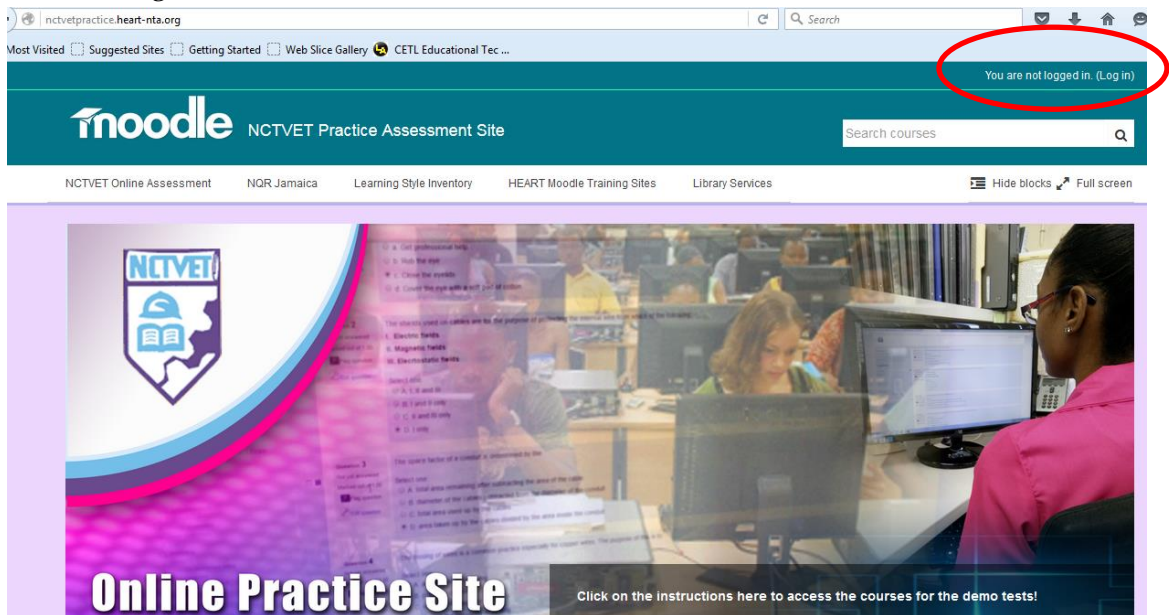


## Instructions for Login into the NCTVET Practice Site:

1. Go to <http://nctvetpractice.heart-nta.org>
2. Click on Login (see red circle)

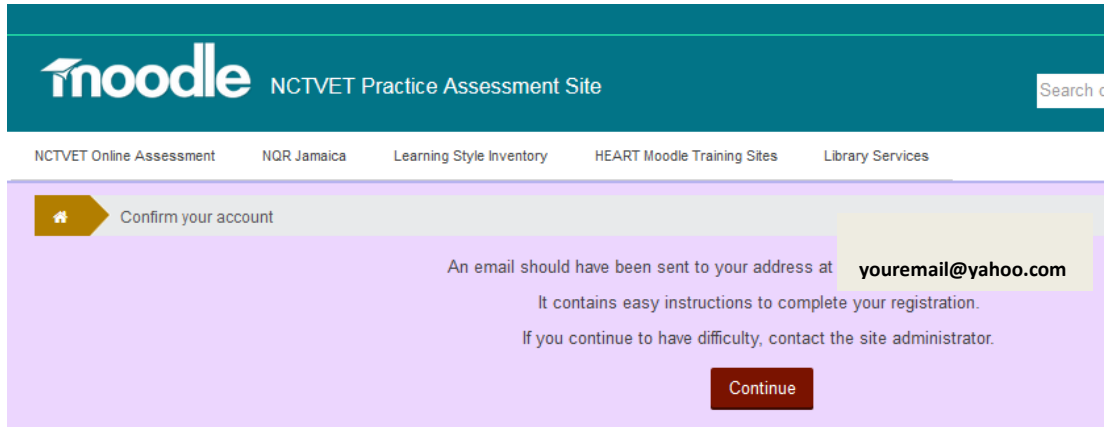


3. You will see this page

4. You will need to **Create New Account** if you do not have one for the site
5. You will see this page
  - a. Add username: **This should be your email address (yahoo, gmail, hotmail etc)**
  - b. Add a **password** that you can remember - **Password must have a Capital Letter, a Number, a Symbol and must be 8 characters in length when counted**

- c. Add the **same email address** which was used for the username twice
- d. Add **First Name** and **Last name**
- e. **Parish** in the field for Town
- f. **Country** that you are from (Jamaica is already there by default)
- g. Click **Create my new account**

