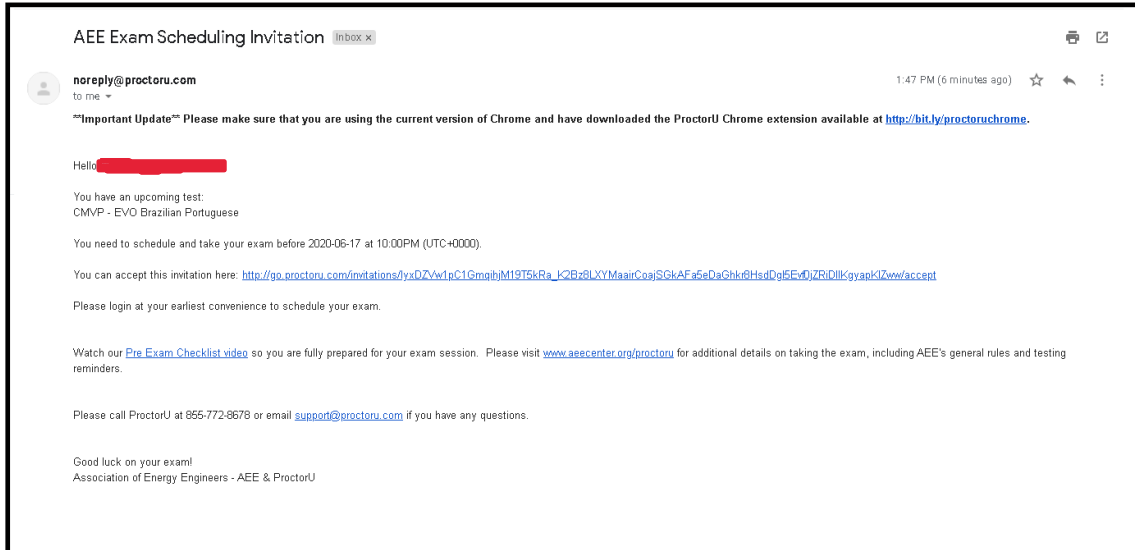
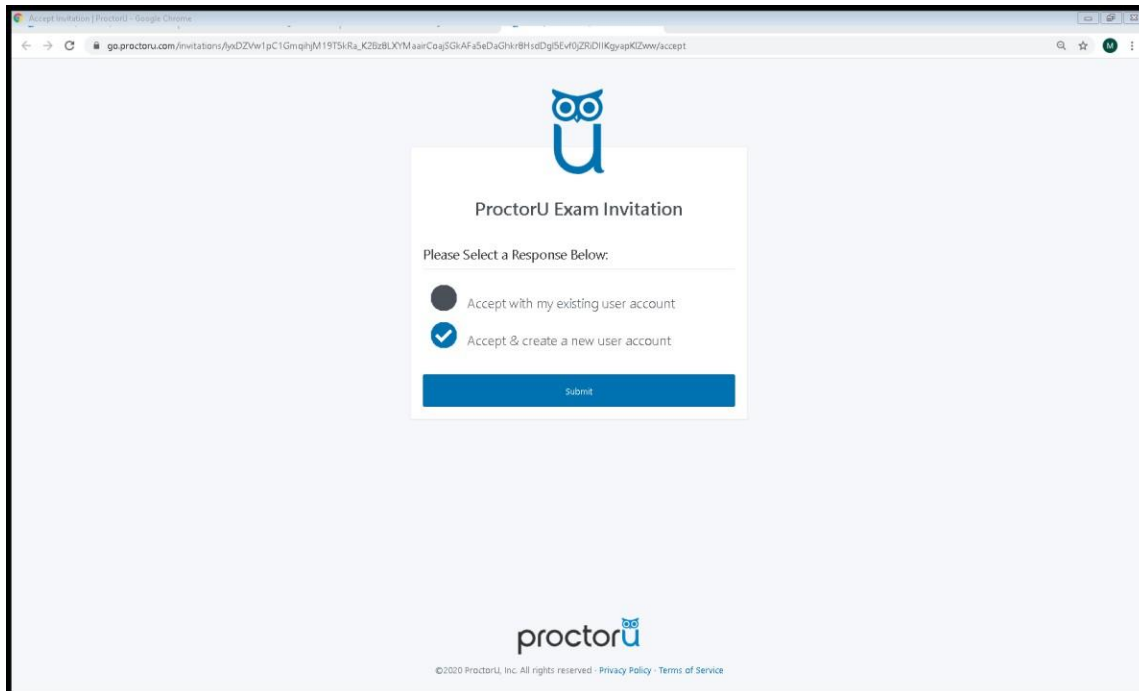


