

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

Action Required: Verify 2026 ASH ISE Examinee & Proctor Data

Please verify your program's examinee and proctor information via the [MyNBME Services Portal](#) no later than **Monday, March 23rd**.

Tasks You Can Perform Directly in MyNBME Portal

Manage Contacts: Add, update, or remove program contacts.

Note: Delete the outgoing Primary Proctor/Director **before** adding a new one.

Update Demographics: Correct name misspellings and birthdates.*

Verify Training Years: Ensure accuracy to prevent scoring errors, misclassification in reference groups, or additional processing fees.*

Update Logistics: Change an examinee's testing location.

CRITICAL: Double-Check These Three Items

Errors in these specific fields cause the most significant disruptions to test administration and scoring.

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.

Examinee Birthdate: This is a **required login credential** for examinees.

If incorrect: Examinee will be locked out of the exam.

Result: Test day support will delay the examinee's exam start time.

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

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

Result: Delayed reporting, inaccurate scale scores, and potential **additional fees** for manual rework.

Tasks Requiring ASH Assistance

Contact training@hematology.org to:

Add or Remove an examinee (do not overwrite existing names with a newly added examinee).

Change an examinee's ID number or training program.

Important Notes

Make-up Dates: Examinees scheduled for make-up dates will appear in the system *after* the primary exam window closes. Focus on primary window examinees now.

Timeline: You will receive a reminder after the exam to review data one last time before scores are calculated.

Navigating the Portal

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

Login Info: The email address shown in the accompanying table serves as your User ID; enter where indicated.

Authorized Users: The table lists your program’s Score Material Recipients and individuals to whom this communication was sent. Each person listed is authorized to update and/or verify the examinee information in our system.

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

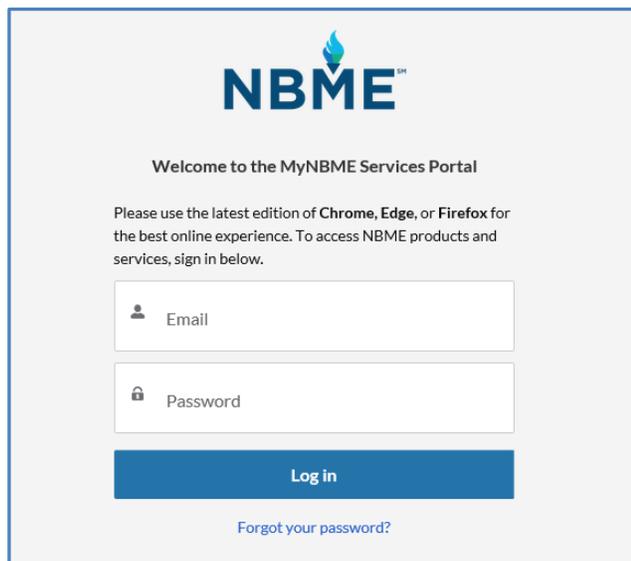
Quick Verification: You are only a few clicks away from completing the process.

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 or call 215-495-6000.

000 Univ of California - SF Fres

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

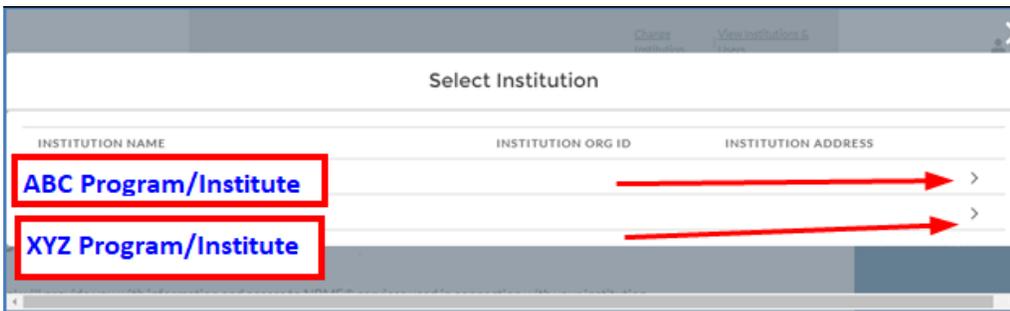
1. Click this link <https://www.mynbme.org/servicesportal> to log in to MyNBME. Enter your email address and the password you created. *If this is your first time accessing the system, enter your email address and click “Forgot Password” to create your password.*



