

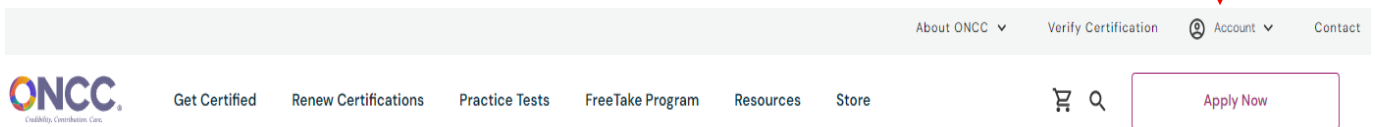
# Using Your ONCC FreeTake Administrator Portal

As a FreeTake Administrator you have access to a convenient online portal where you can:

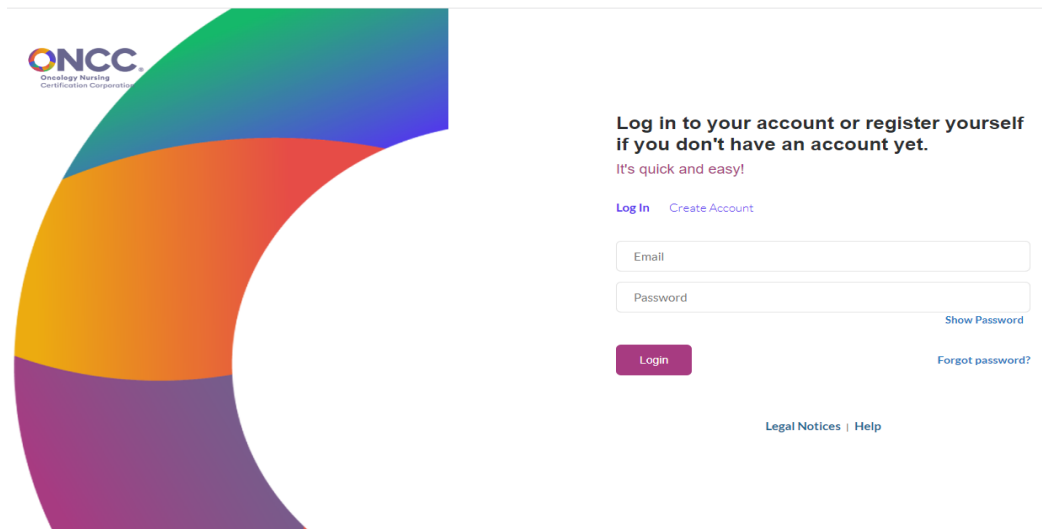
1. Check the number of applicants toward your FreeTake Agreement
2. Check the status of individuals who have applied to test. You'll be able to see if their application has been submitted, approved for testing, or if they passed the test.
3. Generate FreeTake Discount Codes that allow your candidates to apply online without a fee.
4. Generate ReTake codes for candidates who were unsuccessful on their first attempt.

## Getting Started

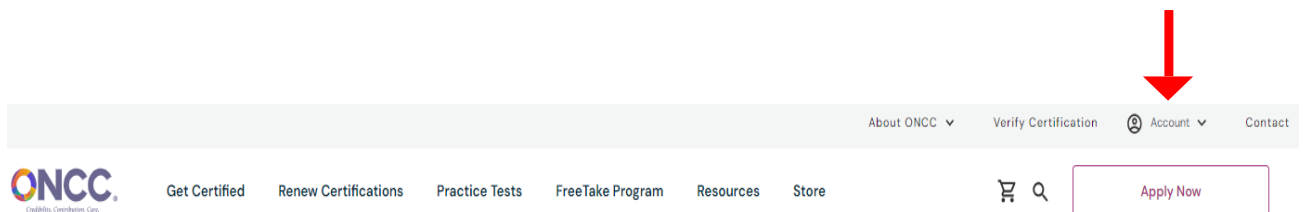
1. Navigate to [www.oncc.org](http://www.oncc.org) and click the Login link near the top right.



2. **Enter your email address and your password.** Note: if this is your first visit to [oncc.org](http://oncc.org) or [ons.org](http://ons.org) in recent weeks you may be prompted change your password. Follow the on-screen instructions.



3. **Your Account Dashboard.** After logging in, hover over the Account option and select "My Account". Then you'll be on your Account dashboard page.



There's a link to your FreeTake Administrator Portal on the right, under your name. Click the link to open the portal. Note: if you don't have a link to your portal, please contact ONCC.

The screenshot shows the ONCC user dashboard. At the top, there is a navigation bar with the ONCC logo and links for 'Get Certified', 'Renew Certifications', 'Practice Tests', 'FreeTake Program', 'Resources', and 'Store'. A search bar and an 'Apply Now' button are also present. Below the navigation bar, the main heading is 'What would you like to do today?'. The dashboard is divided into several sections: 'Account Dashboard' with links like 'View orders', 'Apply for Certification', and 'Renew Certifications'; 'My Orders' with a 'View orders' link; 'My Certification(s)' with links for 'Apply for certification', 'Renew certification', and 'Enter renewal points in LearningBuilder'; 'My Practice Test(s)' with links for 'Purchase a practice test' and 'Take a practice test'; 'My Career' with an 'Update professional information' link; 'My Account Settings' with links for 'Update contact information', 'Manage email preferences', 'Submit a form', 'Change password', and 'Update account recovery information'; and a user profile section for 'Scarlett Sunflower' (Customer ID: 839008) and 'Downton Hospital' (ONCC FreeTake Admin Portal, BMTCN, Expires on: 12/31/2025) and 'CPHON' (Expires on: 12/31/2026). Two red arrows point to the 'ONCC FreeTake Admin Portal' link in the user profile section.

