

Welcome to the NBRC School Portal!

This document highlights the features of the School Portal (formerly referred to as the EED). Access the school portal directly using this link: <https://schoolportal.nbrc.org/auth>.

888.341.4811 • nbrc-info@nbrc.org



School Sign In

Email

Password

Sign In

[Forgot Password?](#)

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

New users will receive an activation email which includes a temporary password. The email will be sent from portalsupport@nbrc.org.

From: National Board for Respiratory Care [<mailto:portalsupport@nbrc.org>]
Sent: Friday, June 30, 2017 2:57 PM
To: School Portal User
Subject: NBRC School Portal

You have been enrolled as an authorized user of the NBRC's School Portal. We are delighted that your program will participate in the electronic transmission of graduate information to the NBRC.

To access the School Portal, you must click on the link below to activate your account for the first time.

<https://schoolportal.nbrc.org>

Your Temporary Password is: b2ddfc

Once the activation screen is displayed, you will be prompted to enter your temporary password listed above. Your new password must be at least 7 characters and contain at least 1 symbol.

We appreciate your participation in this progressive step toward online registration for all NBRC credentialing examinations. If you have any questions or need assistance, please contact our office at portalsupport@nbrc.org or (913)895-4900.

New users will be required to enter the temporary password provided in the email, and then create a new password. New users will also be required to accept our current Terms & Conditions.

This is the School Portal home page. All features of the School Portal are accessed from the left navigation bar.

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NBRC
The National Board for Respiratory Care

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Posted on 08/23/2017

News items about current issues and helpful information for you and/or your students will be posted here periodically.

This infographic is designed to help guide your students through the application and scheduling process. Please feel free to share this infographic with your students and colleagues as needed. If there are subjects you wish the NBRC to address in future

[Read More](#)

Posted on 08/01/2017

Welcome to the new NBRC School Portal!

Click here to view a brief overview of the School Portal

[Read More](#)

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Features:

- **Add Student** – This is where you enter new students. All information needed to submit a record is displayed on a single screen. Use the 'Save & Add Another' option to save the graduation date, semester hours and degree type for the next student you enter.
- **Announcements** - News items will still be posted on the home page and available by clicking Announcements.
- **Student List** – You can select to display non-graduated students, graduated students and all students from this link. This makes it easy to find students that don't have a graduation date entered. In addition, a **Search** field is available at the top of the page where you can search for students by name, address, SSN, or email address. The Search field will allow partial information for search criteria.
- **Student Performance Reports** – Reports for examinations administered beginning 1/1/2015 are available here. Once the report generates, it will not automatically appear on screen. You must Save or Open the report to see the content.
- **SAE Reports** – Generates reports for Self-Assessment Examinations.
- **Purchase SAE** – This link takes you to the website for purchasing Secure Comprehensive SAEs.

- Content Outlines and Candidate Handbook – These links are provided to give you quick access to these reference materials.
- Purchase Exam Fee Vouchers – Use this link to purchase vouchers (requires use of a credit card) to distribute to graduates to use for payment when they are ready to apply for an examination.
- Manage Users – This feature allows individuals with Administrator access to add and delete School Portal users. This eliminates the need for you to contact the NBRC when you have personnel changes.

Other information to be aware of:

- An email with instructions on how to applying for an examination is sent to each graduate after you enter the required graduation information.
- When the graduate applies online and payment is processed, a message with instruction on how to schedule an examination appointment will be displayed on screen and sent by email.
- Once the application is submitted, candidates have go calendar days to take the examination. If they fail to schedule and take the examination within the go-day period, the fee paid to take the examination is forfeited. Another application and examination fee are required to reapply for examination.