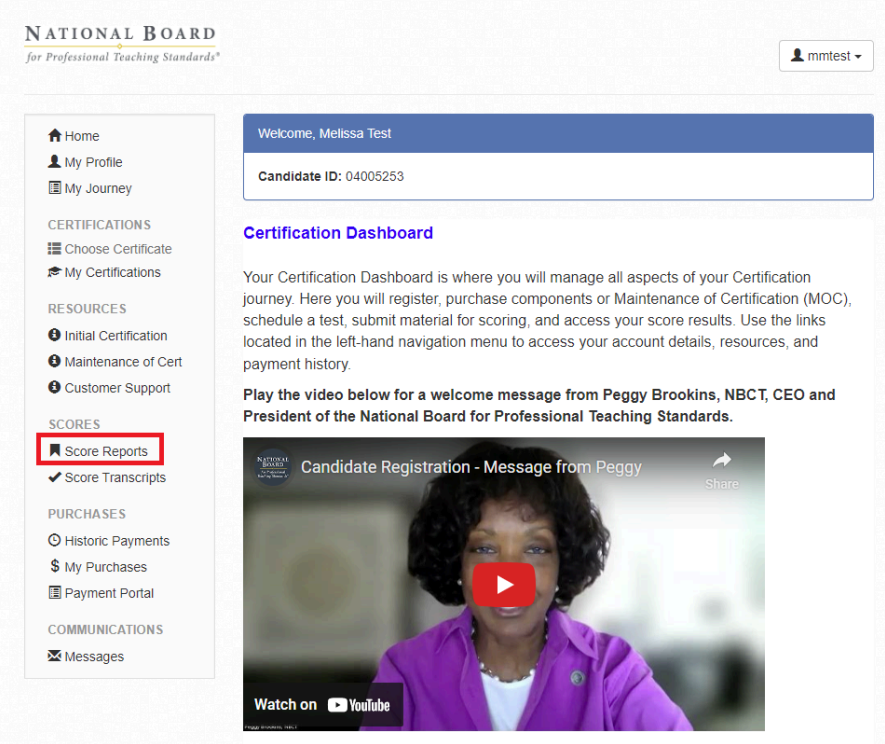
HOW TO ACCESS SCORE REPORTS

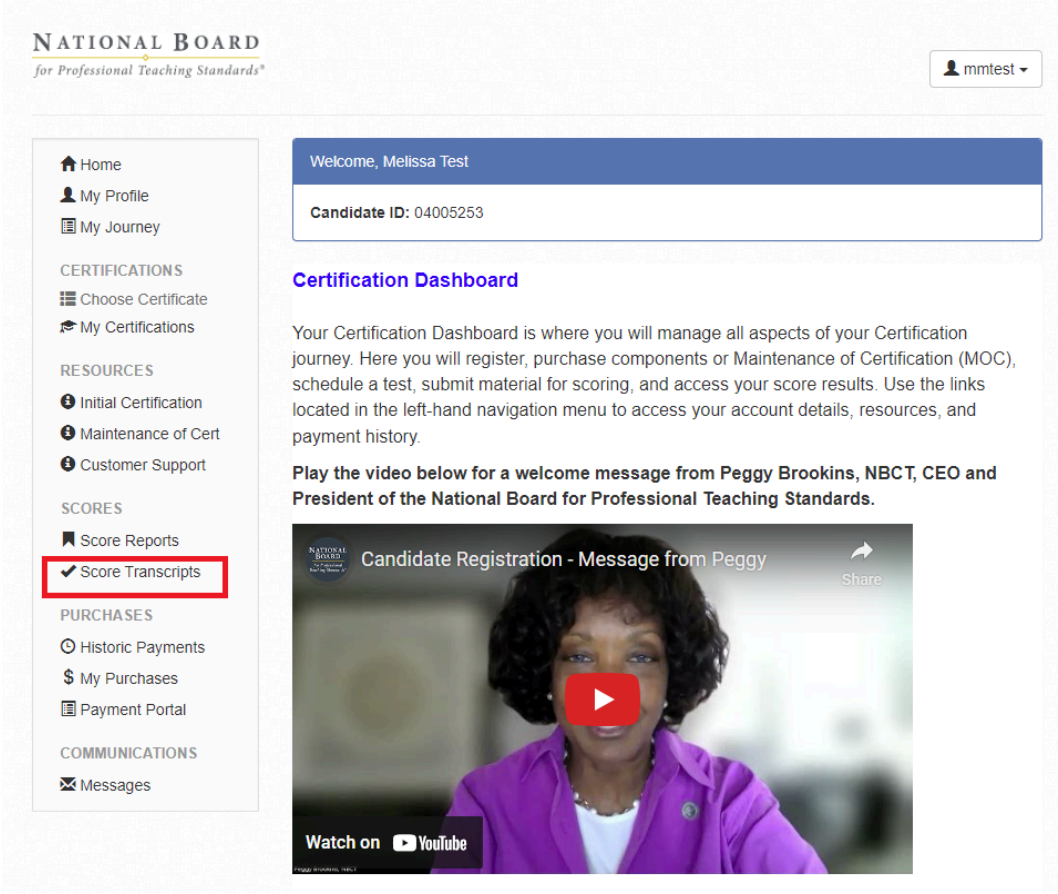
Certification Candidates will have a score report and transcript released on score release.

