HESI NG Custom Exams - Ordering
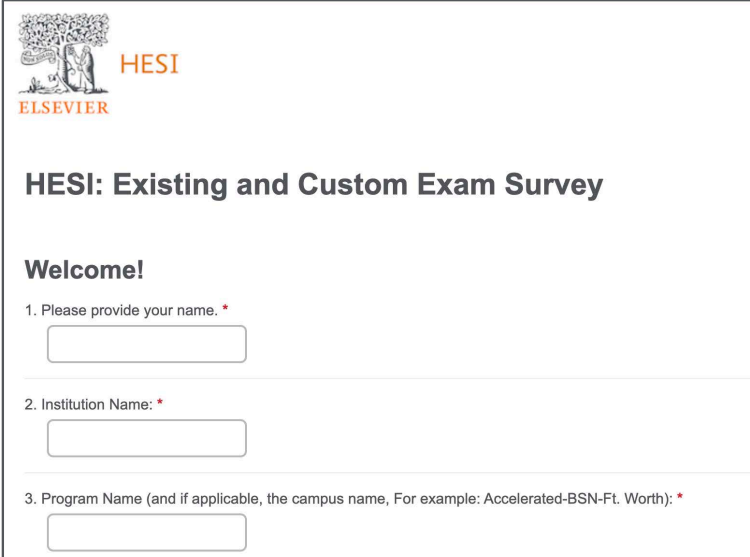
1. Before getting started with your exam request, please make sure you have the following information available.

    a. Program Name

    b. Exam Name

    c. New or Existing Exam?

