

**American Society of Hematology**  
**2026 In-Service Examination**  
Post-Administration Program Verification

**Action Required: Final Verification of 2026 ASH ISE Examinee Data**

**Deadline:** **Tuesday, May 5<sup>th</sup>**

**Access Portal:** [MyNBME Services Portal \(MyNBME\)](#)

Dear Program Director/Coordinator,

This is your **final** opportunity to review and correct program and examinee information before score reports are generated.

**Inaccurate data will delay access to score materials and result in incorrect program reports.**

**\*\*Critical: Final Demographic Check\*\***

Please complete a final audit of examinee demographic data, with particular emphasis on the accuracy of **Training Year data and Name Spellings** for EACH trainee who took the 2026 ASH ISE. Errors in these fields can cause substantial disruptions to scoring and reporting processes.

**Examinee Name:** This will appear on score feedback.

*If incorrect:* Score feedback will display the wrong name.

*Result:* Delayed reporting and potential **additional fees** for manual rework

**Training Year:** This determines the "Reference Group" for scoring.

*If incorrect:* Scores will be calculated against the wrong training group.

*Result:* Delayed reporting, inaccurate examinee scale scores, and potential **additional fees** for corrected reporting.

**Post-Test Self-Service (MyNBME Portal)**

Program Directors and Coordinators can independently manage the following:

**Personnel Updates:** Add or remove administrators and directors.

*Reminder:* Delete the outgoing Program Director before adding the new one.

**Data Corrections:** Fix misspellings and update birthdates or Training years/PGY levels.

**Restricted Changes (Contact ASH)**

Contact [training@hematology.org](mailto:training@hematology.org) to request the following changes:

**Change** an ID number or training program.

**Information for Score Recipients**

**User ID:** Your email address serves as your login ID.

**Recipients:** The individuals listed in the table below are the authorized Score Material Recipients.

All listed users have the authority to verify and update the B&E database and access score materials.

**Reminder:** Automated email reminders will continue until this verification process is complete.

Role	Score Access Recipients	Email Address / User ID
Program Director	Christopher Sample	cd_sample@yahoo.com
Administrator	Jennifer Test	jennifer.test@ucsfres.edu

## Navigating the Portal

Verifying your data only takes a few minutes. Please follow the pictorial guide below for step-by-step navigation instructions:

**Follow the Yellow Captions:** Detailed guidance is provided within the yellow boxes on each screen.

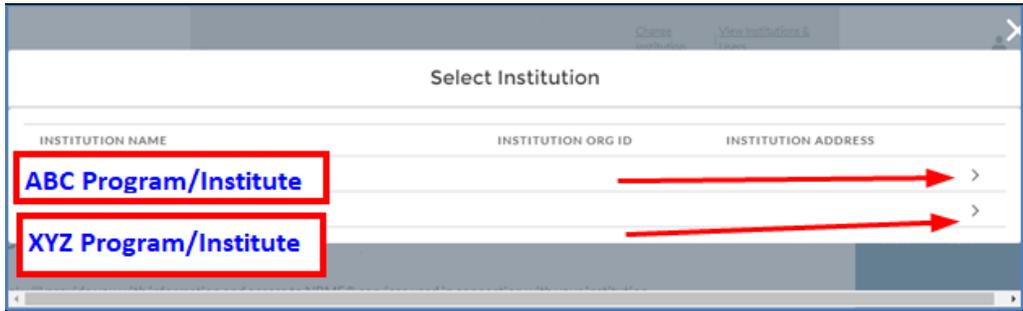
**Quick Verification:** You are only a few clicks away from completing the process.

**Need Technical Assistance?** If you encounter issues logging in, verifying your data, using the B&E system, please contact NBME staff immediately at: [support@nbme.org](mailto:support@nbme.org) or call 215-495-6000.

