

How to Order Secure Comprehensive Self-Assessment (SAE) Examinations



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Introduction

The following pages provide step-by-step instructions to guide you through the process of placing an order for Self-Assessment Examinations (SAEs).

The Comprehensive SAE's are secure exams that are only available to program directors of accredited respiratory care education programs. You must be enrolled in the School Portal to access the secure order area. If you are not enrolled in the School Portal, please contact the Executive Office at 913-895-4900.

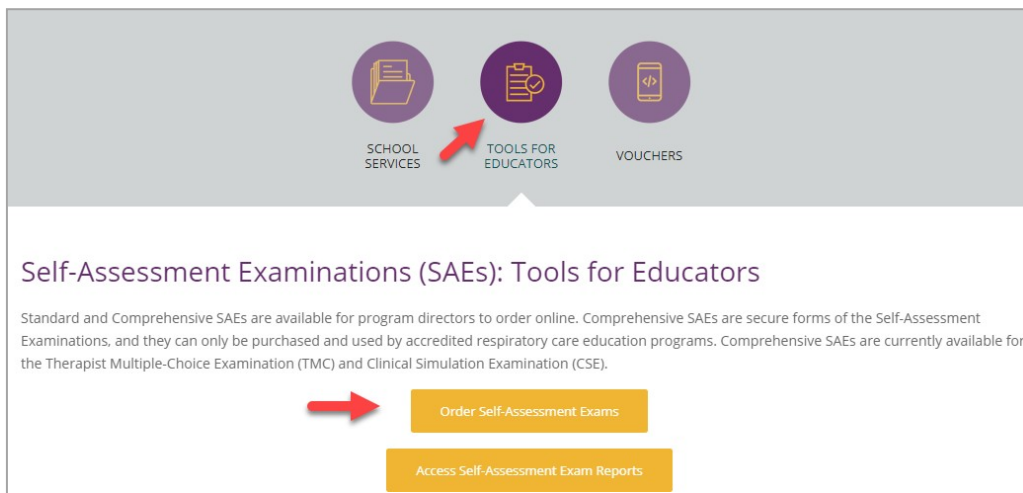
Please note, if you have any technical issues with the order process, you must contact portalsupport@psionline.com for assistance.

School Portal Login

1. Go to nbrc.org and click on 'educators' at the top right portion of the homepage



2. Select the 'Tools for Educators' button
3. Select the 'Order Self-Assessment Exams' button and this will take you to the School Portal



4. Enter your Email and Password and click 'Sign In'

888.341.4811 • nbrc-info@nbrc.org [help](#)

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School Sign In

This login area is reserved for education programs. If you reached this page in error, please return to the [home page](#).

Email

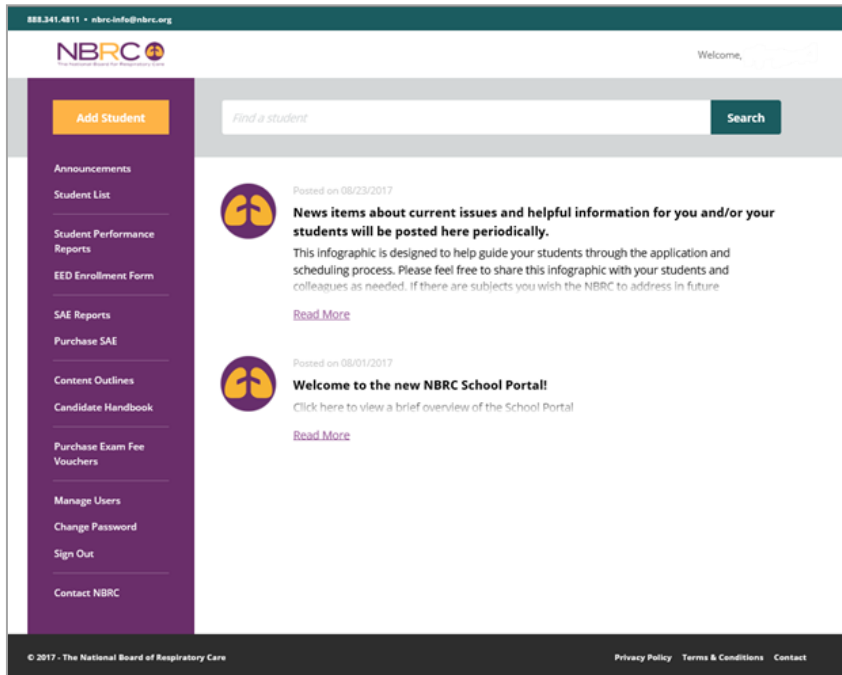
Password

[Sign In](#) [Forgot Password?](#)

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Purchasing SAEs

1. Select **Purchase SAE** from the left side of the screen



2. Select the desired SAE and select 'Add to cart'



3. Enter the quantity you would like to purchase and select '**Update Total**'

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E-Store

- Logout
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- Help

Shopping Cart...