Your organization's name (and year of your current FreeTake agreement started) is at the top of the page. The number of applicants required and the number of applicants submitted are also shown.

## Downton Hospital 2022 Free Take Program

Contract Start Date: 03/03/2022

Contract End Date: 03/03/2024

Contract Number of Applicants: 10

Fulfilled Number of Applicants: 1

A legend box with a red border containing two entries: 'Number of Test Applicants Required' and 'Number of Test Applicants Submitted'. Red arrows point from the text to the '10' and '1' in the contract details above.

## Using Your FreeTake Admin Portal

**Track your candidate applications.** The Participating Applications area displays the name of each test applicant, test type, application status, and the date the application was submitted.

### Participating Applications

Applicant Name	Certification Type	Status	Submitted Date	Test Date	Action
Kai Bug	Oncology Certified Nurse (OCN®)	Incomplete	05/16/2022		
Kai Bug	Oncology Certified Nurse (OCN®)	Incomplete	01/01/1900		
Kai Bug	Certified Breast Care Nurse (CBCN®)	ATT Expired	05/16/2022	06/15/2022	
Kai Bug	Blood & Marrow Transplant Certified Nurse (BMTCN®)	Incomplete	01/01/1900		

1 - 4 of 4 items

### What does Application Status mean?

**Submitted** – the application has been received

**Verified** – the application has been approved for testing

**Scheduled** – an Authorization to Test has been issued for the candidate

**Passed** – the candidate has passed the test

**Failed** – the candidate has failed the test

**ATT Expired** –90 days to test has expired; Didn't schedule or take test and time to do so has expired.

**No Show** – Scheduled appointment, but candidate did not test

### FreeTake Discount Codes

ONCC FreeTake discount codes enable your nurses to apply for a certification test on-line, without paying the test fee.

You can do three things in the Active Discount Codes area:

1. Check to see if a discount code has been redeemed (and who redeemed it);
2. Generate a discount code.

### Active Discount Codes

Code	Description	Start Date	End Date	Redeemed	Redeemed By
2953040766	Rain Care FreeTake Agreement 2018 Initial Use Code	08/01/2018	07/31/2019	Yes	Sunny Rain

1 - 1 of 1 items

GENERATE NEW CODE

**Generate a Discount Code** – click the “Generate New Code” button at the bottom of the page.

### Discount Codes

Code	Description	Start Date	End Date	Redeemed	Redeemed By	Assigned To
6515270182	Downton Hospital FreeTake 2022 Initial Use Code	03/03/2022	03/03/2024			
5766811309	Downton Hospital FreeTake 2022 Initial Use Code	03/03/2022	03/03/2024			

1 - 10 of 13 items

GENERATE NEW CODE

A 10-digit code will appear in the Code column on the table of discount codes at the top. The code will automatically be set with a Start Date (the current date) and an End Date (the date your ONCC FreeTake agreement expires). Codes may only be used between these dates.

Please keep in mind:

- **FreeTake discount codes can be redeemed by anyone.** It’s best to create codes as you need them and give each code to a specific individual. Encourage anyone who has access to the code to keep it secure.
- **FreeTake discount codes can be used one-time only.** Each individual who applies must have their own FreeTake Code.

### Generate a Retake Code (for candidates who failed the test on the first attempt)

A retake code can be generated for an individual who fails the test on their first attempt. If the retake option is available under the FreeTake Agreement, a “Generate Retake Discount Code” will appear next to the individual’s name in the Participating Applications section. Click the Generate Retake Discount Code button to create the Retake Code.

Contract Number of Applicants: 10

Fulfilled Number of Applicants: 2

### Participating Applications

Applicant Name	Certification Type	Status	Submitted Date	Action
Sunny Rain	Oncology Certified Nurse (OCN®)	Passed	09/18/2018	
Flo Rain	Oncology Certified Nurse (OCN®)	Failed	09/17/2018	GENERATE RETAKE D...

The Retake code will appear in the Active Discount Codes table as a Retake Code. Please note that Retake codes can only be used by the candidate who originally failed the test. Retake codes cannot be used by other candidates.

### Rain Care 2018 Free Take Program

Contract Number of Applicants: 10

Fulfilled Number of Applicants: 2

#### Participating Applications

Applicant Name	Certification Type	Status	Submitted Date	Action
Sunny Rain	Oncology Certified Nurse (OCN®)	Passed	09/18/2018	
Flo Rain	Oncology Certified Nurse (OCN®)	Failed	09/17/2018	

1 - 2 of 2 items

#### Active Discount Codes

Code	Description	Start Date	End Date	Redeemed	Redeemed By
4257299278	Rain Care FreeTake Agreement 2018 Retake Use Code	09/17/2018	09/17/2019		
1091847075	Rain Care FreeTake Agreement 2018 Initial Use Code	08/01/2018	07/31/2019	Yes	Flo Rain

#### Redeeming Discount Codes

Nurses who are applying to test under your ONCC FreeTake Agreement should enter their code in the Promo Code box during checkout. The code can only be used for the test application fee; it will not apply to ONCC Practice Tests or any other purchases. If successfully accepted, the code will create a \$0 balance in the shopping cart.