

HOW TO REGISTER FOR STEP I

1. Visit <https://apps.nbme.org/nlesweb/#/login>. Click first-time user, enter your name, SSN and medical school information. It is important that you enter your name *exactly* how it appears on the identification that you will present the day you take the exam. (ie; driver's license, passport).
2. The NBME will e-mail you your USMLE ID and a temporary password. This may take up to one business day. Please keep your USMLE ID number as you will need it to register for future exams.
3. Once you receive this information, you should log in to the menu item: Apply for the USMLE. You will be required to change your password at this time.
4. You will then be successfully logged on to the NBME Interactive Website. To start a new application, click on "NEW".
5. You will be asked to read the application instructions. Then hit "next". The examination you are applying for is: Step 1
6. Follow the instruction and complete the application. Choose a testing window – May 1 to July 31, 2022 or June 1 to August 30, 2022
7. You will need to pay the registration of \$645. (via credit card)
8. Print the Certification of ID and authorization Form, attach a passport size photo, check only one of the statements above the signature line then place your handwritten signature along with the date followed by scanning the completed form and email it to Kim Carmen, Registrar at kimberly.carmen@lsuhs.edu Ms. Carmen will then verify your information with her signature and email the form directly to NBME. Once the form is submitted to the NBME it is valid for five years unless you change your name.
9. Once your form is received at the NBME they will contact us to verify your enrollment before processing the form. This can take up to 2 weeks.
10. After the NBME has completed the processing of the form they will e-mail you with your scheduling permit. This confirms the three-month window in which you can schedule your exam date.
11. To schedule your examination test location and date, visit the Prometric website (<http://www.prometric.com/usmle>). This can be done no sooner than 6 months in advance.

All students in the **Class of 2024 must take USMLE Step I no later than June 11, 2022**

Any MSII student that does not take USMLE Step 1 by the deadline date will not be registered for the Fall term and will be ineligible to begin the MSIII year until July 2021.