## ProctorU: Invite, Account Creation, and Exam Scheduling

1. You will receive the following exam invitation to the email address provided. Please accept the invitation by clicking on the link.



2. When you click on the link to accept the invitation you will be brought to the ProctorU Exam Invitation Screen. New candidates should select the option "Accept & create a new user account." Click submit.



3. Please create your account. (\*\*Note: be aware of the email automatically generated. It will be whichever is tied to your computer, not necessarily the email in which your invitation was sent. Please make sure to retype in which email you prefer to have tied to this account.)

Invitation has been accepted.

### Create an Account

**Enrollments**

Institution \* Association of Energy Engineers - AEE

Add Enrollment

**Name**

First name \*

Last name \*

**Account**

Username \*

Email \*

Password \*

Password confirmation \*

**Timezone**

Time Zone \*

**Contact**

Phone mobile

Phone home

Phone work

\* At least one phone number is required.

**Address**

Country \*

Street 1

Street 2

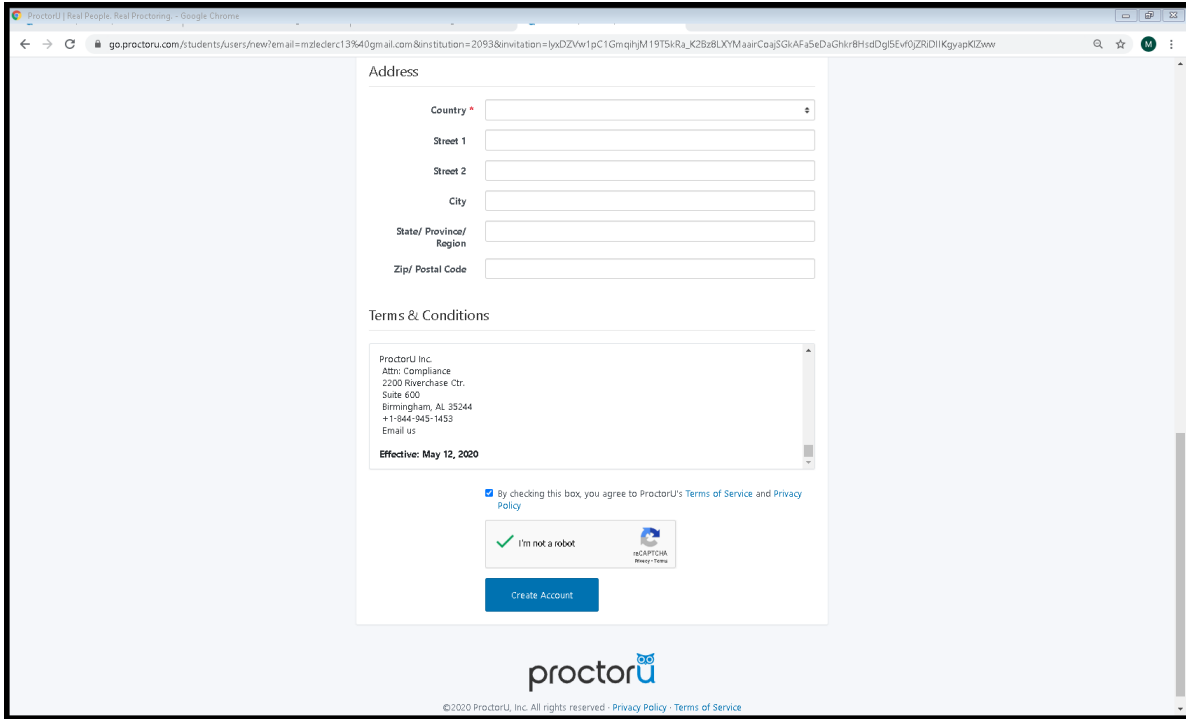
City

State/ Provincial/ Region

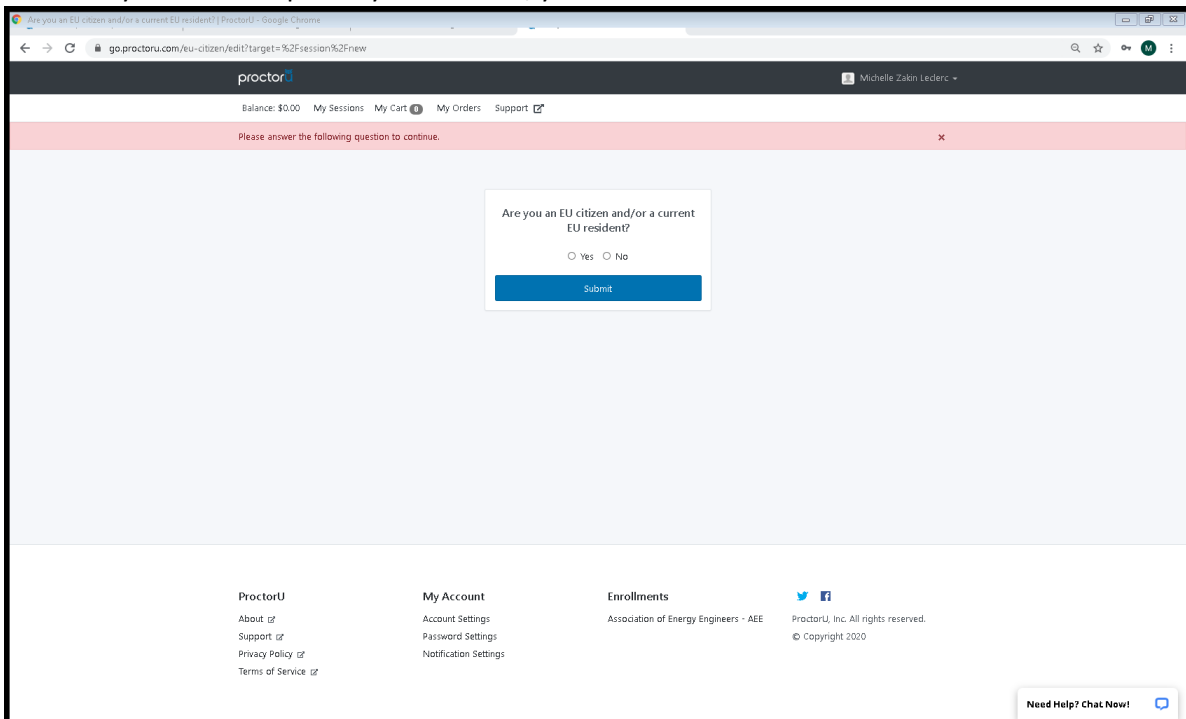
Zip/ Postal Code

**Terms & Conditions**

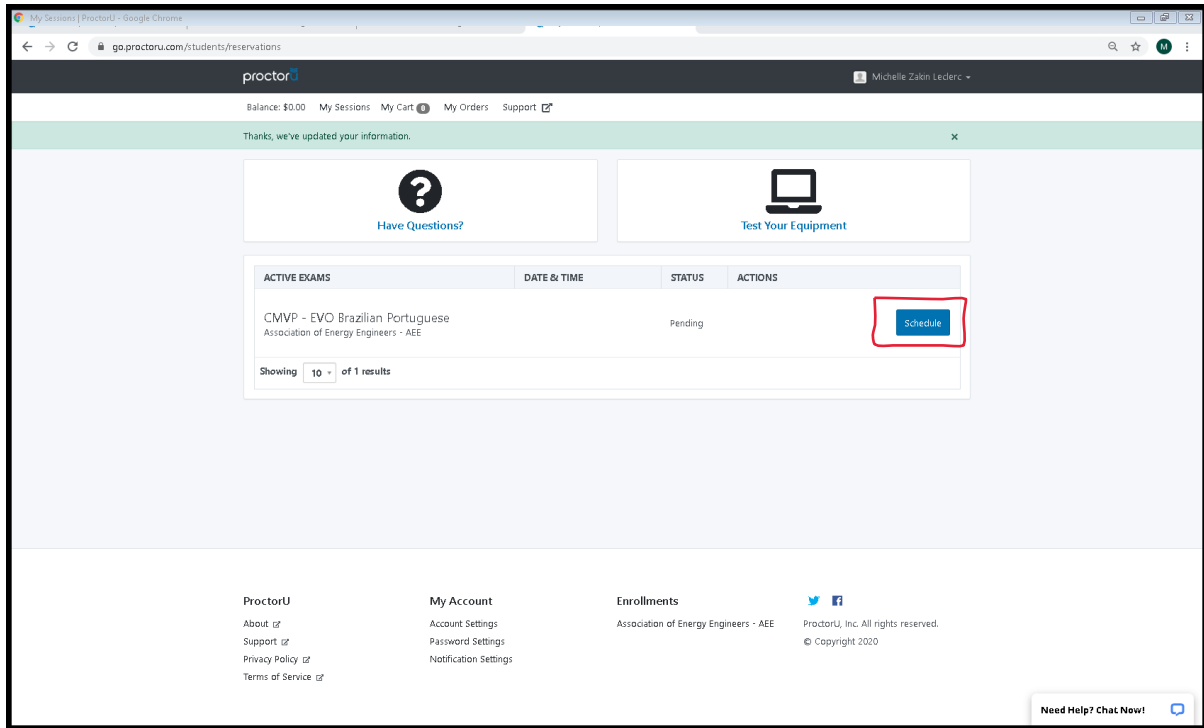
