Credentia
CNA365®

Sponsor Quick Reference Guide

Contents

Version 1.0

How to Create a CNA365® Sponsor Account

❶

Click the "Sponsor Voucher Store" link in the Resources section on your state website page at www.credentia.com

❷

Select the "Sign Up" link on the CNA365® login page

⚠️ TIP: bookmark the CNA365® login page

❸

Fill out the new account form and select "Sign Up" button

❹

Check your email for your account confirmation and click the "Activate Account" button

How to Purchase Test Vouchers
Step 1 – Select Buy New Voucher

STEP 1

Login to your CNA365® account and select the "Buy New Voucher" button

STEP 2

Specify the quantity desired for each voucher type and select the "Add to Cart" button

Voucher Name	Voucher Price	
Nurse Aide Written Exam	$30	- 1 +
Nurse Aide Oral Exam	$30	- 0 +
Nurse Aide Skills Exam	$30	- 0 +
Nurse Aide Written Exam and Skills Exam	$60	- 2 +
Nurse Aide Oral Exam and Skills Exam	$60	- 0 +

Add to Cart

How to Purchase Test Vouchers
Step 3 – Enter Payment Information in Shopping Cart

STEP 3

Add credit/debit card information and select "Pay" button

Payment

Payment Method

Credit/Debit Card

Enter Card Number

Enter Card Name

YYYY-MM   CVV

Cancel   Pay

Payment Summary

Nurse Aide Written Exam		$30 🗑 ✏
QTY	*	Price
1		30

Nurse Aide Written Exam and Skills Exam		$120 🗑 ✏
QTY	*	Price
2		60

Total   **$150**

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How to Manage Test Vouchers
Voucher Summary Page

VOUCHER SUMMARY PAGE

➢ The voucher summary page displays the number of vouchers purchased and the number of vouchers used by type

➢ Select the download icon for the desired voucher type to download an EXCEL file of purchased vouchers

➢ For each voucher, download file includes voucher number, expiration date, and status (available, used, or expired)

➢ Instruct your candidates to use the voucher code you provide to them when scheduling an exam (applied at shopping cart checkout)

Voucher

Home / Voucher

[+ Buy New Voucher]

Search 🔍

Voucher Name	Item Code	Voucher Fee	Total Vouchers	Vouchers Used	Action
Nurse Aide Written Exam	NA-WR-PPD	$30	1	0	⬇
Nurse Aide Oral Exam	NA-OR-PPD	$30	0	0	⬇
Nurse Aide Skills Exam	NA-PR-PPD	$30	0	0	⬇
Nurse Aide Written Exam and Skills Exam	NA-WR/PR-PPD	$60	2	0	⬇
Nurse Aide Oral Exam and Skills Exam	NA-OR/PR-PPD	$60	0	0	⬇

Download vouchers to EXCEL file

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EXCEL VOUCHER DOWNLOAD FILE

	A	B	C
1	VoucherCode	Expiration Date	VoucherStatus
2	PA8DDA8VBEMF	12/09/2022	Available
3	PANN37EF97D4	12/09/2022	Available
4	PAF4CD1FE8Q6	12/09/2022	Available

How to Manage Test Vouchers
Voucher List Page – "Available" Vouchers

VOUCHER LIST PAGE – "AVAILABLE" VOUCHERS

➤ Click on a voucher type on the voucher summary page to access the voucher detail page

➤ For the "Available" voucher list, the following is displayed for each voucher:

- Voucher code
- Expiration date

➤ Select the download icon for the desired voucher to download an EXCEL file

➤ Instruct candidates to use the voucher code you provide to them when scheduling an exam (applied at shopping cart checkout)

Voucher

Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Written Exam	NA-WR-PPD		4

Voucher List

Available	All	Used	Expired

Item Code	Expiration Date	Candidate Name	Voucher Status	Action
PAREB7DA4BCR	Dec 20, 2022, 9:24:37 PM	Not Assigned	Available	⬇
PA8E489C7AN4	Dec 20, 2022, 9:24:37 PM	Not Assigned	Available	⬇
PAO38F2O16U0	Dec 26, 2022, 3:09:45 PM	Not Assigned	Available	⬇
PA49DF830CR4	Dec 26, 2022, 3:09:45 PM	Not Assigned	Available	⬇

Download voucher to EXCEL file

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EXCEL VOUCHER DOWNLOAD FILE

	A	B
1	VoucherCode	Expiration Date
2	PAREB7DA4BCR	12/20/2022

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How to Manage Test Vouchers
Voucher List Page – "All" Vouchers

➤ Click on a voucher type on the voucher summary page to access the voucher detail page

➤ For the "All" voucher list, the following is displayed for each voucher:

- Voucher code
- Expiration date
- Candidate name (if used)
- Status (available, used, or expired)

VOUCHER LIST PAGE – "ALL" VOUCHERS

Voucher

Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Written Exam	NA-WR-PPD		4

Voucher List

Available	All	Used	Expired

Item Code	Expiration Date	Candidate Name	Voucher Status
PA1B21C73CF3	Dec 20, 2022, 9:24:37 PM	Oscar Smith	Used
PAREB7DA4BCR	Dec 20, 2022, 9:24:37 PM	Not Assigned	Available
PA8E489C7AN4	Dec 20, 2022, 9:24:37 PM	Not Assigned	Available
PAO38F2O16U0	Dec 26, 2022, 3:09:45 PM	Not Assigned	Available
PA49DF830CR4	Dec 26, 2022, 3:09:45 PM	Not Assigned	Available

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How to Manage Test Vouchers
Voucher List Page – "Used" Vouchers

VOUCHER LIST PAGE – "USED" VOUCHERS

➢ Click on a voucher type on the voucher summary page to access the voucher detail page

➢ For the "Used" voucher list, the following is displayed for each voucher:

- Voucher code
- Candidate name
- Date used
- Expiration date

Voucher

Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Written Exam	NA-WR-PPD		4

Voucher List

Available	All	Used	Expired

Item Code	Candidate Name	Used Date	Expiration Date
PA1B21C73CF3	Oscar Smith	Dec 20, 2021, 9:25:23 PM	Dec 20, 2022, 9:24:37 PM

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How to Manage Test Vouchers
Voucher List Page – "Expired" Vouchers

VOUCHER LIST PAGE – "EXPIRED" VOUCHERS

➤ Click on a voucher type on the voucher summary page to access the voucher detail page

➤ For the "Expired" voucher list, the following is displayed for each voucher:

- Voucher code

- Expiration date

- Candidate name (if used)

Voucher

Home / Voucher / Voucher List

Exam Name	Exam Code	State Name	Total Vouchers
Nurse Aide Written Exam	NA-WR-PPD		4

Voucher List

Available	All	Used	Expired

Item Code	Expiration Date	Candidate Name

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How to Reset Your Password

❶
Click the "Forgot Password" link on the CNA365® login page

Credentia
CNA365®

Email 👤

Password 🚫

Forgot Password?

Login

Don't have an account? Sign up

❷
Enter your email address and select the "Submit" button

Forgot Password?

Enter your Mail ID to recieve a reset link

Email
testuser01@examroom.ai

Submit

‹ Back to Sign In

❸
Check your email account for an access code email from Credentia. Enter the access code you received, enter your new password (twice), and select the "Reset Password" button

Reset Password?

Email
testuser01@examroom.ai

Access code
253465

New Password
••••••••••••

Confirm Password
••••••••••••

Reset Password

Back

Contact Credentia support if you have forgotten your email address