Assigning Simulations

1. Before getting started with your exam request, please make sure you have the following information available.
   a. Program Name
   b. Exam Name
   c. New or Existing Exam?
   d. Number of Items
   e. Names of Faculty Reviewers
   f. Names of Faculty Approvers
   g. Date of the Exam
   h. Course Syllabus
   i. Quote Number Associated with the Custom Order

2. To get started with the ordering process, log into your Faculty account at evolve.Elsevier.com.
3. Click to access your HESI Assessment Faculty Access.

4. You are going through the ordering process to upload the syllabus for an exam that has already been ordered through Client Services. In your Faculty Access, locate the Order Management section.

5. Click the Order Exams link.
6. Read the information on the Order Process page.

7. Select **Continue to Order Exams**.

8. Select the **New Custom Exams** tab.
9. Locate the exam you would like to give.

10. Enter 1 in the quantity box next to the exam.

11. Click **Add to Cart**.

12. The exam will appear in the shopping cart. Once all exams you would like to order have been added, click **Continue**.
13. Click **Add Special Instructions** under your exam.

14. Type in **NG Custom Exam Creation Only. Do not deliver the exam.**

15. Then, click **Save**.
16. Select your program name and your start date.

17. Once everything on the page is correct, click **Proceed to Checkout**.

18. Select the Faculty Approver. This person will be the final approver for the custom exam.

19. Select your Faculty Reviewers. These are the faculty that will be able to review the custom exam.
20. Click **Browse** to select your Syllabus.

21. Navigate to your syllabus file and select it.

22. Click **Upload File**.

23. Enter the Course ID and Course Name.

24. Click **Proceed to Checkout**.
25. Please fill out all information on the billing screen (and shipping, if different). Once completed, click **Continue**.

26. Select the faculty members you would like to grant access to as an access code recipient, making sure to include yourself. Then, click **Continue**.
27. Select **Purchase Order** and enter the quote number associated with your custom order into the box.

28. Click **Submit Order**.

29. Your payment confirmation receipt will display with the Order Number listed.

---

**End of Guide**