These Terms of Service ("Terms") govern your access to and use of ProctorU Inc.'s ("ProctorU", "We", or "Our") website(s), browser extensions, platforms, applications, and other services (collectively, our "Services"). These Terms also apply to any information, text, audio, video, images, graphics, code, extensions, or other materials created uploaded, downloaded, transferred or otherwise appearing on or connected with the Services when you interact with ProctorU, including recordings of any test sessions (collectively referred to as "Content").



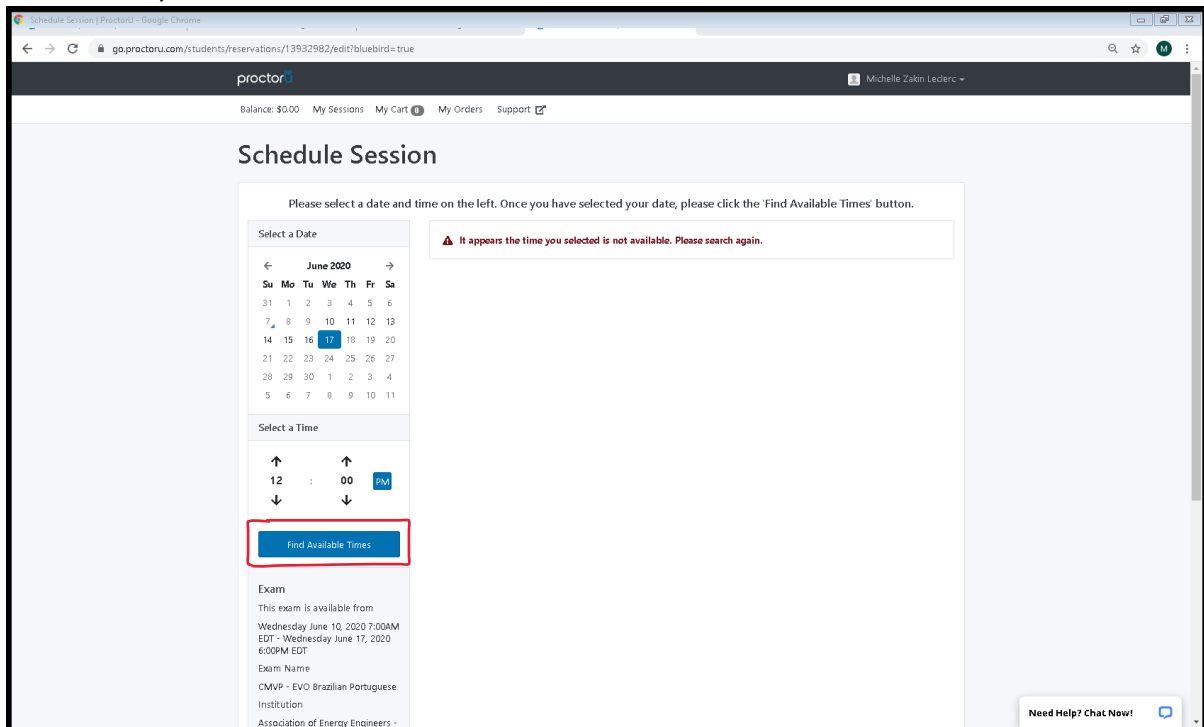
4. Once you have completed your account, you will see the below screen. Please answer accordingly.