1. **Login to your National Board Candidate Management System account.**
2. **Locate in the left navigation "Score Reports" on the candidate dashboard page and click on "Score Reports".**

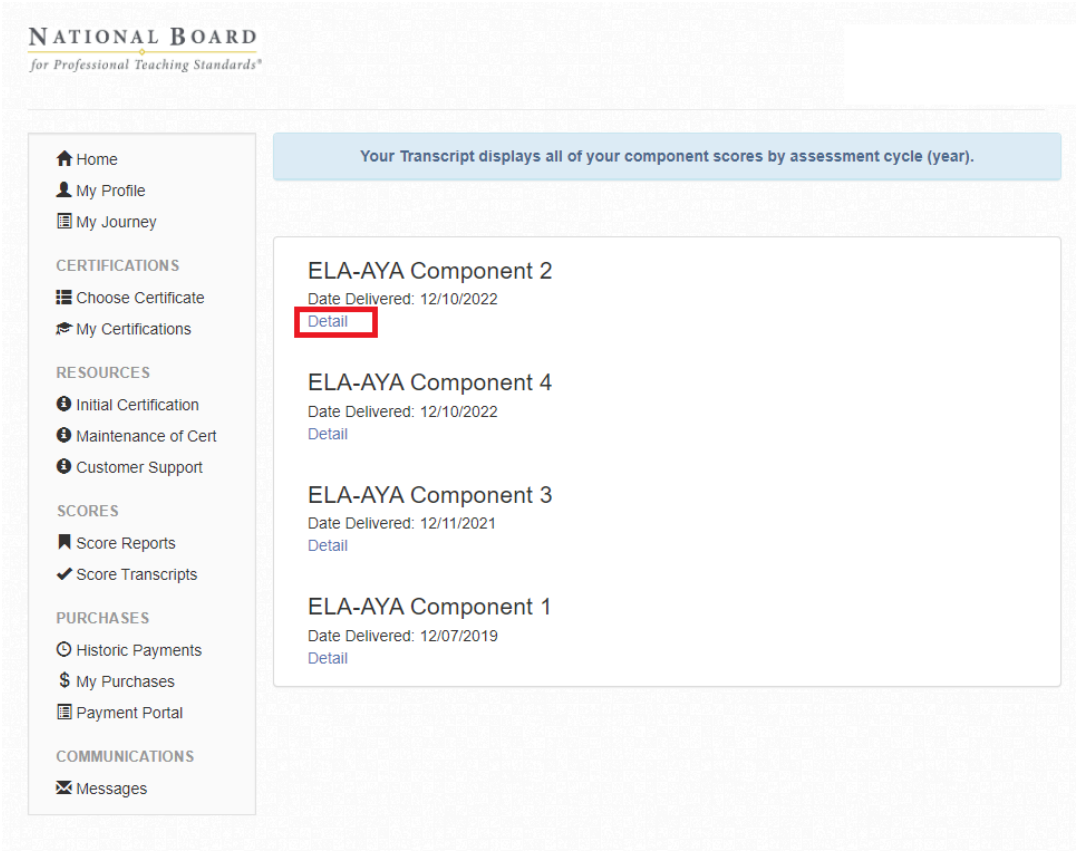


3. **The score reports will be listed with the most recent score report listed first.**

4. **Select the year for the score release you wish to view. To open the 2024 version, select "Score Report for: Dec 2024").**
5. **You have an option to print or download the score report via the browser.**
6. **To access the transcript, return to your Candidate Dashboard page.**
7. **In the left navigation, click on "Transcript."**



8. **The transcript file(s) will be listed with a component label and Date Delivered. The latest transcripts will be listed first. The transcripts with the same Date Delivered will contain the same transcript file.**



9. **Click on the "Detail" text to open the transcript file.**
10. **The transcript will open in a new browser window. You have an option to print or download the score report via the browser.**