

How to Access & Navigate the ASPEN Self-Assessment Modules and Practice Test

Accessing the Program:

1. Visit the ASPEN Self-Assessment Program at <https://selfassessment.nutritioncare.org>.
2. Log in using your ASPEN website information (the same email address and password you use to log in to the ASPEN website—if you have forgotten your password, go to <https://portal.nutritioncare.org> to reset it).
3. Purchased modules will be available in the **“My Courses”** tab.
4. Select the title of the module or practice test name to enter the course and get started.

Navigating a Module:

Launching the Pre-assessment

1. After reading and agreeing to the terms and conditions of the program, click **“Get Started”**
2. Review the module Overview and CE information, and then click **“Go to Content”** to access the pre-assessment and post-assessment of the module
3. Select the pre-assessment and then click **“Exam”** next to the **“Overview”** tab.
4. You can start the exam from the beginning by selecting the first question, or by clicking **“Start Exam”** in the progress box.
 - a. You can also select individual questions in the questions box to complete.
 - b. The Pre-assessment allows you to check and view the correct answer, the Commentary and the References of a question.
 - c. You may take notes, bookmark questions, and strike out answer choices.
 - d. You must click **“Proceed”** at the end of the exam before you can reset the exam, create a quiz, or view the score report.
5. The pre-assessment can be reset as many times as desired for practice.

Launching the Post-assessment

1. Navigate back to the overall module and select the post-assessment.
2. Click **“Start Exam”**
3. Complete the post-assessment, and then click **“Proceed”** and follow the prompts to take the evaluation.
4. After submitting the evaluation, follow the prompts to claim CE credit.
5. The CE transcript will then be available for download.
 - a. After submission and claiming of credit, the post-assessment can be reset as many times as desired for practice.

Navigating the Practice Test:

1. Click **“Start Practice Test”**
2. Once all 100 questions are answered, you may select **“Review”** if you would like to check your answers before submitting.
3. Once you are ready to submit, you will select **“Proceed”**
4. You will have three options from here:
 - a. Click **“Review Practice Test”** to review attempt one of the practice test
 - b. Click **“Retake Practice Test”** to retake Practice Test - 1
 - c. Click **“New Practice Test”** to generate Practice Test - 2

-Note: the practice test allows you to create two unique practice tests which you may reattempt as many times as you like.

If you have any questions, please do not hesitate to contact the ASPEN office Monday through Friday at (301) 587-6315 or at aspen@nutritioncare.org.