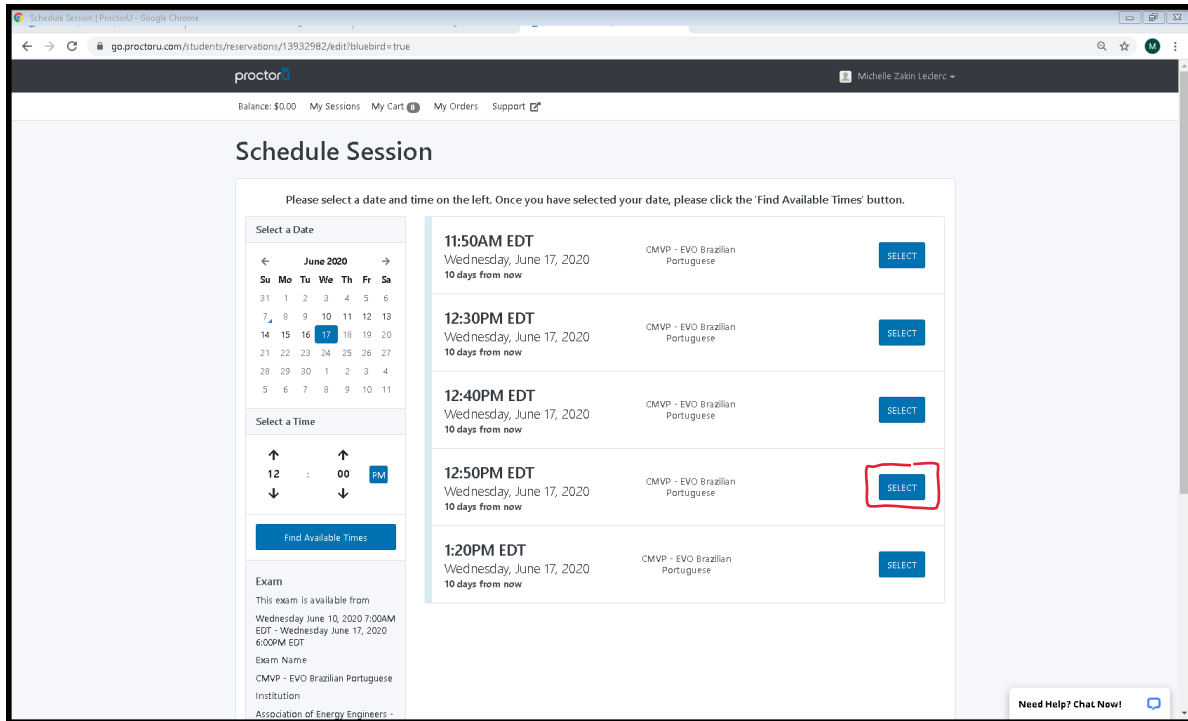
5. When your account creation is complete, you will see all Active Exams. Please select “Schedule” to select your exam day and time preference.



