

BARNES AND NOBLE ONLINE EXAM PROCEDURE

NOTE: STORE MANAGERS NEED TO FILL OUT 'STORE MANAGER PROCTOR FORMS' PRIOR TO THE FOLLOWING STEPS

Store Managers Enroll Candidates in the Online Exam:

1. Go to www.myvlp.com/nrfsp
2. Click 'Enroll Now'
3. Choose either Spanish or English 'NRFSP Food Manager Certification Exam' by clicking 'Click Here to Authorize this Item'
4. Enter your Proctor Login ID and Password
5. Enter Quantity and Click Add to Cart
6. Create a Username for the Candidate taking the exam using the Employee's ID Number
7. Enter Candidate information and create a password for them
8. Choose 'Corporate Account' for Payment method
9. Enter the Voucher Number that was given to you from your District Manager in the Account Number field and Expiration Date listed on your voucher and Click Continue
10. Enter 'Barnes & Noble District #' and District Address and Click Continue
11. Enter your Voucher Number again and Click the 'I agree to the Terms and Conditions'
12. Click 'Update Cart' and your shopping cart will update to \$0.00
13. Select 'Purchase Now'
14. The Exam Candidate may begin the exam right then or may choose to take it a later date by going to www.myvlp.com/nrfsp, select Login and enter the Exam Candidates Username and Password.

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