

Instructions: How to access Monthly Nurse Aide Reports

1. Email will be sent from: Pearson VUE pvuebidistribution@pearson.com
2. Once the report is generated, recipient will receive the following email

pvuebidistribution@pearson.com

Apr 5 (4 days ago)

to me



This is a secure message.

[Click here](#) within 7 days of receiving this notification to retrieve your message securely.

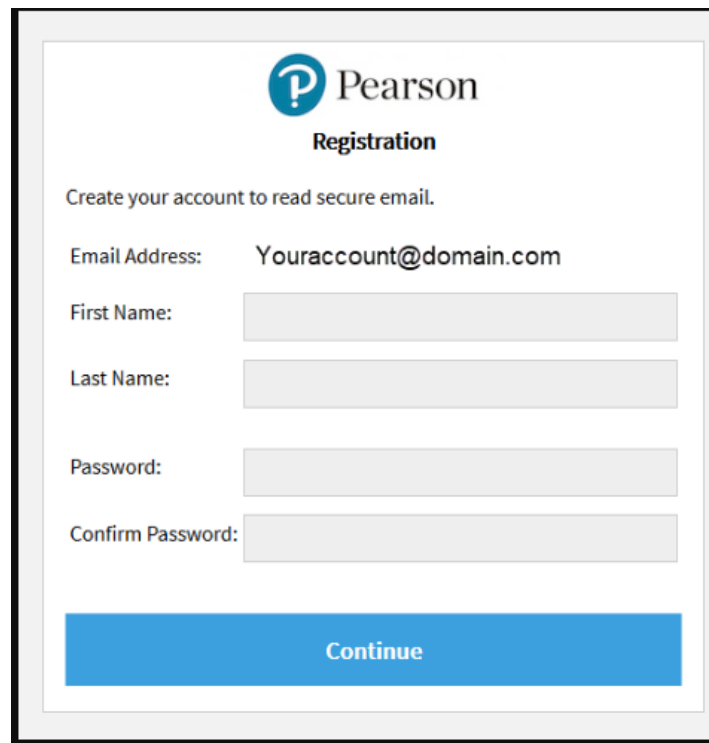
[More Info](#)

Disclaimer: This email and its content are confidential and intended solely for the use of the addressee. Please notify the sender if you have received this email in error or simply delete it.

Secured by Proofpoint Encryption, Copyright © 2009-2017 Proofpoint, Inc. All rights reserved.

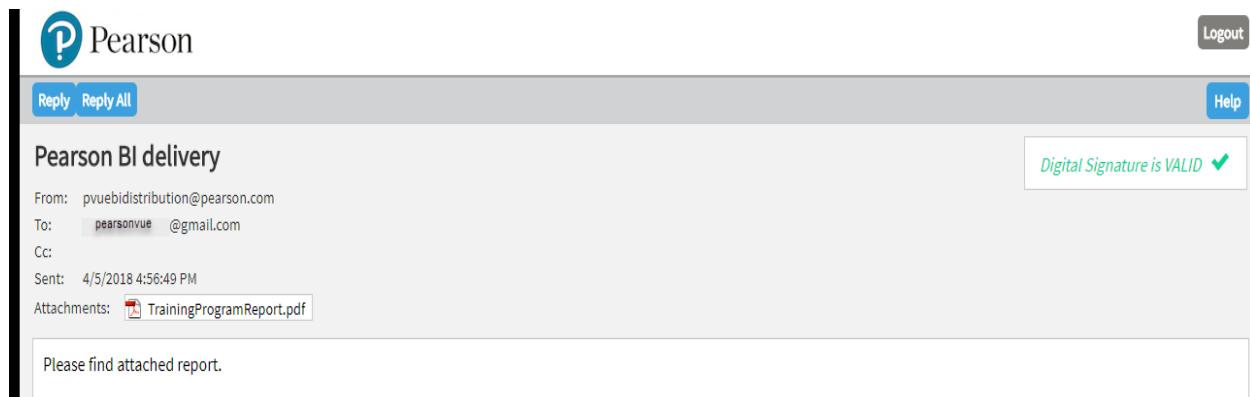
***NOTE: You will have 7 days to retrieve the message via the link in email before it will expire. If the message expires, the report will no longer be available. If you have questions, please contact your Program Manager.**

3. **First Time Users**, you will be directed to the screen below to create a brand new username and password. You **must** remember this information as it will be the login needed to retrieve the report every month or any additional reports received.