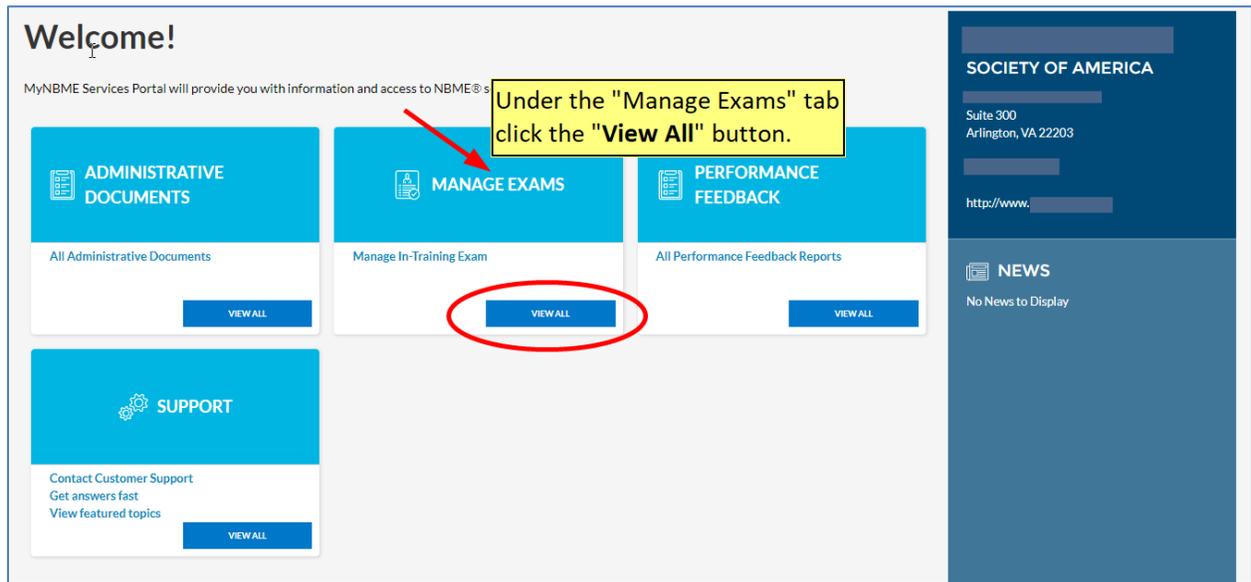
1. Click this link <https://www.mynbme.org/servicesportal> to login to MyNBME. Enter your email address and the password you created. If this is your first time accessing the system, enter your email address and click “Forgot Password” to create your password.

2. Confirm that you are viewing the program that you have been asked to verify. If you need to change the program you are viewing, click the “Change Institution” link. Otherwise, proceed to the “Manage Exams” step.

3. In the “Select Institution” menu, click the arrow button in the row corresponding to your program for verification.



4. Go to “Manage Exams”



5. Select “Manage” under the appropriate exam

Home Administrative Documents Manage Exams Performance Feedback Support

## Manage Exams

Submit and Maintain Examinee and Program Information through the Biographics & Eligibility (B&E) System

**IN-TRAINING EXAM**

Upload and Manage Examinees & Programs and Perform Roster Verification

[Biographics & Eligibility System User Guide](#)

**MANAGE**

Click the "**Manage**" button that appears on the left side of the window that opens. This will open the B&E system.

**SOCIETY OF AMERICA**

Suite 300  
Arlington, VA 22203

<http://www.>

**NEWS**

No News to Display

**6. Select "verification" on the Biographics & Eligibilities (B&E) Homepage:**

Biographics

Home Institutions Eligibilities **Verification**

**B&E Home** ⓘ

Assessment Program Sponsor:

**Selection:** Sample Health Profession Organization

Click the "**Verification**" tab from the blue menu bar or click the seal of approval icon to verify your examinee and institution data.