Item	Quantity	Each	Price
Secure Comprehensive Therapist Multiple-Choice SAE (Form 2015)	5 Delete	\$50.00	\$50.00
			Total: \$50.00

4. If you wish to purchase additional SAEs, select '**Continue Shopping**' and repeat steps 6 and 7
Be sure to 'Update Total' before proceeding
5. When finished shopping, select '**Proceed to Check Out**'
NOTE: Volume discounts are available at the time of purchase only when ordering 10 or more of the same SAE.
6. Once you select '**Proceed to Check Out**', an Order Summary screen will be displayed. Verify that all information is correct
7. Once the Order Summary is correct, select '**Continue**'

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Order Summary...

Please check the billing address below and use the "Modify Address" button to make any corrections.

Billing address:
SAMPLE SCHOOL
10801 MASTIN ST, STE 300
OVERLAND PARK, KS 66210

Purchase Details: Order# 427019	Qty	Unit Price	Price
Secure Comprehensive Therapist Multiple-Choice SAE (Form 2015)	5	\$50.00	\$250.00
			Subtotal: \$250.00
			TOTAL: \$250.00

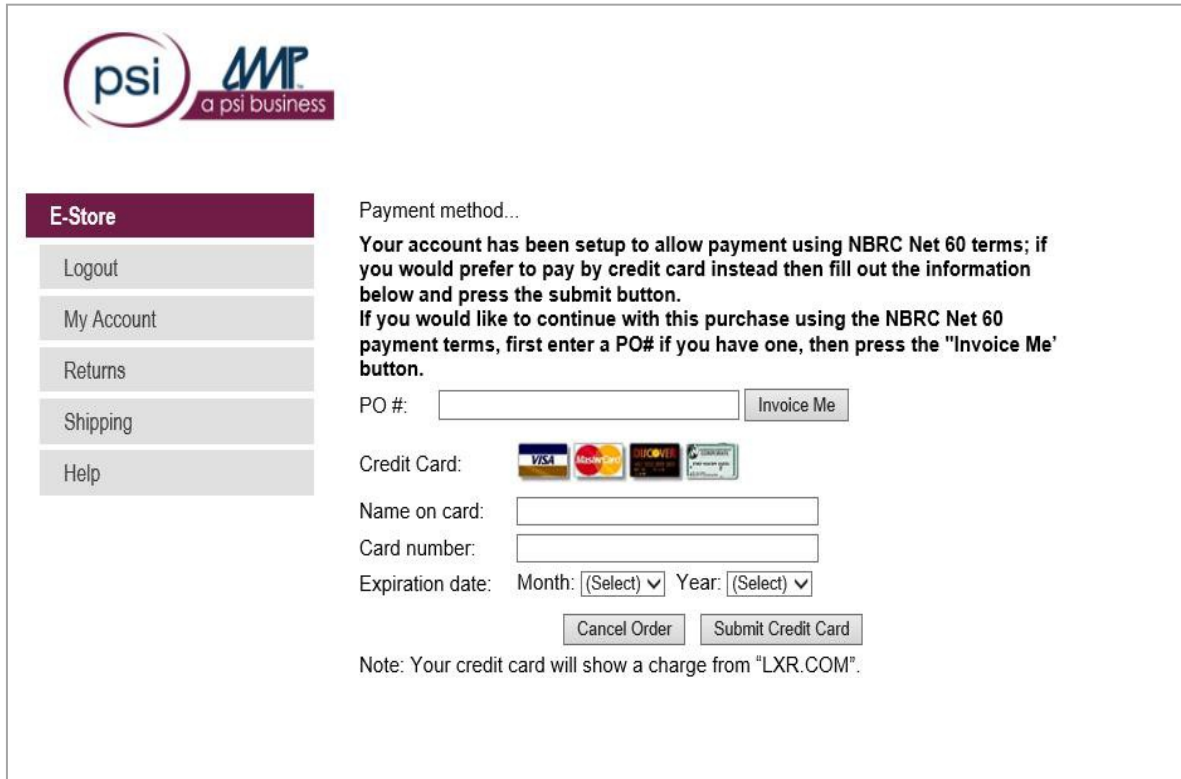
Coupon:

8. Enter credit card information and select 'Submit Credit Card'

OR

9. If you wish to be invoiced, enter a PO# and select 'Invoice Me'

An invoice will be sent via email once the order is finalized and **MUST BE PAID WITHIN 60 DAYS**. The invoice will include any volume discounts available.



The screenshot shows the PSI AMP E-Store interface. On the left is a navigation menu with 'E-Store' highlighted, containing links for Logout, My Account, Returns, Shipping, and Help. The main content area is titled 'Payment method...' and contains the following text: 'Your account has been setup to allow payment using NBRC Net 60 terms; if you would prefer to pay by credit card instead then fill out the information below and press the submit button. If you would like to continue with this purchase using the NBRC Net 60 payment terms, first enter a PO# if you have one, then press the "Invoice Me" button.' Below this text are input fields for 'PO #' and 'Invoice Me' button. The 'Credit Card:' section features logos for VISA, MasterCard, Discover, and American Express. Below these are input fields for 'Name on card:', 'Card number:', and 'Expiration date:' (with dropdown menus for Month and Year). At the bottom of the form are 'Cancel Order' and 'Submit Credit Card' buttons. A note at the very bottom states: 'Note: Your credit card will show a charge from "LXR.COM".'