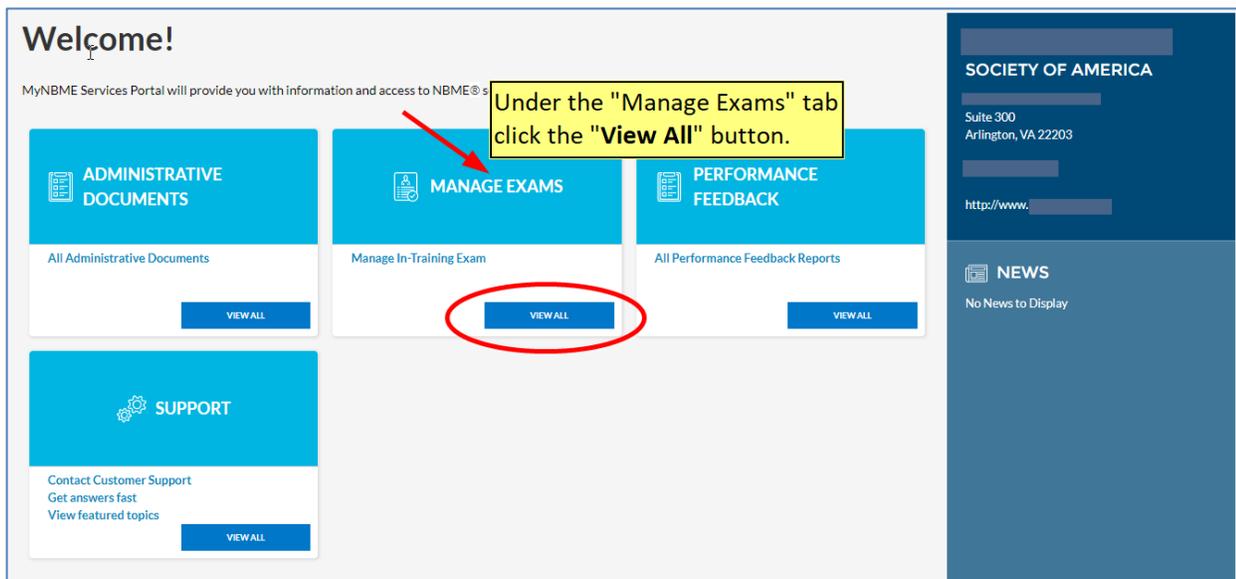
2. Confirm that you are viewing the program that you have been asked to verify. If you need to change the program you are viewing, click the “Change Institution” link. Otherwise, proceed to the “Manage Exams” step.



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 Institution and Examinee Information:

Biographics and Eligibilities

Home Institutions Eligibilities Verification Help Conta

Event Verification

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

Pre-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:

Verify Institution(s) and Associated Role(s)

INSTITUTION ID	INSTITUTION NAME
805888	YackU University School of Medicine

Role Assignments

NSP ACCESS	ROLE	FAMILY NAME	PERSON ID	PHONE
Yes	Administrator	Jung	Chris	2129513348
N/A	Assistant proctor	Johnstone	Dennis	222-846-1240
Yes	Program director	eiiofne	neofnoe	tbd
N/A	Primary proctor	Jung	Chris	2129513348

[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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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.

Biographics and Eligibilities

Home Institutions Eligibilities Verification Help Conta

Event Verification

Assessment Program Sponsor: Selection: Sample Health Profession Organization
 Assessor: 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

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[Click here to Verify and select Next](#) **NEXT**

STEP 2: Please verify each examinee

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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.

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

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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 ID	INSTITUTION NAME	INSTITUTION NAME FOR SCORE REPORTING	LOCAL START	INSTITUTION COUNTRY	DEGREE GRANTED	WITHHOLD INSTITUTION
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	elaofne	neofne		text@test.org	tbd
N/A	Primary proctor	Jung	Chris		chrisjung@test.org	2129513348

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

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.

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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 Program 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 REPORTING *: YackU University School

LOCAL START TIME: 9:00 AM

INSTITUTION COUNTRY *: 099: USA

INSTITUTION STATE: CT: USA - Connecticut

DEGREE GRANTED:

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	elaofne	neofne		text@test.org	tbd
N/A	Primary proctor	Jung	Chris		chrisjung@test.org	2129513348

Step 1 Corrections: Double click on any name or the school name and a pop-up window will open.