**Assessment Events**

Status	Name	Institutions	Eligibilities	Verification	Start Date
Open	2014 WEB Training Demo				01/12/2014

**7. Locate the Institution and Examinee Information:**

## Biographics and Eligibilities

Home Institutions Eligibilities Verification Help Conta

**Event Verification**

Assessment Program Sponsor: Selection: Sample Health Profession Organization  
 Assessment: GenericGroup  
 Assessment Event: 2014 WEB Training Demo (01/12/2014 - 03/26/2014)

**Post-Admin Verification is Not Verified**  
 Please complete all 3 steps for Event Verification

**STEP 1: Please verify your institution information**

Institutions(s) and role(s) highlighted in orange have invalid portal accounts (NSP). Please review and/or re-enable role(s) for access to NSP.

**Verify Institution(s) and Associated Role(s)**

INSTITUTION I	INSTITUTION NAME	INSTITUTION NAME FOR SCORE REPORTING	LOCAL START	INSTITUTION C	INSTITUTION S	DEGREE GRAN	WITHHOLD IN
805888	YackU University School of Medicine	YackU University School of Medicine	9:00 AM	099	CT		N

**Role Assignments**

NSP ACCESS	ROLE	FAMILY NAME	GIVEN NAME	HONORIFICAL	EMAIL ADDRESS	PHONE
Yes	Administrator	Jung	Chris		chrisjung@test.org	2129513348
N/A	Assistant proctor	Johnstone	Dennis	MD	denjohn@test.tst	222-846-1240
Yes	Program director	elaofoe	neofnoe		elaofoe@test.org	tbd
N/A	Primary proctor	Jung	Chris		chrisjung@test.org	2129513348

The verification process has three steps. Institutional level data will be displayed in Step 1 upon opening. Examinee information in Steps 2 and 3 will be displayed after verification of the previous step has been completed and the "Next" button is selected.

Click here to Verify and select Next **NEXT**

**STEP 2: Please verify each examinee**

**STEP 3: Please identify any missing examinees**

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## Verifying Institution and Examinee Data

### Step 1: Update or Add Program Director, Proctor and Administrator Information

## Biographics and Eligibilities

Welcome: Crystal Bing (Program Director View) | Return to

Home Institutions Eligibilities Verification Help Conta

**STEP 1: Please verify your institution information**

Institutions(s) and role(s) highlighted in orange have invalid portal accounts (NSP). Please review and/or re-enable role(s) for access to NSP.

**Verify Institution(s) and Associated Role(s)**

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**Role Assignments**

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Yes	Administrator	Jung	Chris		chrisjung@test.org	2129513348
N/A	Assistant proctor	Johnstone	Dennis	MD	denjohn@test.tst	222-846-1240
Yes	Program director	elaofoe	neofnoe		elaofoe@test.org	tbd
N/A	Primary proctor	Jung	Chris		chrisjung@test.org	2129513348

**Step 1:** If school name, program director, etc. are correct, check the box next to "Click here to Verify" and click the "Next" button to move to Step 2. Continue with Step 1 instructions if you have corrections, otherwise move to Step 2 instructions.