    d. Number of Items

    e. Names of Faculty Reviewers

    f. Names of Faculty Approvers

    g. Date of the Exam

    h. Topical Outline for your course

    i. Quote Number Associated with the Custom Order

2. To get started with the ordering process, you can either:

1) use **this form**

2) log into your Faculty account at Evolve.Elsevier.com and follow the steps below:
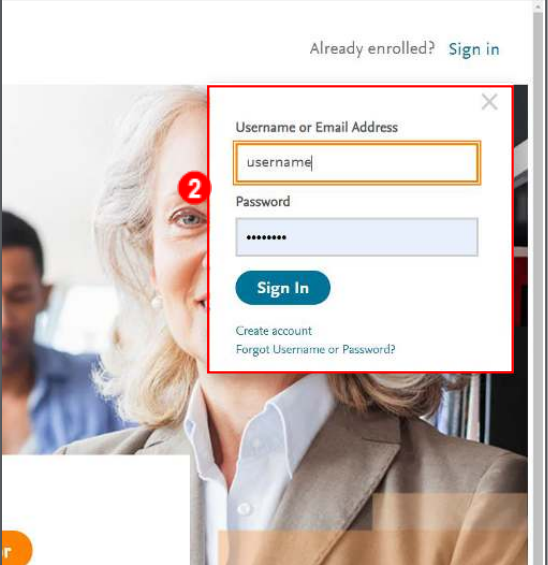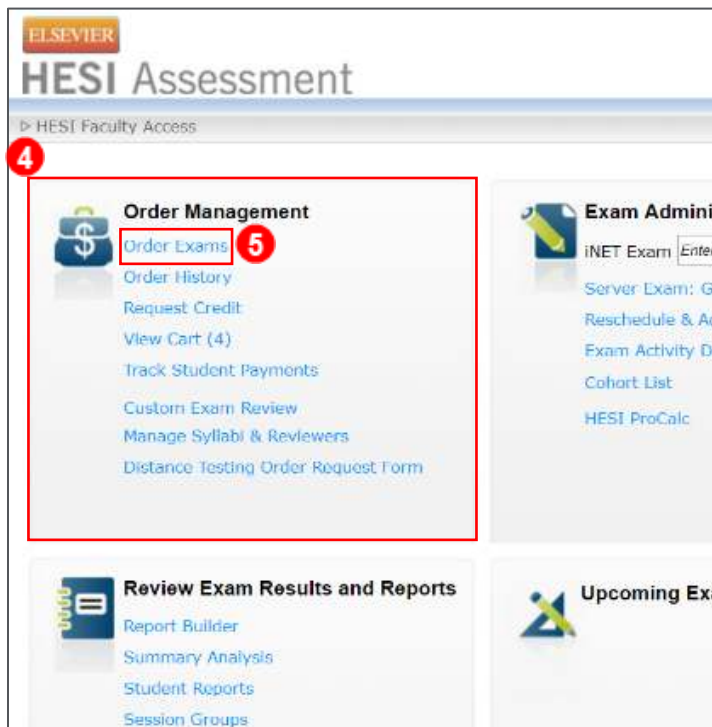
3. Click to access your HESI Assessment **Faculty Access**.
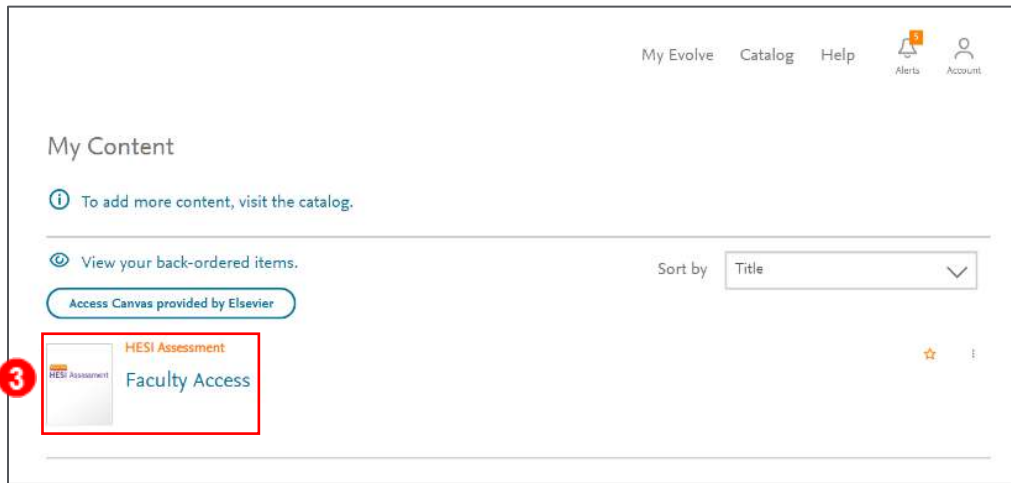
4. You are going through the ordering process to upload the Topic Outline for an exam that has already been ordered through Client Services. In your Faculty Access, locate the Order Management section.

5. Click the **Order Exams** link.

6. Read the information on the Order Process page.

7. Select **Continue to Order Exams.**

8. Select the **New Custom Exams** tab.

9. Locate the exam you would like to give.

10. Enter 1 in the quantity box next to the exam.

11. Click **Add to Cart**.

12. The exam will appear in the shopping cart. Once all exams you would like to order have been added, click **Continue**.

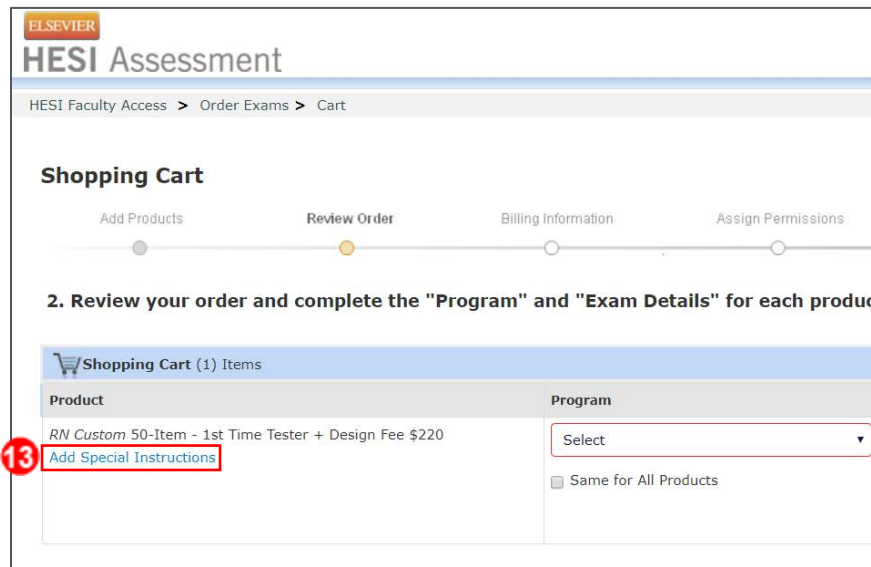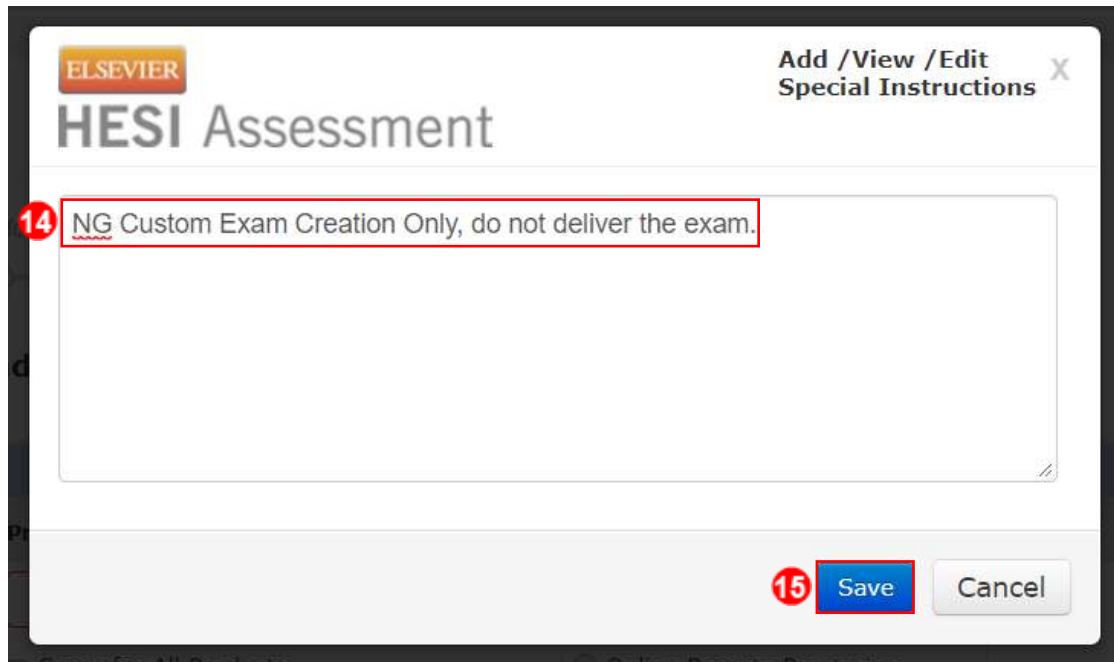13. Click **Add Special Instructions** under your exam.