Update Cancel

Add / Edit Submitted Records

Required *

INSTITUTION ID*: 805888

INSTITUTION NAME*: YackU University School

INSTITUTION NAME FOR SCORE REPORTING*: YackU University School

LOCAL START TIME: 9:00 AM

INSTITUTION COUNTRY*: 099: USA

INSTITUTION STATE: CT: USA - Connecticut

DEGREE GRANTED:

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			denjohn@test.tst	222-846-1240
Yes	Program director	elaofne			text@test.org	tbd
N/A	Primary proctor	Jung	Chris		chrisjung@test.org	2129513348

Step 1 Corrections: Type corrections to school name in the text boxes in the upper window. In the lower window, double click the record you wish to update. Use the dropdown under role to change program director, proctor roles, etc. To replace a program director, first delete the existing program director, and add the new director using the "Add" and "Delete" buttons. Click "Done" after each record update, then click "Update" when all corrections are complete. Check the "Verify" box click "Next" and proceed to Step 2.

Step 2: Verify Examinee Data for EACH individual examinee

Biographics and Eligibilities

Welcome:

Home Institutions Verification Help

STEP 2: Please verify e

Verify Submitted Examinees associated with your institution

Post-Admin Status	TEST ID	FAMILY NAME	GIVEN NAME	BIRTH DATE	EXAM LOCATN	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

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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.

STEP 1: Please verify your institution information

STEP 2: Please verify each examinee

Verify Submitted

VERIFY ALL

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

Post-Admin Status	STATUS	ACTUAL TEST DATE	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 *:

FAMILY NAME *:

GIVEN NAME:

ADDITIONAL GIVEN NAME:

GENERATION ID:

EMAIL ADDRESS:

GENDER:

BIRTH DATE *:

EXAM LOCATION ID *:

REQUESTED TEST DATE *:

ACCOMMODATION FLAG *:

FELLOW YEAR *:

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

Update Cancel

Biographics and Eligibilities

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STEP 2: Please verify each examinee

Verify Submitted Record(s) for examinees associated with [Institution Name]

Verify All

Pre-Admin Status	STATUS	ACTUAL TEST D	ID					
Not Verified	Open		01813					
Not Verified	Open		01814					
Not My Examinee	Open		01816					
Verified	Open		01817	Manchanda	Upasna	07/22/1976	000677	01/16/2014

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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Step 2 Corrections: If an examinee listed is not enrolled in your program click in the "Pre-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.

Institutions

VERIFY ALL

Pre-Admin Status:

- Not Verified
- Not My Examinee
- Verified

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.

Institutions Eligibilities Verification Help Cont

Pre-Administration Missing Examinees: Yes No

Please provide as much biographic detail as possible for (name, ID, DOB, etc. (255 characters limit)) and select "Submit" button

Submit

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

COMPLETE

Step 3a: Identifying Missing Examinees (Skip to “Complete Verification” if no examinees were missing).

Biographics and Eligibilities
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Event Verification

Assessment Program Sponsor: [Dropdown]
Selection: Sample Health Profession Organization

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

STEP 1: Please verify your institution information
STEP 2: Please verify each examinee
STEP 3: Please identify any missing examinees

Pre-Administration Missing Examinees: Yes No

Please provide as much biographic detail as possible for missing examinee (name, ID, DOB, etc. 2000 chars limit) and select "Submit" button

Submit

COMPLETE

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Step 3b. COMPLETE Verification

Biographics and Eligibilities
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Event Verification

Assessment Program Sponsor: [Dropdown]
Selection: Sample Health Profession Organization

Post-Admin Verification is Verified

Please complete all 3 steps for Event 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.

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 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

Biographics and Eligibilities

Contact Us - nbme.org - Windows Internet Explorer

Welcome

Contact Us

Click "Contact Us" if you experience difficulty while in the system, or need assistance updating or adding a record. A pop-up window will appear for you to send an email message.

Welcome to NBME Support. Please enter your request.

Email Us

Your Contact Information

Name	Crystal Bing
Email	cbing@nbme.org
Institution Name	XYZ Jackson University School of Medicine
Phone Number/Ext	

Request Type *
Biographics and Eligibilities

USMLE
If you have questions regarding USMLE please visit www.usmle.org

Message *

Home

Eligibility

Selections

Submit

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Open

Open

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Open

Help

Contact Us

Save As..