Click here to Verify and select Next **NEXT**

**STEP 2: Please verify each examinee**

**STEP 3: Please identify any missing examinees**

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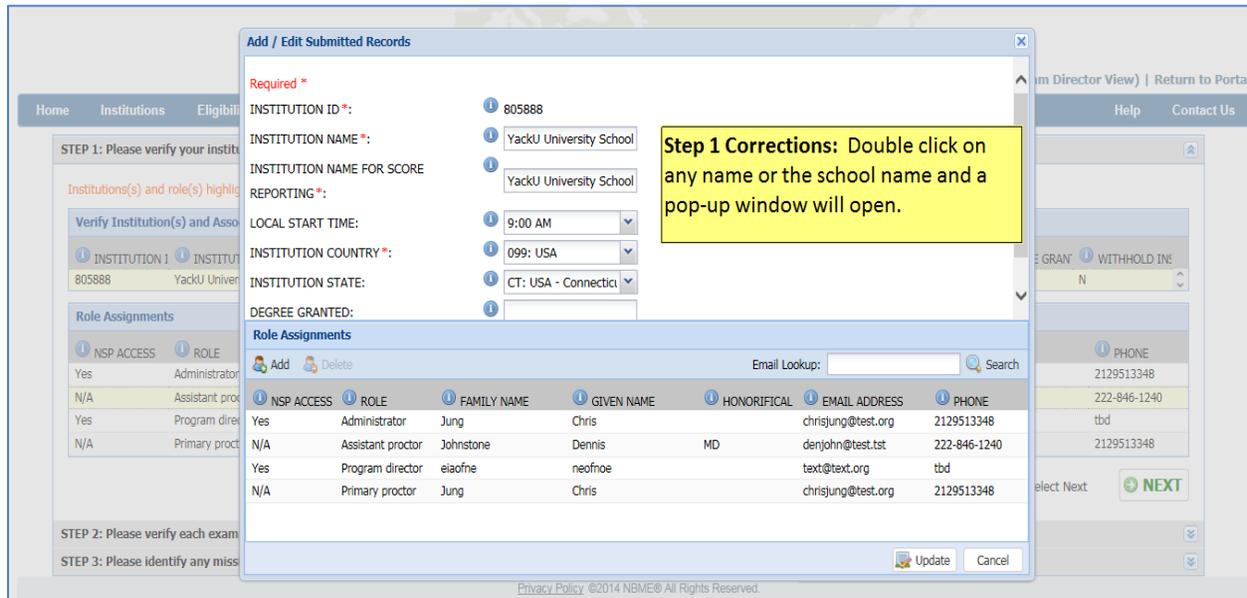
Ensure that you check the box before moving to Step 2 to review your examinees. →

Click here to Verify and select Next **NEXT**

**STEP 2: Please verify each examinee**

**STEP 3: Please identify any missing examinees**

## Step 1a: Correcting Data: (Skip to Step 2 if you have no corrections in Step 1)



**Add / Edit Submitted Records**

Required \*

INSTITUTION ID \*: 805888

INSTITUTION NAME \*: YackU University School

INSTITUTION NAME FOR SCORE: YackU University School

REPORTING \*:

LOCAL START TIME: 9:00 AM

INSTITUTION COUNTRY \*: 099: USA

INSTITUTION STATE: CT: USA - Connecticut

DEGREE GRANTED:

**Role Assignments**

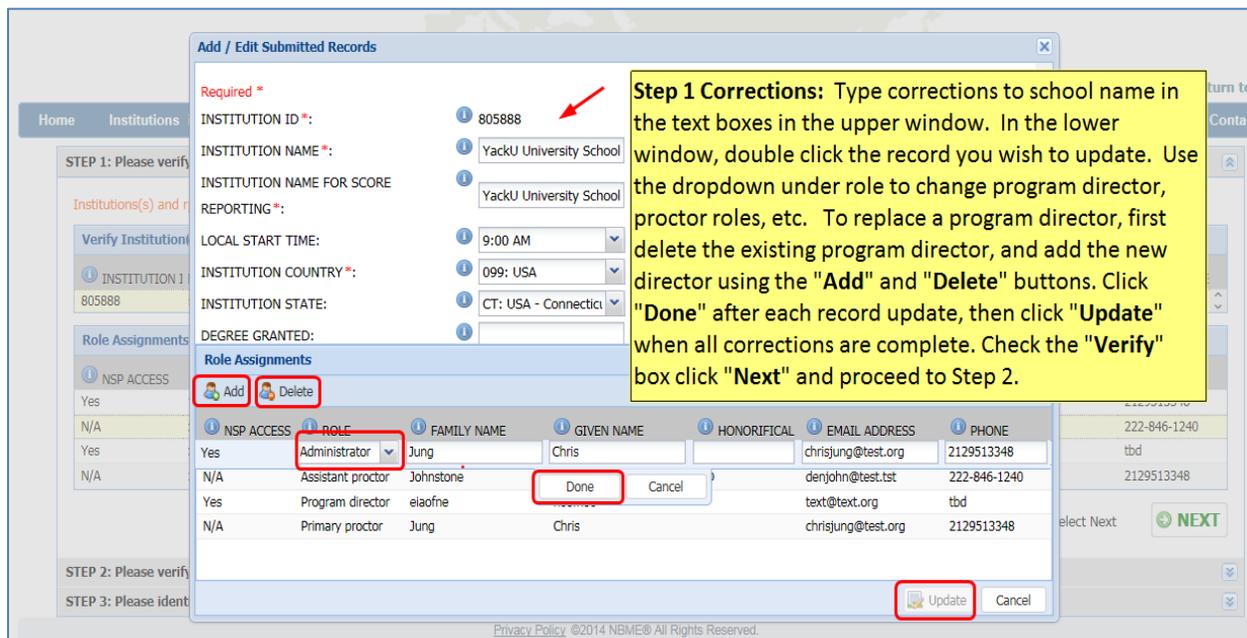
Add Delete

Email Lookup: Search

NSP ACCESS	ROLE	FAMILY NAME	GIVEN NAME	HONORIFICAL	EMAIL ADDRESS	PHONE
Yes	Administrator	Jung	Chris		chrisjung@test.org	2129513348
N/A	Assistant proctor	Johnstone	Dennis	MD	denjohn@test.tst	222-846-1240
Yes	Program director	eiaofne	neofnoe		text@test.org	tbd
N/A	Primary proctor	Jung	Chris		chrisjung@test.org	2129513348

Update Cancel

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**Add / Edit Submitted Records**

Required \*

INSTITUTION ID \*: 805888

INSTITUTION NAME \*: YackU University School

INSTITUTION NAME FOR SCORE: YackU University School

REPORTING \*:

LOCAL START TIME: 9:00 AM

INSTITUTION COUNTRY \*: 099: USA

INSTITUTION STATE: CT: USA - Connecticut

DEGREE GRANTED:

**Role Assignments**

Add Delete

NSP ACCESS ROLE FAMILY NAME GIVEN NAME HONORIFICAL EMAIL ADDRESS PHONE

Yes	Administrator	Jung	Chris		chrisjung@test.org	2129513348
N/A	Assistant proctor	Johnstone	Dennis	MD	denjohn@test.tst	222-846-1240
Yes	Program director	eiaofne	neofnoe		text@test.org	tbd
N/A	Primary proctor	Jung	Chris		chrisjung@test.org	2129513348

Done Cancel

Update Cancel

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## Step 2: Verify Examinee Data for EACH individual examinee

# Biographics and Eligibilities

Welcome: | Return

Home Institutions Verification Help Con

**STEP 1: Please verify your institution**

**STEP 2: Please verify e**

**Step 2: Review examinee data. If all data is correct click "Verify All", and the status will change from Not Verified to Verified for all records. Click "Next" to proceed to Step 3.**

Verify Submitted Renees associated with your

**Verify All** Save As..

Post-Admin Status	TEST C	ID	FAMILY NAME	GIVEN NAME	BIRTH DATE	EXAM LOCATK	REQUESTED TI	ACCOMMODAT	FELLOW YEAR
Not Verified							01/16/2014	N	4
Not Verified							01/16/2014	N	1
Not Verified							01/16/2014	N	2
Not Verified							01/16/2014	N	1

Page 1 Clear Filter View Filter Displaying 1 - 4 of 4

**NEXT**

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**STEP 1: Please verify your institution information**

**STEP 2: Please verify each examinee**

**Ensure that you click "Verify All" if all examinee information is correct before moving to Step 3.**

Verify Submitted

**VERIFY ALL** Save As..

Post-Admin Status	STATUS	ACTUAL TEST DATI	ID	FAMILY NAME	GIVEN NAME	NAL G	GENERATION I
Not Verified	Open						
Not Verified	Open						

