

***Please follow these instructions to access the NTER online Training Portal. This is also the website for the multiple choice portion (Part I) of the assessor exam.***

### Getting Started

- 1) Go to: <https://trainingportal.ee.doe.gov>
- 2) Under “Not yet a member?” click on **“Create an Account”** and follow the instructions.  
*When entering your personal information, be sure to enter your first name and last name as it appears on the proof of certification (BPI or RESNET) you provided to your Home Energy Score Partner. Your name must be consistent on all documents and applications.*
- 3) Complete the registration process by following the onscreen instructions.  
*The portal will send a temporary password to the email account you provided during registration, so you will need to access your email account in order to continue.*
- 4) Once you have logged on with the temporary password you will arrive at the Personal Desktop.  
*It is strongly recommended that you change the temporary password at this time to one that is easier to remember. Click on the **“Personal Profile”** tab, and then click on **“Password”**. Enter the temporary password in the **“Current Password”** field, then enter your new password (following the password rules) and click **“Save”**.*

### Accessing the Training Modules

- 1) Click on the **“All Courses”** box under the Department of Energy header at the top of the page.
- 2) Click on **“Join”** next to **Home Energy Score – Qualified Assessor 2014**, and click **“Join”** to register.
- 3) If a screen comes up asking if you would like to add this to your desktop, click **“Yes”**.
- 4) To begin the training, click on **“Home Energy Score – Qualified Assessor 2014 v2”**.
- 5) A new browser window will open to the first page of the training. In the **“Table of Contents”** on the left side you’ll find **“Introduction”** followed by seven subjects, which are the seven training modules:
  - Energy Movement
  - Calculating Heat Transfer
  - House as a System
  - Becoming an Assessor
  - Using the Home Energy Scoring Tool
  - Program Basics and Understanding the Score
  - Home Energy Scoring Tool – Data Entry Videos

**Click on the module you wish to view.** It is strongly recommended that you study all seven modules before taking the assessor exam.

- 6) To navigate between modules, click on the modules in the **“Table of Contents”**.
- 7) To navigate through each module, use the **“Next”** and **“Previous”** buttons in the top right corner of the screen.
- 8) The last module, **“Home Energy Scoring Tool – Data Entry Videos”**, is a series of six videos demonstrating and describing in detail the method of scoring a home in the Scoring Tool. Each video segment has a play, stop, and pause button located in the bottom left corner. The videos do not begin automatically, so you will need to push the play button to begin each video. The middle (stop) button will return the video to the beginning.
- 9) You may access any of the training modules at any time.

## Other Materials to Study

Review all of the materials from the Assessor Candidate Folder provided to you by your Partner, especially the **Getting Started for Partners and Candidates v.2014** PowerPoint presentation and the **A5 – Tool Data Collection v.2014**. The data collection form lists most of the actual inputs available on the Scoring Tool, and is therefore instrumental in helping you understand how the tool works. You will need to be able to calculate area and volume, and understand concepts such as Heating Degree Days (HDD), U and R values, and weighted averages. You may bring a calculator to the test.

Please contact your Partner if you have not received the **Assessor Candidate Folder**.

## Forgot Your Password or Username?

If you forget your NTER account username or password, click on “Forgot password?” or “Forgot username?” on the NTER login screen at <https://trainingportal.ee.doe.gov> and follow the instructions. The portal will send an email with a link, so you will need to access your email account in order to continue.

When creating a new password please follow these rules:

Your password **must** contain:

- at least 8 characters
- at least one upper case alphabetic character
- at least one lower case alphabetic character
- at least one numeric character
- at least one *special* character

Your password **must not** contain:

- *blank* or non-printable characters

Your password **should not** contain:

- your user name
- common names or dictionary words spelled forward or backwards (except words of three or fewer characters)
- any recognizable information associated with you, such as friends', relatives', or your name, birthday, or phone number
- any simple pattern of letters or numbers such as *12345*, *xyz2xx*, or *qwerty*

When creating a new username please follow these rules:

Your user name **must**:

- contain at least three characters

Your user name **cannot**:

- already exist
- contain characters other than *A-Z a-z 0-9 \_.-+\*@\$%~*