The image shows a registration form for Pearson. At the top is the Pearson logo (a blue circle with a white 'P') and the word 'Pearson' in a serif font. Below this is the word 'Registration' in a bold, sans-serif font. The instruction 'Create your account to read secure email.' is centered. The form contains five input fields: 'Email Address:' with the placeholder 'Youraccount@domain.com', 'First Name:', 'Last Name:', 'Password:', and 'Confirm Password:'. Each field is a light gray rectangle. At the bottom of the form is a large blue button with the word 'Continue' in white, sans-serif font.

4. After you have logged in, you will see the message with the monthly report attached (below). ***NOTE** – If you receive more than one monthly report, you will receive an individual message for each report.



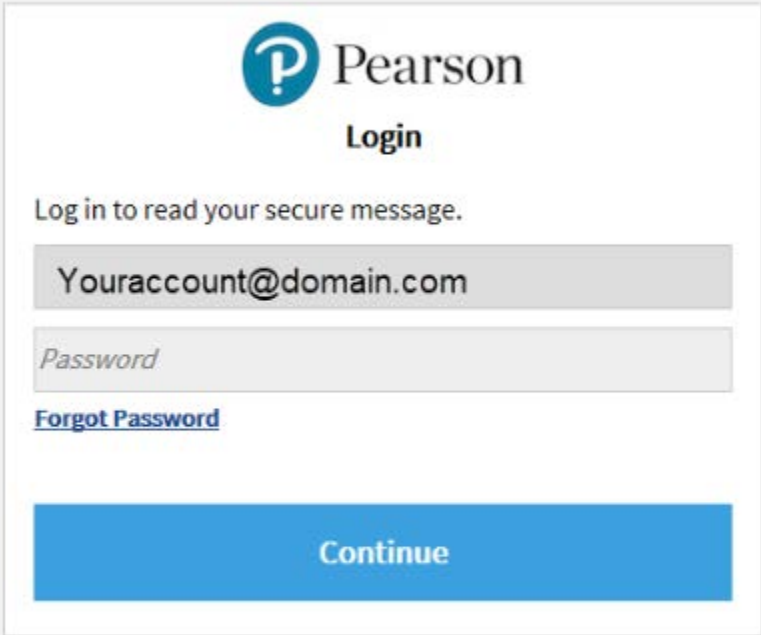
5. Click on the attachment, choose to save the report to your computer.

***NOTE – Each message and report will only be available for 30 days after you retrieve the initial message. This is not a repository for storing reports.**

6. After you have saved the report, click logout in the upper right hand corner of the message.

Login after initial account creation

1. After initial login, you will be emailed a new link for each new report. The link will take you to the login screen below. You will need to use the same login you created the first time you created an account.
2. If you forgot your password, click on forgot password link in the message.



The image shows a login screen for Pearson. At the top, there is the Pearson logo (a blue circle with a white 'P') followed by the word 'Pearson' in a serif font. Below the logo, the word 'Login' is centered. Underneath, the text 'Log in to read your secure message.' is displayed. There are two input fields: the first one contains the placeholder text 'Youraccount@domain.com' and the second one contains the placeholder text 'Password'. Below the password field, there is a blue underlined link that says 'Forgot Password'. At the bottom of the form, there is a large blue button with the word 'Continue' in white text.

3. If you clicked forget password in the message, the following message will appear with further instructions.



Password Reset Request Sent

A password reset message was sent to your email address. Please click the link in that message to reset your password.

If you do not receive the password reset message within a few moments, please check your spam folder or other filtering tools.