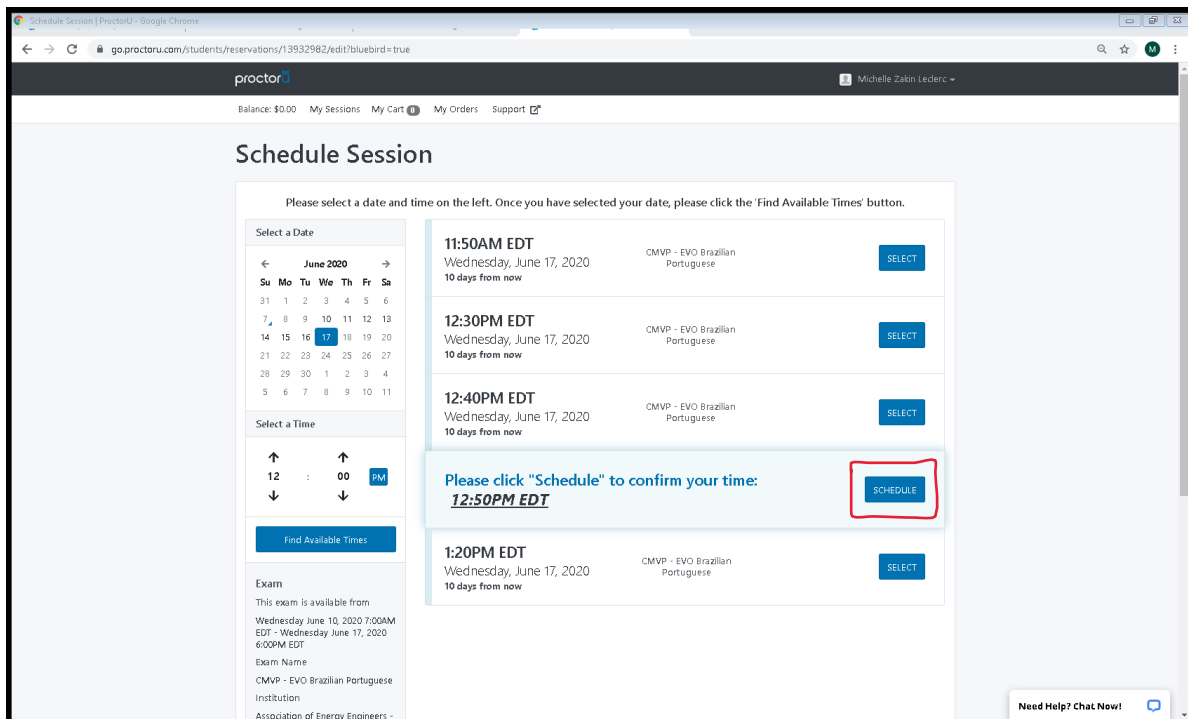
6. Schedule your session. Select your preferred date and time. Then hit “Find Available Times” to see availability.



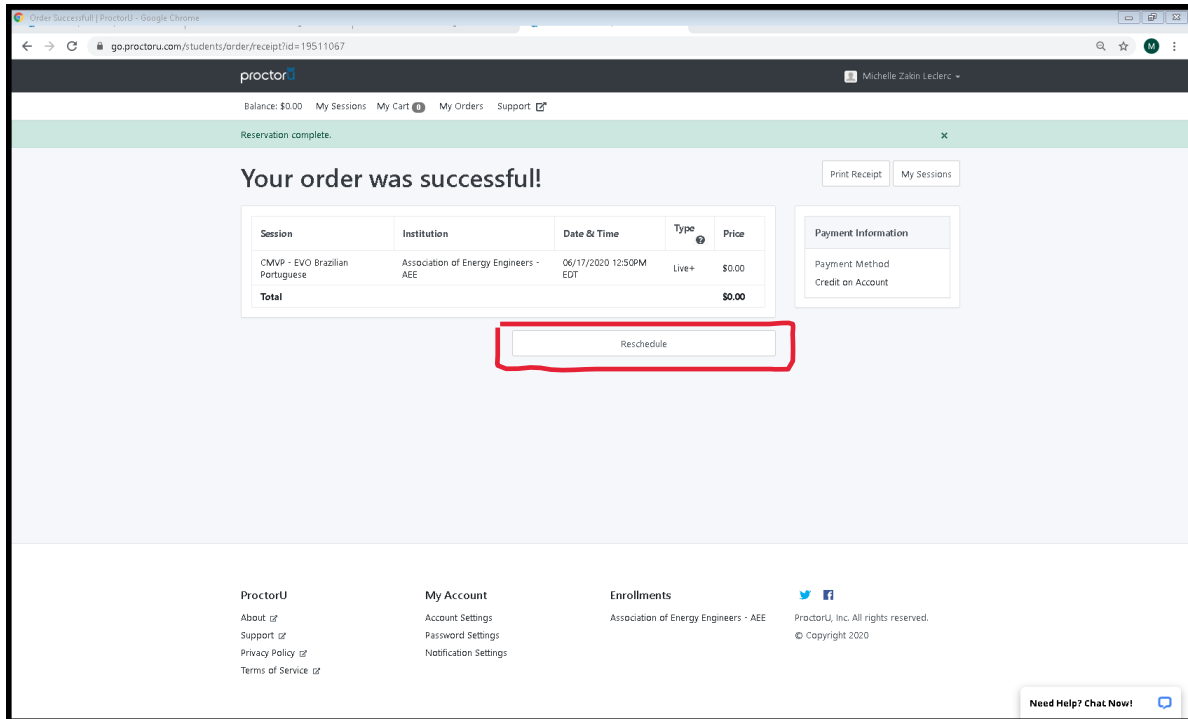
7. After selecting “Find Available Times”, it will show the slots available near your preferred time. If you would like a different day / time, just reselect your preferred time frames and reselect “Find Available Times.” Once you find a day / time you like Hit “select” for the one you prefer.



8. Once you click “select” it will highlight the time slot you selected. Hit “schedule”



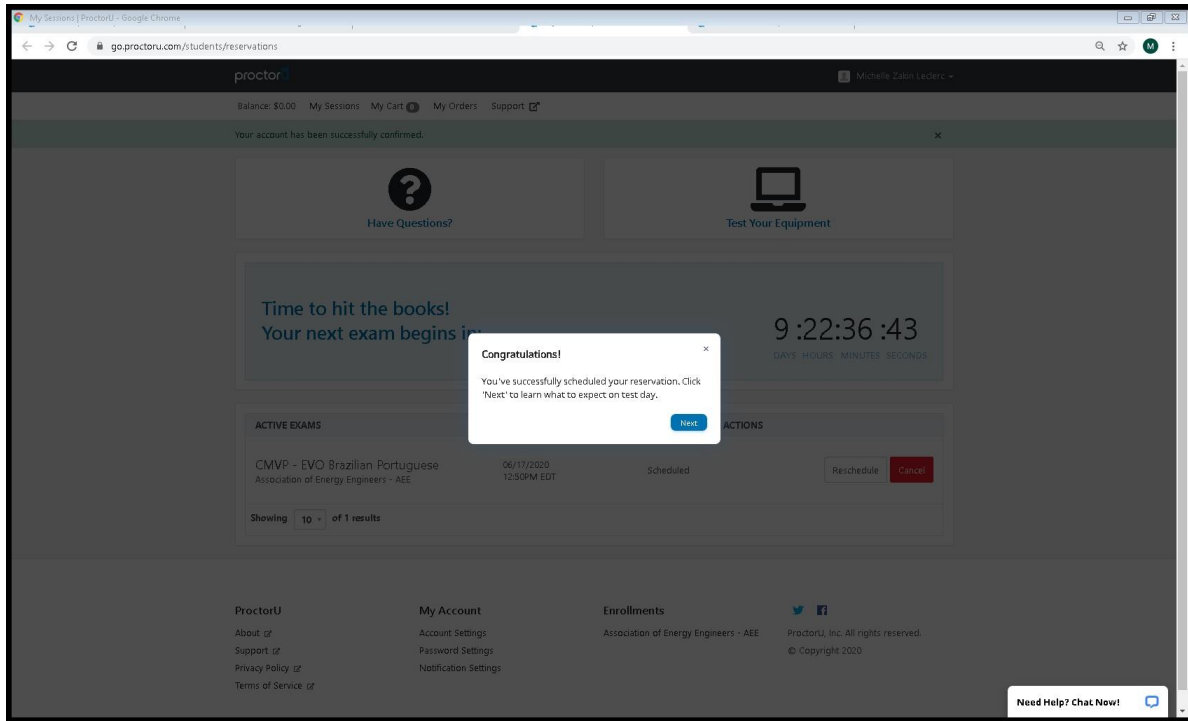
9. One you select “schedule” you will see your successfully scheduled exam in your account. If you need to reschedule you will notice the reschedule button on the bottom. This will bring you back to the scheduler screen.



