Process for Scheduling Step 1 & Step 2 Exams

- Set up an account on the [NBME Website](#).
  - Click first-time user, enter your name, SSN, and WUSM’s information.
  - Be sure to enter your name exactly as it appears on your driver’s license, passport, or whatever official ID you will be using when you appear for the test.
- The NBME will then email you your USMLE ID and a temporary password. This may take up to a day.
  - Once you get these, you’ll be able to apply for the UMSLE exam.
- Our office will verify your enrollment for the NBME – this is done automatically 2-3x/week.
- On the NBME website, you’ll create a Certification of Identity page.
  - Please complete only the bottom portion of this page with your handwritten signature + authorization.
  - Email this form to our office ([wusmregistrar@wustl.edu](mailto:wusmregistrar@wustl.edu)). We will complete the top portion and provide your photo from your academic file. We will then upload the form to the NBME website – typically within 2-3 days of receipt of the form.
  - After we upload it, NBME processing may take up to 5-7 business days before you’re officially approved to schedule your exam.
  - This process will cover registration for both Step 1 and Step 2 exams – you will not need to complete the Certification of Identity Form twice.

If you have any questions as you go through this process, please reach out to us at [wusmregistrar@wustl.edu](mailto:wusmregistrar@wustl.edu). Thank you!