North Carolina Department of Secretary of State

Notary Public On-Line Exam Reporting System

Instructions

December 8, 2017
Navigate to the website for the North Carolina Office of the Secretary of State at http://www.sosnc.gov.
Select the “Divisions” drop-down menu from the top menu bar and then select the “Notary” division link in order to be brought to the main notary page.
This is the Notary page. This page contains links to a wealth of resources: answers to frequently asked questions, the North Carolina General Statutes and Administrative Code, commonly used forms, Notary Instructor access, and more.

Promote, Serve, and Protect Public Interests

Notaries are public officers of the State of North Carolina charged with protecting the public from fraud and forgery. The primary tools notaries use in fulfilling this statutory obligation are requiring personal appearance, positively identifying signers and recording evidence of the notarization in a journal of notary acts. Notaries have a vital role in protecting the citizens of North Carolina and facilitating commerce for those doing business in the Old North State.

Find A Notary

To find registered Notaries near you click search and allow tracking below or enter an address.
Scroll down to the bottom of the page and select the “Notary Instructor Access” link.
Sign in to the Notary Instructor Access page using your login credentials. Type in your User Name, which is your Notary Number, then your Password. (Note: If your password is still the default last 4-digits of your SSN, you will be prompted to change it to a stronger password after selecting the “Sign In” button.) Select the “Sign In” button. Only select the “Remember Me” checkbox if you are using a private, personal computer and you wish to have the browser store your login credentials for ease of access for future logins.
This is the Notary Instructor main page. This is the main hub for Notary Instructors and contains various resources such as: Notary Instructor presentations, forms, exams, brochures, and the grade entry system, from which you will be able to manage your class registrations.
Scroll down to the bottom of the Notary Instructor page and select the “Grade Entry” link.
This is the Notary Class management page. From here you can view and reprint the class rosters from previous classes as well as enter and manage current classes.

**Notary Class**
*Beverly Ann Champion*

**Previously Submitted Classes**

Select an option:
- [ ] Last 6 Months
- [ ] All Data

Class #25553 - 12/1/2017 Secretary of State

[View →]

**Current Classes**

Class #2284 - 12/08/2017 Alhambra Community College
Scroll down to the bottom of the page and select the “Create Regular Notary Class” button. In the event you are entering the class roster for an eNotary class, select the “Create Electronic Notary Class” button.
This is the class creation page for the regular notary class.

Regular Notary Class 26563
Beverly Ann Champion

Date of Class: * Hours: *

Community College:

No students listed.
Add Student  Edit  Delete

← Back  Continue →

How can we make this page better for you?
Enter the date of the class (either by typing the desired date in MM/DD/YYYY fashion or select the date from the drop-down menu), the number of class hours, and the select the location of the class from the drop-down menu. Select the “Add Student” button to add a student to your class roster.
Enter the Student Name, Last four digits of the SSN, Email, Grade, Type of ID used (which is a drop-down menu), and Notations (if applicable). If the “Other” type of ID is selected, another field will appear for entering the type of ID used to identify the student. Select the “Add” button to add the student to the roster.
Repeat this process for all of the remaining students until all student information has been entered. It is important that you ensure that all student information has been entered accurately, as you will not be able to edit your class roster after you have signed the confirmation statement and submitted your roster. When you are done, select the “Continue” button.
This is the class roster preview page. Please take the opportunity to review the information for each student to ensure that it is correct. If corrections need to be made, select the “Back” button.
To make corrections, select the radio button next to the student’s name and then select the “Edit” button under the “Student” section header. This will bring you back to the student information editor and allow you to correct the information for that student. If everything is correct, select the “Save” button to save the student’s information and then select the “Continue” button to be brought to the confirmation page.
After you have read the statement provided, type your digital signature into the “Signature” section and select the “Submit” button in order to submit your class roster. Once your class roster has been submitted, it may no longer be edited and may only be viewed.
This is the confirmation page indicating that your class roster has been successfully submitted. You will be given the option to print or save a PDF copy of your class roster. If you wish to print your roster at this time, select the “Click here to print out the class roster for your records (optional)” link just above the “Back” button.
This is what your printed roster will look like.

**North Carolina Regular Notary Class Grade Roster**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Test Grade</th>
<th>Email</th>
<th>Id Type</th>
<th>Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Middle Last</td>
<td>80</td>
<td><a href="mailto:First@nomail.com">First@nomail.com</a></td>
<td>Other type of ID</td>
<td>fyi - notes are not saved</td>
</tr>
</tbody>
</table>

I certify, under penalty of perjury, that I have positively identified each of the notary students listed above and have administered the Regular Notary examination according to the Secretary of State guidelines and have accurately recorded the exam scores for each student present in the class taught on the date and location indicated above.

Instructor Signature: Beverly Ann Champion Date: 12/01/2017