**Step 2a: Correcting Data:** *(Skip to Step 3 if you have no corrections in Step 2)*

**Add/Edit Record**

ID \*: 10801

FAMILY NAME \*: Hara

GIVEN NAME: Elza

ADDITIONAL GIVEN NAME:

GENERATION ID:

EMAIL ADDRESS:

GENDER:

BIRTH DATE \*:

EXAM LOCATION ID \*: 000676: William Beaum

REQUESTED TEST DATE \*: 01/24/2014

ACCOMMODATION FLAG \*: N: N

FELLOW YEAR \*: 2: 2nd Yr Fellow

**Step 2 Corrections:** Highlight and double click the record. A pop-up window will appear. Edit the incorrect information and click "Update". The Board and NBME will automatically receive the updated information. *If your window does not appear, disable your Pop-up blocker.*

Update Cancel

**Biographics and Eligibilities**  
Welcome:

Home Institutions Eligibilities Verification Help Contact Us

**STEP 2: Please verify each examinee**

Verify Submitted Record(s) for examinees associated w

Verify All

Post-Admin Status	STATUS	ACTUAL TEST D	ID
Not Verified	Open		
Not Verified	Open		
Not My Examinee	Open		
Verified	Open	01/16/2014	N

**Step 2 Corrections:** If an examinee listed is not enrolled in your, program click in the "Post-Admin Status" column. Select "Not My Examinee" from the dropdown that appears to alert the Board to remove this examinee from your program. Click "Next" to proceed to Step 3 once all records have been updated and verified.

Page 1 of 1 Clear Filter View Filter Displaying 1 - 4 of 4

**NEXT**

**STEP 3: Please identify any missing examinees**

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Examinees from your program who did not test must also be given a "Verified" status. Only use "Not My Examinee" for an examinee listed who is not in your program.

### Step 3: Completing Verification

**IMPORTANT!** If any examinees are *missing* from Step 2, proceed to Step 3a

If all examinees in your program were listed in Step 2, simply click "Complete". Do not type in the box or click "Yes".

**Step 3a: Identifying Missing Examinees (Skip to Step 3b "Complete Verification" if no examinees were missing).**

**Step 3:** If an examinee is enrolled in your program and missing from your list, check “Yes” at “Post-Administration Missing Examinees” and provide the examinee information in the box provided. Click “Submit”. Your message will automatically be sent to the ACP and NBME. NOTE: Please do not comment on examinees who did not take the exam here.

Post-Administration Missing Examinees:  Yes  No

Please provide as much biographic detail as possible for missing, ID, DOB, etc. 2000 chars limit) and select “Submit” button

Submit

**COMPLETE**

### Step 3b. COMPLETE Verification

**COMPLETE:** After clicking the “Complete” button in Step 3, a window will appear stating that your ‘Verification is complete’. Select “OK” and the status of your verification will change to “Post-Admin Verification is Verified”. There is nothing more you need to do. Your verification is complete. Thank you.

**Post-Admin Verification is Verified**

STEP 1: Please verify your institution information

STEP 2: Please verify each examinee

STEP 3: Please identify any missing examinees

If you experience any difficulty, please do not hesitate to contact [support@nbme.org](mailto:support@nbme.org) for immediate assistance.

### Notification Email:

Assessment Event: 2014 Sample Exam  
Institution ID: 00000  
Institution Name: Sample Medical School  
Deadline date: 04/24/2020

You will receive this email if you have not done your verification, if you have not completed all three steps, or if information is pending. Examinees designated as "Not My Examinee" or "Missing" in Steps 2 or 3 will result in the verification status being set to pending until resolved.

The institution and examinee data necessary to score the examinees should be verified by each Program Director. Your event verification is not complete. Modifications to institution or eligibility data may have been made since your last review.

Please access the Verifications page in the B&E system and review, modify and/or verify all institution and eligibility information:

- Verify the institutional data. This includes proctor assignments if applicable, score recipients, program director information, institution name, etc.
- Verify each examinee record
- Verify there are no missing examinees

## Contact Us:

