



## **Online Proficiency Testing Registration Instructions for returning Additional Qualification (AQ) Students**

If you have attended Nipissing University, have been an Associate Teacher for a Nipissing University BEd student, or have applied to Nipissing University for any programs in the past, you already have a file created in our system and therefore need to register as a returning student.

If you do not know your login information, please contact our In-Service Education Department at [inservice@nipissingu.ca](mailto:inservice@nipissingu.ca) for assistance with retrieving your account information. Please provide in your email, your full name, DOB, OCT member number and address you expect we may have on file for you.

How to online register:

- Access Nipissing University's Home page at [www.nipissingu.ca](http://www.nipissingu.ca) and select the WebAdvisor link at the top.
- Log in. Please note that as of August 2020 your user id has changed. It is a shortened version of your email address, with a suffix of **@my.nipissingu.ca** instead of @community.nipissingu.ca. Your password is initially your date of birth in the following case-sensitive format: Mmmddyyyy (i.e. Sep091985) or may be whichever password you have already created. If you cannot remember your username and password, the User Account links may assist you or you can contact [inservice@nipissingu.ca](mailto:inservice@nipissingu.ca) for assistance with retrieving your account information. Please provide in your email, your full name, DOB, OCT member number and address you expect we may have on file for you.
- Once logged in select Additional Qualification Students for your point of entry.
- Select Search & Register for classes.
- Choose the following: Term = AQ22SS, Subject = Education, Location = Online.
- Choose the course you wish to register for by placing a check mark in the appropriate box and submit. Please keep in mind there are two or three sessions of testing available for each language:
  - **French Language Proficiency Testing (EDUC-0010)**
    - March 1 – 11, 2022 = AQ22SS EDUC-0010 SS800
    - March 14 – 25, 2022 = AQ22SS EDUC-0010 SS801
    - April 4 – May 6, 2022 = AQ22SS EDUC-0010 SS802

- **Spanish Language Proficiency Testing (EDUC-0011)**
  - March 1 – 11, 2022 = AQ22SS EDUC-0011 SS800
  - March 14 – 25, 2022 = AQ22SS EDUC-0011 SS801
  - April 4 – May 6, 2022 = AQ22SS EDUC-0011 SS802
- **German Language Proficiency Testing (EDUC-0012)**
  - March 1 – 11, 2022 = AQ22SS EDUC-0012 SS800
  - March 14 – 25, 2022 = AQ22SS EDUC-0012 SS801
  - April 4 – May 6, 2022 = AQ22SS EDUC-0012 SS802
- **Italian Language Proficiency Testing (EDUC-0013)**
  - March 1 – 11, 2022 = AQ22SS EDUC-0013 SS800
  - March 14 – 25, 2022 = AQ22SS EDUC-0013 SS801
  - April 4 – May 6, 2022 = AQ22SS EDUC-0013 SS802
- Confirm your Home and Mailing Address Verification. Make changes as necessary and submit.
- Complete the Choose one of the following: drop down box and submit.
- Continue.
- Complete the payment information and enter Pay Now.
- You will receive a Confirmation of Registration letter overnight to the email addresses attached to your student record.