



### **General Information on Organizational ID's and Passwords**

- ❑ An Organizational ID and Password will allow access to score results for all available classes sponsored by your organization.
- ❑ Only two Organizational ID and Passwords can be issued for any given company.



### **To Obtain an Organizational ID and Password**

- ❑ Contact the appropriate Sales Representative for your Organization or region of the country to obtain the Organization Web Access Form and Mutual Non-Disclosure Form. (If you do not know your Sales Representative please contact Exam Administration to be directed to the appropriate person.)
- ❑ Complete and return the Organization Web Access Form and Mutual Non-Disclosure Form to the Sales Representative.
- ❑ An Organizational ID and Password will be issued via email within 2-3 business days, along with the form "Organization Instructions to View Exam Score Results Online" detailing how to utilize the ID and Password