

**2018-19 NCAA DIVISIONS I AND II COACHES CERTIFICATION TEST  
INSTRUCTIONS - CONFERENCE OFFICE**

**To Take Test:**

1. Go to: <http://web1.ncaa.org/coachesTest/exec/proctorlogin>.
2. At the NCAA Divisions I and II coaches certification test login page enter the conference UserId and proctor password supplied to you via memorandum from the NCAA national office.
3. Click the "Login" button.
4. Select your conference office from the drop-down box and enter in your membership database password when prompted and click the login button. The use of this password precludes other institutions in your conference from viewing your results.
5. Continue by referring to Step No. 8 of the test instructions document.

**To Check Test Results:**

1. Go to: <http://web1.ncaa.org/coachesTest/exec/viewlogin>.
2. At the NCAA Divisions I and II coaches certification test results login page enter the UserId and results password supplied to you via memorandum from the NCAA national office.
3. Click the "Login" button.
4. A list of the institutions that are members of the conference will appear on the left side of the screen.
5. Select the desired academic year from the drop-down box.
6. Click the name of the institution for which you are viewing coaches certification test results.
7. The results for that institution will appear. You may choose another institution by clicking its name on the left side of the screen.
8. You also will note that your conference name appears in the list. Click the conference link to view results of conference office staff members.
9. To exit click the "Logout" button on the left side of the screen.