Order Information

You will be prompted to enter student names for each SAE purchased. For example, if you purchase five SAEs, you will be required to enter five student names.

You may also choose to enter a four-character (alpha and/or numeric) class code such as the year the students graduate (ex: 2017) that may help you identify group summary reports that differentiate performance by class, but this is not required.

1. Enter student names and Class Code (if desired) and select 'Continue'

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E-Store

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Group Order Information...

Please enter a student name in the name field(s) below. A confirmation letter will be sent to your e-mail address.

Web Test: Secure Comprehensive Therapist Multiple-Choice SAE (Form 2015)

1 of 5

Name: Name:

1 2

3 4

5

*Class Code:

* A unique 4-character class code will enable you to view post-test summary reports for each class of students.

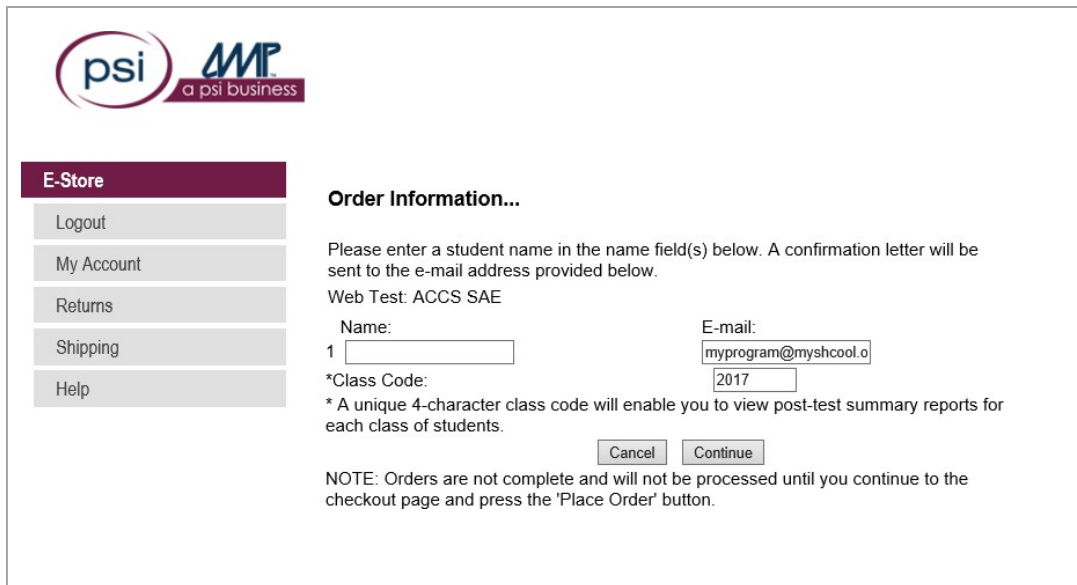
NOTE: Orders are not complete and will not be processed until you continue to the checkout page and press the 'Place Order' button.

Email Notifications

For **Secure Comprehensive SAEs**, all purchase and results emails will be sent to the email address used to login.

For **Regular SAEs**, the email address will default to the address used to login, but you have the option to enter student email addresses for confirmation emails and post-test results to be delivered (sample below).

1. Enter email addresses by the appropriate name and select '**Continue**'



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E-Store

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Order Information...

Please enter a student name in the name field(s) below. A confirmation letter will be sent to the e-mail address provided below.

Web Test: ACCS SAE

Name: E-mail:

*Class Code:

* A unique 4-character class code will enable you to view post-test summary reports for each class of students.

NOTE: Orders are not complete and will not be processed until you continue to the checkout page and press the 'Place Order' button.

Completing Purchase

You will now see the Checkout screen.

1. Verify all information and select 'Place Order'

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E-Store

- Logout
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Checkout...

Billing address:
SAMPLE SCHOOL
10801 MASTIN ST, STE 300
OVERLAND PARK, KS 66210

Purchase Details: Order# 427021		Qty	Unit Price	Price
Secure Comprehensive Therapist Multiple-Choice SAE (Form 2015)	5	\$50.00	\$250.00	
			Subtotal:	\$250.00
			TOTAL:	\$250.00

Your order is not complete until you press the "Place Order" button...

Confirmation Email

A confirmation email will be sent from LXROrders@goAMP.com. If you do not see the email in your inbox, be sure to check your spam and junk folders. As stated earlier, Comprehensive SAE confirmation emails will be sent to the email address used to login. A link to the examination, a secure ID and a password to login, will be provided in the confirmation email. A separate email with post -test information will also be sent to the email address used to login.

If you have additional questions about ordering SAEs online, please contact PSI at portalsupport@psionline.com.