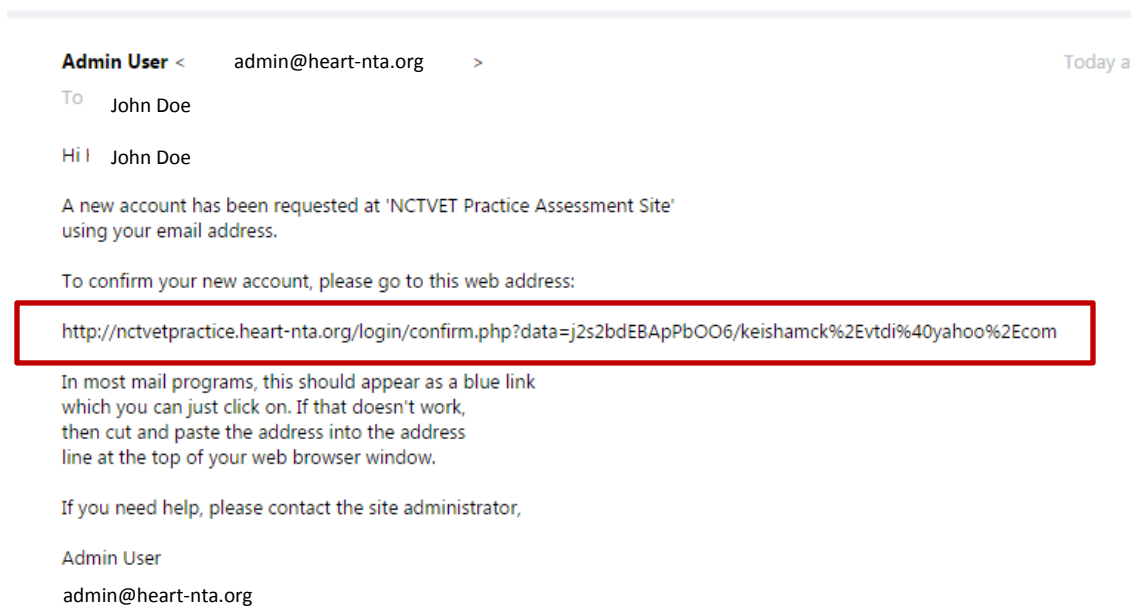
6. You will get this message below, asking that you check the email which was used



7. Check to see if you got a **confirmation email** sent to the email used (check your Junk folder as well)
  - a. If you did not receive one, your account should still be created
  - b. You can now use it to Login

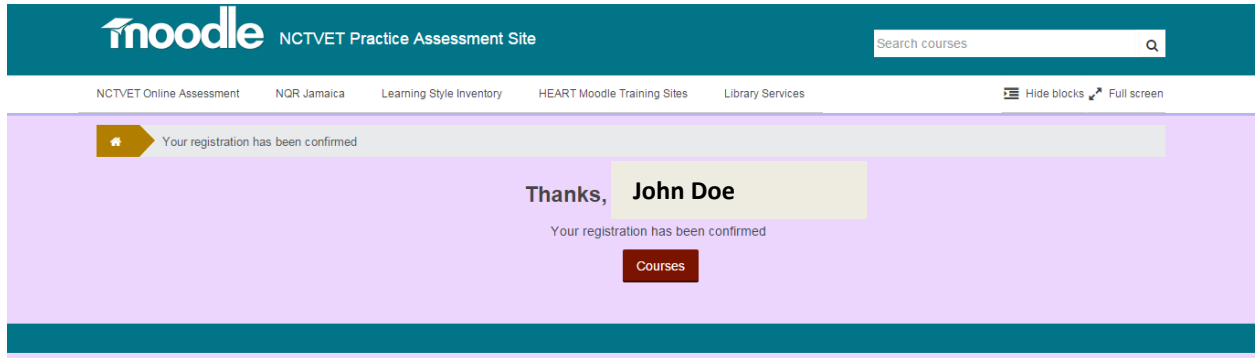
8. Example of Email confirmation email sent

- NCTVET Practice Assessment Site: account confirmation

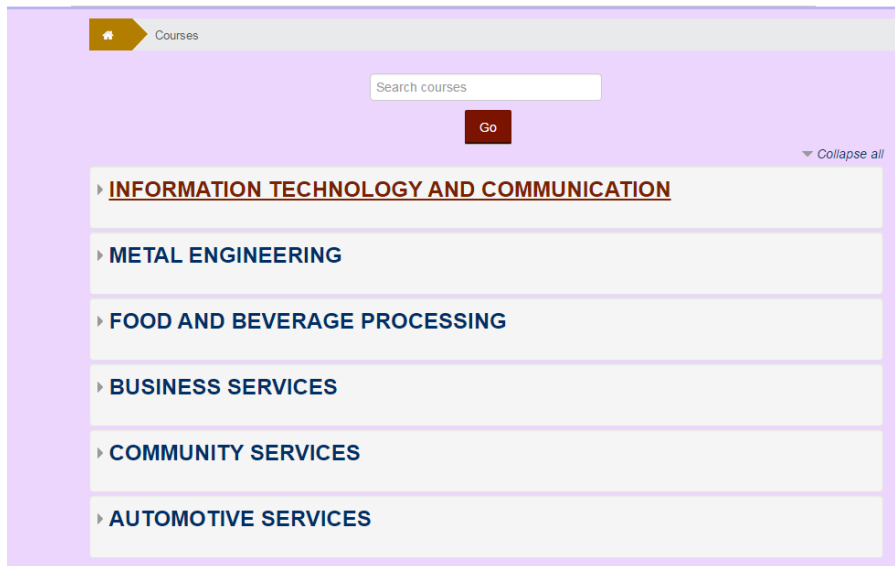


9. Copy the **web address in email** and paste in your Internet browser (if not hyperlinked)

10. You will then get this message below



11. You can now select any course and click on the tests to practise your online assessment. Enrol yourself in each course so that you can do the tests.



12. Click on the **Quick Tools** to the right under **USEFUL RESOURCES** to see how to do the tests!