

LAB INSTRUCTIONS FOR SUBMITTING PROFICIENCY RESULTS

- Access reporting site <http://certification.foragetesting.org>
- Type in your NFTA lab ID Number.
- Type your assigned temporary password in the **Password** box.
- Click **Change Password**.
- Choose a new password by typing a new password in the **New Password** and **Retype New Password** boxes.

Methodology Questionnaire

- Click this button to fill out the Methodology Questionnaire.
- You don't have to fill out the entire form in one sitting. You may click the **Save** button and come back to it later.
- Once all the appropriate questions have been answered, click the **Submit** button to release the questionnaire to the NFTA office.
- Clicking the **Cancel** button will discard any changes made since the last time clicked **Save**.

Check Sample Analysis Form

- Click this button to enter analysis results.
- You don't have to fill out the entire form in one sitting. You may click the **Save** button and come back to this form later to finish.
- Once you have completed the form, click **Submit** to release the results to the NFTA office.
- If there are errors on the form, results will not be submitted. You must correct the errors and click **Submit** again.
- Clicking the **Cancel** button will discard any changes made since the last time **Save** was clicked.

Logout - it is very important that you click the **Logout** button from the main menu when you are finished with a session. Think of this as "shutting the gate behind you."

Warning - Be aware that there is a two hour time limit when filling out forms. You must click **Save** or **Submit** within two hours or your changes will be discarded and you will have to log back in and start over. To be safe, always click **Save** or **Submit** and then **Logout** before leaving your computer for any extended period of time.

Security - Your results are only as secure as the password you choose. Do not choose a password that someone could guess easily. Do not use passwords that are in a dictionary, use personal information, or use business related information.