




NBOME
NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS

How to Purchase COMSAE for Your Students

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COMSAE – New Purchase

- Start by accessing the Dean's page on NBOME's Client Registration System. The login is in the upper right hand of the NBOME website.
- Click the "COMSAE" tab.
- Choose the appropriate "Graduation Year" and desired "Examination Level" from the drop down menu to generate a roster of students.
- From this roster you can select which students you would like to take the COMSAE.



Logout

My Account Student Status Student Search Student Scores Purchase Exams Discipline Scores Shopping Cart Load Students Faculty Review Exam Info **COMSAE** COMAT Contact Us FAQ

[View Purchased COMSAE](#) [View COMSAE Scores](#)

* Graduation Year:

* Exam Level:

Please note, that when purchasing COMSAE you cannot purchase any COMLEX exams in the same transaction

[Select COMSAE](#) [Add to Shopping Cart](#)

no data found

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- When the list is displayed, all students will be automatically checked to take the examination under "Select All."
- You can deselect individual students by clicking their personal checkbox, or you may click the box directly under "Select All" to deselect the entire group.
- You will also notice the column "Purchased Before" which indicates which students have previously purchased this examination on their own.
- Once you have chosen the appropriate students, click "Add to Shopping Cart."

Purchase COMSAE [View Purchased COMSAE](#) [View COMSAE Scores](#)

* Graduation Year: 2012
 * Exam Level: COMSAE - Phase 1, Form C

Please note, that when purchasing COMSAE you cannot purchase any COMLEX exams in the same transaction

Select COMSAE [Add to Shopping Cart](#)

| NBOME ID ▲ | First Name | Last Name | COMSAE | Purchased Before | Select All | Price |
|------------|------------|-----------|--------------------------|------------------|-------------------------------------|-------|
| 000011 | David | Kreiness | COMSAE - Phase 1, Form C | Y | <input checked="" type="checkbox"/> | |
| 000022 | Margaret | Wong | COMSAE - Phase 1, Form C | Y | <input checked="" type="checkbox"/> | |
| 000044 | Chris | Thoman | COMSAE - Phase 1, Form C | Y | <input checked="" type="checkbox"/> | |
| 000099 | Barbara | Salvesen | COMSAE - Phase 1, Form C | Y | <input checked="" type="checkbox"/> | |
| 100124 | Homa | Amini | COMSAE - Phase 1, Form C | Y | <input checked="" type="checkbox"/> | |
| 100135 | Lori | Barbeau | COMSAE - Phase 1, Form C | Y | <input checked="" type="checkbox"/> | |
| 100168 | Lina | Cardenas | COMSAE - Phase 1, Form C | Y | <input checked="" type="checkbox"/> | |
| 100179 | Scott | Dalhouse | COMSAE - Phase 1, Form C | Y | <input checked="" type="checkbox"/> | |
| 100180 | Clarice | Law | COMSAE - Phase 1, Form C | Y | <input checked="" type="checkbox"/> | |
| 100191 | Linda | Nelson | COMSAE - Phase 1, Form C | Y | <input checked="" type="checkbox"/> | |
| 100205 | Elliot | Shulman | COMSAE - Phase 1, Form C | Y | <input checked="" type="checkbox"/> | |
| 100216 | Eileen | Studders | COMSAE - Phase 1, Form C | Y | <input checked="" type="checkbox"/> | |

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- To continue with your purchase, click the "Shopping Cart" tab where you will see the list of students for whom you are purchasing the COMSAE.
- After reviewing the list, you can make any necessary edits by checking the box next to a student's name and clicking "Remove from Cart."
- Next, you must choose a timing mode for the examination under "Timed/Untimed Exam Settings."
 - o "Timed" means that students will have a four (4)-hour time limit in which to complete the examination.
 - o "Untimed" means they can take the examination at their own pace.
 - o Or you may "Let Student Choose" how he/she wants the examination administered.
 - o Please note that you can only select one timing mode within a single purchase.
- Then choose the start and end date under "Date Range to take Exam."
 - o This indicates the timeframe in which students are required to complete the examination.
 - o The link to the examination will not be available to the student outside of this date range.
- Once the selections are made, click "Proceed to Payment."

