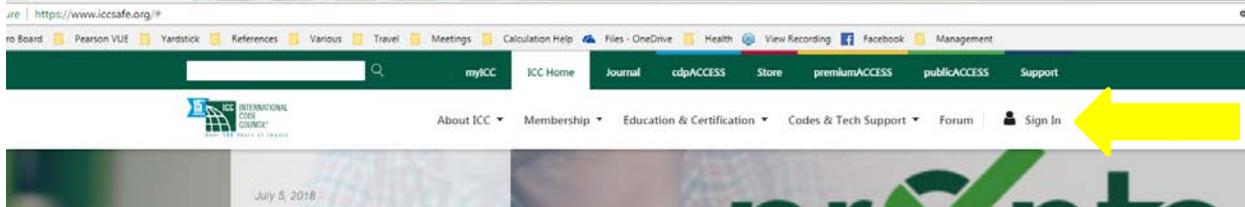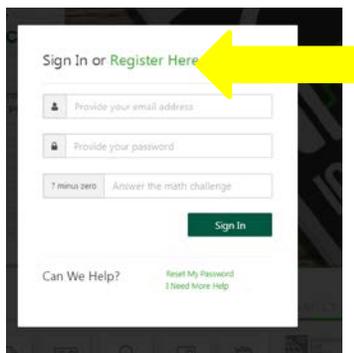**Create a myICC account**

Access the ICC website: www.iccsafe.org
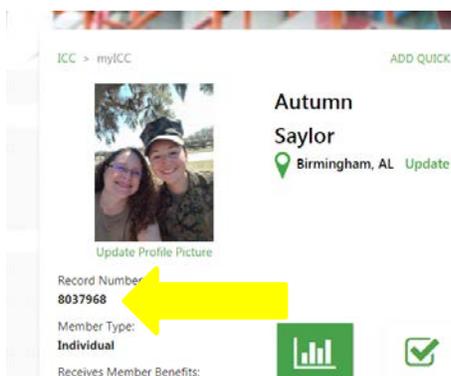
Click on Sign In

Click on Register Here

Enter information as required.

Once you have created your myICC account, provide me with your record number.

I will notify you via email once I have created your PRONTO account and the tutorial is available.

Access the PRONTO Portal

There are multiple way to access the PRONTO Portal. Although your examination cannot be launched prior to the testing session, you will have access to the tutorial. It is highly recommended for you to take the tutorial multiple times on the device you will be using for the examination. This will allow you to become familiar with the nuances of the examination. For example, if you use a tablet, the zoom and magnifier may not work. Instead, you may need to pinch or double tap.
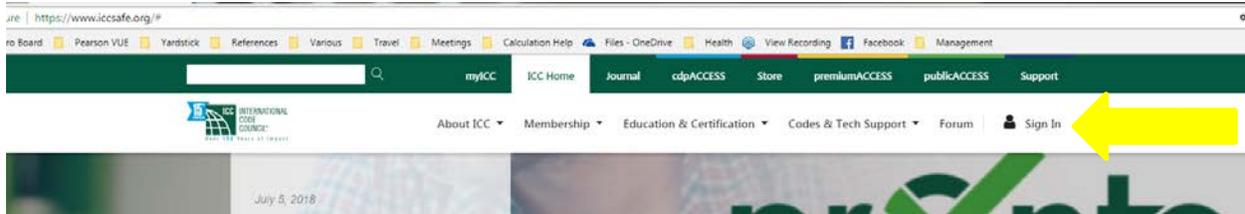
Also keep in mind that you will be your own technical support during the administration. Proctors cannot be held liable for malfunctioning devices or devices that run out of power during the exam.
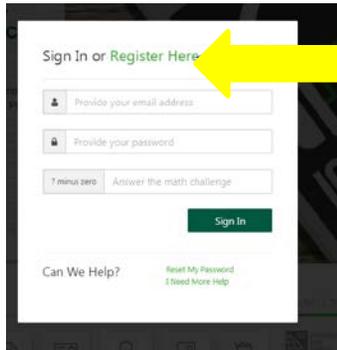
Note:

