Georgia Nurse Aide candidate experience: Activate your Credential Manager account

The steps below describe how a GANA candidate should activate his or her Credential Manager account. You can use these steps to become familiar with the candidate experience, or use them to guide candidates through the process.

### How to activate your Credential Manager account

1. **You will receive an account activation email once your provider has submitted your training program completion information.**

   From the email, click the activation link as shown in the example below:

   ```
   From: <pearsonVUEcustomerservice@pearson.com>
   Date: Wed, May 31, 2017 at 8:15 AM
   Subject: New Account Activation Self Registration
   To: eileen.rassatt@pearson.com
   
   Dear Steph Candidate,
   
   Your user login to Georgia Nurse Aide program profile has been created. Your new Georgia Nurse Aide ID is: 1110001307
   
   To activate your account please go to: https://i7lp.intergral7.com/durango/aa?aakey=hwQYRceuyiui
   
   Once you activate your account, you will be asked to create your username and password. You will be able to access your account immediately. After you have activated your account, you will not be able to access the above link.
   
   Please note that the account activation link will expire on 2017-06-30 08:15:24.24.
   
   If you have questions regarding your application or the web site, please contact pearsonVUEcustomerservice@pearson.com.
   ```
Welcome to the Georgia Nursing Assistant Certification program!

2. **You will be directed to the Security Questions page.** Select security questions for your account and provide the responses. Then click **Save**.

3. On the New Registration page, change your username from the default assigned, if desired. Then, enter a password for your account and click **Submit**.

   - **New Registration**
   - Security Questions Added/Updated Successfully.
   - Enter a new Username and Password below.

   **Username**
   **Password**
   **Confirm Password**

   You will be taken to your Personal Information page.

4. Enter your all personal information. **Please sure to review your First Name and Last Name and does it match what is on your state or government identification. If it is not, please contact customer service. Confirm your email address is current.**
5 At the bottom of the Personal Information page, review the End User License Agreement. Then click Verify.

You will be taken to your home page.

6 You must now complete and submit your application to take the NNAAP exam.

Follow the instructions on your home page as shown in the example below:

Welcome to the Georgia Nursing Assistant Credential Management System!

You are receiving this message as you are an applicant who has successfully completed a Georgia State-Approved training program.

Please complete the Georgia Nursing Assistant Application by clicking here

7 Once your application is complete, you’ll see the following message on your home page.

You can now click the provided link to schedule your exam. (The link takes you to the Pearson VUE’s scheduling system.)
Note: If you requested an accommodation, your application will require further review. Once you initially submit your application, you will see the following message on your home page:

Your Application has been submitted.
Thank you for submitting your Georgia Nursing Assistant Program application for the Nursing Assistant program.

Your application is pending verification of your ADA Accommodations Request.
All accommodation requests must be approved by Pearson VUE before you make your exam reservation. For more information on testing accommodations or to submit your accommodation request, refer to the Georgia Accommodations Request page located on the Pearson VUE website.
You will be notified by email if your ADA Accommodations request has been approved. You will then be able to schedule your examinations.

8 The candidate connects to Pearson VUE’s scheduling system.

9 Click on the Skills Exam
We will provide you test centers closest to your house.

Test Center Search

Exam Selection: PR: NNAAP Skills | Language: English  Change Exam

Find Regional Test Centers (RTS) Near You

Your Address: 23 Frost Avenue S, Atlanta, Georgia 30321, United States

Search by Address

You can select up to three test centers to compare availability.

<table>
<thead>
<tr>
<th>Test Center</th>
<th>Distance</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td>VILLAGE SAMARITAN TRAINING INSTITUTE - RTS</td>
<td>34.2 km</td>
<td>Get Directions</td>
</tr>
<tr>
<td>4 FOREST CIRCLE NEWNAN, Georgia 30265 United States</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPR WITH MICKEY - DALLAS - RTS</td>
<td>37.3 km</td>
<td>Get Directions</td>
</tr>
<tr>
<td>110 EVANS MILL DRIVE, SUITE 704 DALLAS, Georgia 30157 United States</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATLANTA JOB CORPS CENTER - RTS</td>
<td>49.6 km</td>
<td>Get Directions</td>
</tr>
<tr>
<td>239 WEST LAKE AVENUE ATLANTA, Georgia 30314 United States</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chattahoochee Technical College-Georgia Skills Day</td>
<td>52.0 km</td>
<td>Get Directions</td>
</tr>
<tr>
<td>5198 Ross Road, Acworth, Georgia 30102 United States</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the test center(s) that you want to see dates for.
Repeat the same process for the Written exam by clicking on the Add Another Exam Button on the left of the screen.

If you are a **first time test taker**, you are required to schedule the skills and written exam on the exact same day at the same location. If you try to check out, it will give you an error.
Once both exams have been scheduled, you should see something like below. If everything looks correct, please click on proceed to checkout.

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Price</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam</td>
<td>Exam: NAAP Skills</td>
<td>85.00</td>
<td>Remove</td>
</tr>
<tr>
<td>Language: English</td>
<td>Language: English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam Length: 30 minutes</td>
<td>Exam Length: 30 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment</td>
<td>Appointment: Friday, August 11, 2017, 11:00 AM EDT</td>
<td>85.00</td>
<td>Remove</td>
</tr>
<tr>
<td>Location</td>
<td>Location: Malik College - RTS Suite 200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chamblee, Georgia 30341 United States</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Change Test Center</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Exam</td>
<td>Exam: NAAP Written</td>
<td>27.00</td>
<td>Remove</td>
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<tr>
<td>Language: English</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Exam Length: 120 minutes</td>
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<tr>
<td>Appointment</td>
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<td>27.00</td>
<td>Remove</td>
</tr>
<tr>
<td>Location</td>
<td>Location: Malik College - RTS Suite 200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chamblee, Georgia 30341 United States</td>
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<td>Change Test Center</td>
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</tr>
<tr>
<td>Total Due</td>
<td>Subtotal:</td>
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<tr>
<td></td>
<td>Estimated Tax:</td>
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<tr>
<td></td>
<td>ESTIMATED TOTAL DUE: USD 112.00</td>
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</tr>
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</table>

Add Another Exam

Proceed to Checkout
Please note: If your name below is not your legal name, then you should stop and call customer service to get your name changed. There will be some documentaion that you will need to provide to get your name changed.

Please note the Checkbox at the bottom of the Policies page.
This is where you either use your credit card or the electronic voucher.
Update your billing address.

Billing Address

This address must match the address that appears on the account.

*Country:
United States

*Address 1:
123 Frost Avenue 1

Address 2:

Address 3:

*City:
Atlanta

*State:
Georgia

* Zip/Postal Code:
45321

*Telephone:

Country Codes

Your card will not be charged until you submit your order on the next page.
The candidate will receive an email outlining the testing date/time/location and policies. If they need to have one resent, have them contact customer service.