Question 1: If I hit “submit” after this screen, can I edit my responses?

Answer 1: YES. You MUST hit “SUBMIT.”

On the following screen, you will be given an Invoice/Confirmation Number. Print that screen. If you forget to write down your Invoice/Confirmation Number, don’t worry! You will receive an e-mail with this information to the e-mail that you used for Registering your students.
NSE Registration FAQ

**Question 2:** What happens if I don’t click “SUBMIT?”

**Answer 2:** Your responses will not be saved.

**Question 3:** If I hit “SUBMIT” can I change my responses later, or are they permanent?

**Answer 3:** You **CAN** change your responses after hitting “SUBMIT.”

The above picture is what your screen will look like after hitting “SUBMIT.” It has the very important *INVOICE NUMBER/CONFIRMATION NUMBER* at the top of the screen.
NSE Registration FAQ

The picture below is what the e-mailed invoice from Quia will look like. Notice that the *INVOICE/CONFIRMATION NUMBER is at the top as well.

INVOICE:

Thank you for submitting your registration for the National Spanish Examinations. Please keep a copy of this email for your records.

Your NSE registration confirmation number is 1799553438.

OPTION 1: Pay by check
1. Please PRINT OUT this page.
2. Make CHECK payable to NATIONAL SPANISH EXAMINATIONS.
3. MAIL this invoice and payment postmarked by February 11, 2022 to:

National Spanish Examinations
1079 S. Caliente Rd.
PO BOX 1019
Chesterfield, MO 63004-9998

OPTION 2: Pay by credit card.
2. Follow instructions on the payment page.
3. Click on the button “Pay for Registration.”

If you have any questions, please call the National Spanish Exam office at (219) 465-2300 or e-mail washington@hsap.org.
NSE Registration FAQ

**Question 4:** How can I make changes to my answers once I’ve submitted them?

**Answer 4:** Like this:

- You can go back to the [NSE Registration](#) page (or click the corresponding link below).
- Scroll down to the Registration Link that you used (one of these links):
  - [NSE Member Registration](#)
  - [Register as a Non-Member](#)
- Click the link. Insert your email just like you’re beginning again (it will look like this:)

![Image of the registration form](image1.png)

- After using the same e-mail that you used to Register, you will be taken to this page:

![Image of the confirmation page](image2.png)

- IMPORTANT: Follow the directions and put your **INVOICE/CONFIRMATION NUMBER** here!
- Once confirmed, all of the information that you submitted will show up.
Question 5: If a student drops my class after I registered them already, can I take them off of my list?

Answer 5: Part A & Part B

A- No. Once a slot is paid for, you cannot delete it. You can try, but this screen will pop up (image below) and it won’t allow you to remove the slot that was agreed to be paid for.

B- Yes. For example, if one student drops your class and another student joins it, you **CAN** change the student’s name, grade, and level accordingly. You can also **ADD** students to your list, but you simply **cannot REMOVE** them.