14. Type in **NG Custom Exam Creation Only. Do not deliver the exam**.

15. Then, click **Save**.

16. Select your program name and your start date.

17. Once everything on the page is correct, click **Proceed to Checkout**.

18. Select your Faculty Reviewers. These are the faculty that will be able to review the custom exam.

19. Select your Faculty Approver. These are the faculty that will be able to approve the custom exam after the Faculty Reviewers have reviewed the exam.
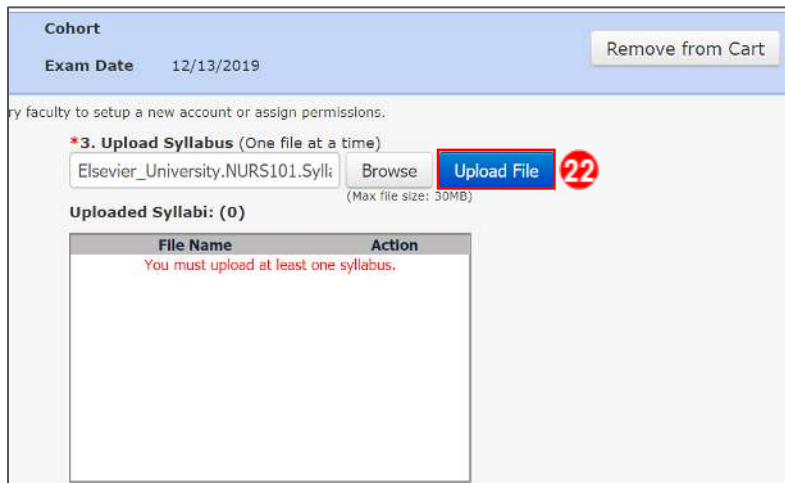
20. Click **Browse** to select your Topic Outline.

21. Navigate to your Topic Outline file and select it.
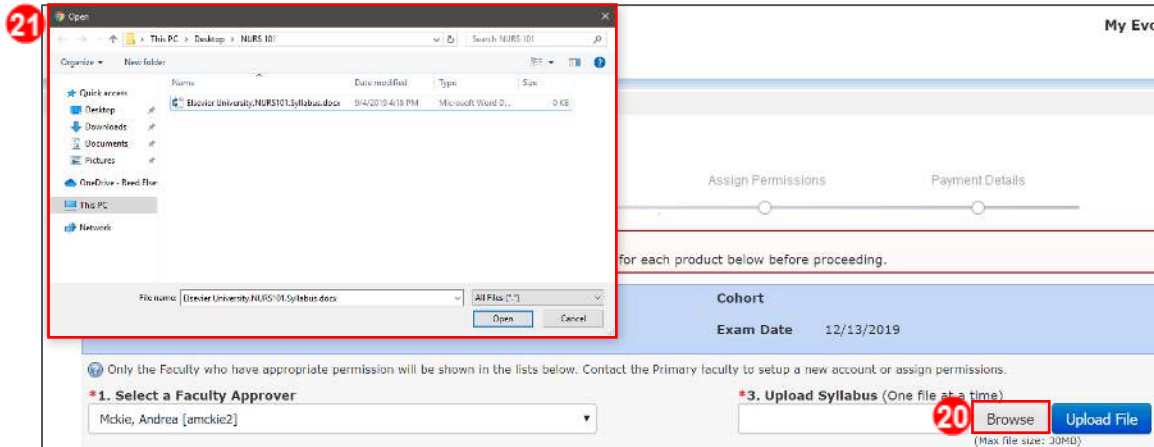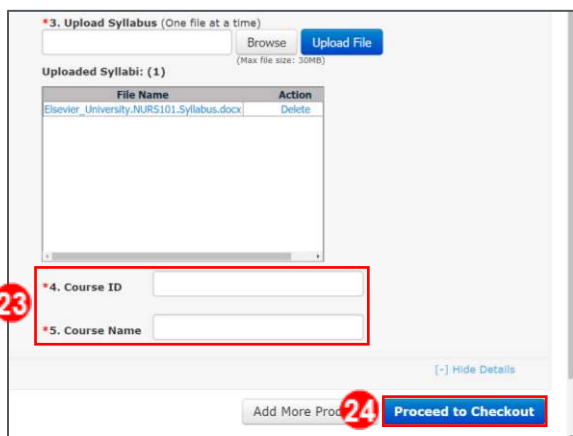

22. Click **Upload File.**

23. Enter the Course ID and Course Name.

24. Click **Proceed to Checkout**.

25. Please fill out all information on the billing screen (and shipping, if different). Once completed, click **Continue.**

26. Select the faculty members you would like to grant access to as an access code recipient, making sure to include yourself. Then, click **Continue.**

27. Select **Purchase Order** and enter the quote number associated with your custom order into the box.

28. Click **Submit Order**.

29. Your payment confirmation receipt will display with the Order Number listed.

End of Guide