations - please describe below:
Double Time	(fill this section out as it pertains to your needs specifically)
Separate Room	\checkmark
A Reader	
Screen Magnification	
denial.	g questions and provide a description of the accommodation received or basis for
denial. 1. Have you previousl graduate)? Yes	y questions and provide a description of the accommodation received or basis for y received an accommodation while you were in college (undergraduate or t accommodations you are approved for at ECU)
 Have you previousl graduate)? Yes Describe: (list what you previousl graduate) 	y received an accommodation while you were in college (undergraduate or v received an accommodation while you were in college (undergraduate or v t accommodations you are approved for at ECU) y received an accommodation on any standardized exam? Select from list. Choose an option
 Have you previousl graduate)? Yes Describe: (list what the you previousl the y	y received an accommodation while you were in college (undergraduate or y received an accommodation while you were in college (undergraduate or t accommodations you are approved for at ECU) y received an accommodation on any standardized exam? Select from list. Choose an option the test if applicable and describe accommodations given)
 Have you previousl graduate)? Yes Describe: (list what the following the fol	y received an accommodation while you were in college (undergraduate or y received an accommodation while you were in college (undergraduate or t accommodations you are approved for at ECU) y received an accommodation on any standardized exam? Select from list. Choose an option the test if applicable and describe accommodations given) y received an accommodation or specialized services in grades K-12, including ccommodations or specialized services provided as a result of an Individualized or a 504 Plan? Choose an option

	Printer and a second	-
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: <u>https://www.hightail.com/u/HESI-Secure</u> 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 a agree to provide Elsevier with any additional information for accommodations. I also give permission to release to establish the need for the accommodation(s) requested application is not sufficient, I authorize Elsevier to obtain evaluated my disability.	application is true, and if this application is not sufficient, I or documentation requested in order to evaluate my request o Elsevier a copy of any pertinent information required to herein. If the information provided in support of this or additional information from the professionals who treated or			
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 P	arty Release			
I understand that Elsevier has contracted with an extern augment its in-house expertise. By submitting my reque share my application and supporting documentation with consultants for review and consideration as deemed need	al panel of expert consultants with whom it may consult to st for accommodations, I provide my consent to Elsevier to h the Elsevier Accommodation Review Team and/or cessary by Elsevier.			

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"
- o 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. <u>Be sure your request form and supporting documentation are saved to your</u> <u>computer</u>.

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).

Deliver files directly to	
Melissa Stann	
m.stagg@elsevier.com	
Drag files anywhere	
OR ADD FROM	

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. <u>Elsevier will also notify Prometric</u> <u>Testing of your request status at this same time</u>.
- 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

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