

# Online Testing Proctor Registration Instructions

Below are the instructions for registering proctors for Online Testing. Registration will be completed through the HOSA website.

NOTE: If you have a one proctor proctoring for multiple chapters, please only register them under one chapter and email the following to [stateadvisor@azhosa.org](mailto:stateadvisor@azhosa.org): Proctor Name, Proctor Email, and a list of the chapter names and numbers they will be proctoring for. We will manually add the chapters to their login.

1. Go to [hosa.org](http://hosa.org)

 

2. At the top of the page, click the login button
3. Login to your chapter account with your chapter number and password

### HOSA Apps Login

Login	<input type="text" value="AZ001"/>	
Password	<input type="password" value="••••••"/>	<a href="#">Forgot Password?</a>

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**Login**

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- When you're in your account, scroll to the bottom of the page to the "Online Testing" section and click the + button to assign a proctor for online testing

- NOTE: All proctors and advisors MUST submit their Agreement forms to Arizona HOSA. Links to these individual documents can be found here: <https://www.azhosa.org/onlinetesting>
  - Proctors from previous years may also still be registered in your Proctors Section.
- When you hit the + button, you will be prompted to enter their First and Last name and their email. You must enter this information into the system to register your proctor. When you're done, hit save.

- Your proctor should now show up on your list of proctors! Proctors will receive an email from HOSA with further instructions. Thank you for proctoring for Arizona HOSA!