Shopping Cart

| Remove Select All | Name | Description | Price |
|-------------------------------------|------------------|--------------------------|-------|
| <input type="checkbox"/> | David Kreiness | COMSAE - Phase 1, Form C | |
| <input type="checkbox"/> | Margaret Wong | COMSAE - Phase 1, Form C | |
| <input checked="" type="checkbox"/> | Chris Thoman | COMSAE - Phase 1, Form C | |
| <input type="checkbox"/> | Barbara Salvesen | COMSAE - Phase 1, Form C | |
| <input type="checkbox"/> | Homa Amini | COMSAE - Phase 1, Form C | |
| <input type="checkbox"/> | Lori Barbeau | COMSAE - Phase 1, Form C | |
| <input type="checkbox"/> | Lina Cardenas | COMSAE - Phase 1, Form C | |
| <input type="checkbox"/> | Scott Dalhouse | COMSAE - Phase 1, Form C | |
| <input type="checkbox"/> | Clarice Law | COMSAE - Phase 1, Form C | |
| <input type="checkbox"/> | Linda Nelson | COMSAE - Phase 1, Form C | |
| <input type="checkbox"/> | Elliot Shulman | COMSAE - Phase 1, Form C | |
| <input type="checkbox"/> | Eileen Studders | COMSAE - Phase 1, Form C | |

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* Total
* If purchasing COMSAE, please be advised that this total does not reflect any discounts that may be applied to your final invoice.

*** Timed / Untimed Exam Settings**

Timed (4 hrs)
 Untimed
 Let Student Choose

*** Date Range to take Exam**

Please select the timeframe in which students must complete examination.

COMSAE Start Day

COMSAE End Day

Proceed to Payment

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- Next, you will see a list of the examinations being purchased.
- Please be advised that the total costs displayed do not reflect any discounts that may be applicable to your order
 - o Discounts are as follows:
 - 4% discount for purchase of one COMSAE Phase for an entire class or cohort
 - 10% discount for purchase of two COMSAE Phases/Forms for an entire class or cohort
- Confirm the timing mode by checking the box under "Timed/Untimed Exam Settings." (Please note that once you have made a timing mode selection, you will not be able to change it at a later date.)
- Confirm the billing information, add your name, phone number and email address, then click "Next"

The screenshot shows the NBOME client services interface. At the top left is the NBOME logo. The main content area is divided into two columns. The left column, titled "Organization Shopping Cart", contains a table with 12 rows of COMSAE - Phase 1, Form C exams, each with a price and a name. The right column, titled "Billing Address Information", contains a form with fields for Name, Address 1, Address 2, City, State, Zip, Phone, and Email. A "Next" button is circled in red, and a red arrow points to it from the word "Logout" above it. Below the shopping cart table are sections for "Timed / Untimed Exam Settings" and "Date Range to take Exam". At the bottom of the page is the copyright notice "copyright 2012 NBOME".

Organization Shopping Cart

| Price | Product Description | Name |
|-------|--------------------------|------------------|
| | COMSAE - Phase 1, Form C | David Kreiness |
| | COMSAE - Phase 1, Form C | Margaret Wong |
| | COMSAE - Phase 1, Form C | Chris Thoman |
| | COMSAE - Phase 1, Form C | Barbara Salvesen |
| | COMSAE - Phase 1, Form C | Homa Amini |
| | COMSAE - Phase 1, Form C | Lori Barbeau |
| | COMSAE - Phase 1, Form C | Lina Cardenas |
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| | COMSAE - Phase 1, Form C | Clarice Law |
| | COMSAE - Phase 1, Form C | Linda Nelson |
| | COMSAE - Phase 1, Form C | Elliot Shulman |
| | COMSAE - Phase 1, Form C | Eileen Studders |

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* Total
 * If purchasing COMSAE, please be advised that this total does not reflect any discounts that may be applied to your final invoice.

Timed / Untimed Exam Settings

Timed
 * Please select check box to confirm that you want the selected COMSAE exam type.

Date Range to take Exam
 05/01/2012 - 05/31/2012

Billing Address Information

Note: Billing address is the address where your bills are mailed to

Name

* Address 1

Address 2

* City

* State

* Zip

Phone

Email

Payment Method


Invoice School Y

Logout

Previous Page Next

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- Review your purchase information and click "Complete Purchase"



Logout

Billing Address Information

[Previous Page](#)
[Complete Purchase](#)

Payment Method

Name Casey McGrath
Address 1 8765 W Higgins Road
Address 2 Suite 200
City Chicago
State Illinois
Zip 60631
Phone 888-123-4567
Email cmcgrath@nbome.org

Invoice School Y

Timed / Untimed Exam Settings

Timed

Date Range to take Exam

05/01/2012 - 05/31/2012

Shopping Cart

| Product Type | Price | Description |
|--------------|-------|--------------------------|
| COMSAE | | COMSAE - Phase 1, Form C |
| COMSAE | | COMSAE - Phase 1, Form C |
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| COMSAE | | COMSAE - Phase 1, Form C |

* Total
 * If purchasing COMSAE, please be advised that this total does not reflect any discounts that may be applied to your final invoice.

- Upon completion of payment, an email will be sent automatically to all the students for whom the COMSAE was purchased.
- The email will notify students that they can access the link from their NBOME online account.
- It will also explain the timing mode selection and the date range.
 - o Please note that if a student tries to access the link outside the date range, he/she will get a message instructing them to contact their school.