Once you receive the email from me, your tutorial will be available.
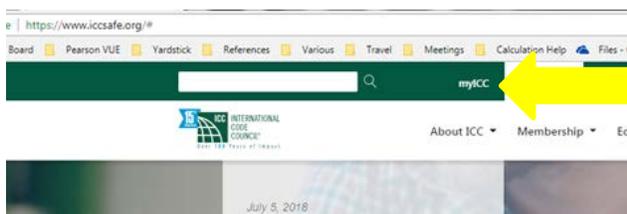
Access the ICC website: www.iccsafe.org

Click on Sign In

Enter your login information

Click on myICC

<u>Left-hand Navigation</u>

Click on My Online Exams

Read and then agree to the terms and conditions.

NOTE: you will not need to test your system prior to this administration. Testing the system is for the online proctored examinations. Your examination will be live proctored. Having said that, if you wish to take PRONTO exams in the future using our online proctor, your system must be compatible and a system test is recommended.
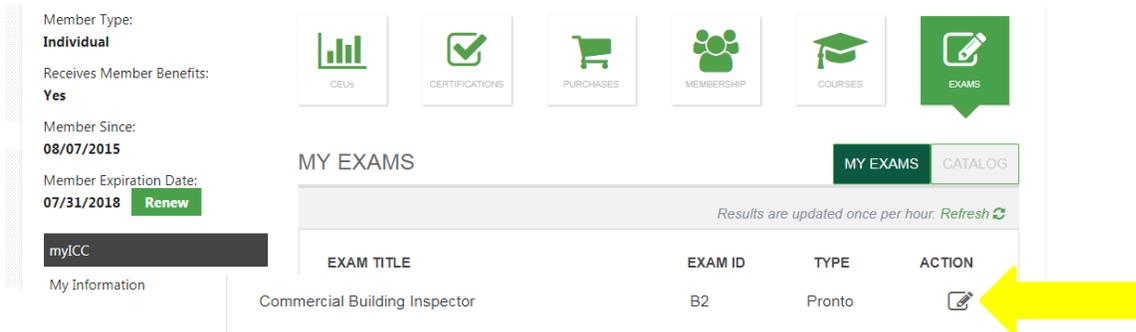
Click on Take exam

Examination Day

myICC

On the day of your examination, you will log into your myICC and launch the examination using the following steps.

NOTE: the examination will not be available to launch until the testing session.

Follow the prompts and Good Luck!

After the Exam

Immediately following the examination, you will be notified of your grade (Pass/Fail).

NOTE: You are only provided your score and a diagnostic report if you do not pass the examination. You can access this report by logging into your myICC and accessing the PRONTO Portal using the steps provided above.

If you pass the examination, your email notification is not your official notice. Within 6-8 weeks, you will be provided with a plastic wallet card that contains a Quick Response Code (QR) specific to your records. You can use your phone to scan the QR code and your certification listing will appear. You can access this manually by entering: verify.iccsafe.org in our browser and using your email address or record number. This verify page will be available within 2 to 24 hours of passing a PRONTO examination.

Verify Professional Information

Enter your Candidate ID/ICC Record Number or your Email Address to see your on-file public record.

[Search by Candidate ID or ICC Record Number]

- or -

[Search by Email Address]

[Submit]

Need assistance?
Contact the ICC Assessment Center at askac@iccsafe.org.

This is what you will see if you search manually or using a QR reader to scan the QR code

Verified Member

INTERNATIONAL CODE COUNCIL®

Tether Ball
verify.iccsafe.org/8545928

Member Name:
Tether Ball

Account Number:
8545928

Certifications:
No Certifications On Record For This Member

Search Again

If you wish to have your picture on your card (which will also be reflected on the verify page), please email your picture to: walletcardphoto@iccsafe.org.