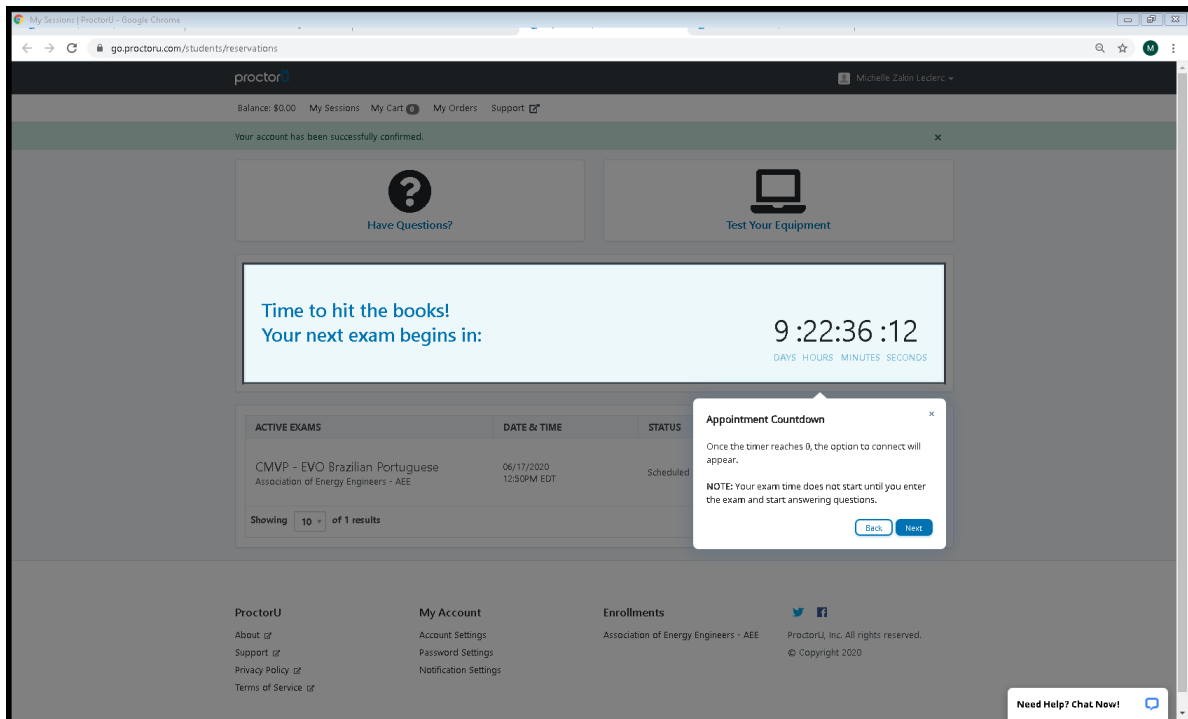
10. After your account is created you will receive an account confirmation email. Click on the link to confirm your account information.



11. Once you confirm your account, if you have already selected your exam date / time, you will see the below screen. Click next to go through the dashboard areas.



12. The system will go through and show you all areas of your dashboard starting with your exam countdown timer. Click "next" once you are through reviewing this section.



13. The next dashboard area will show you frequently asked questions. Click “next” once you are through with this section.

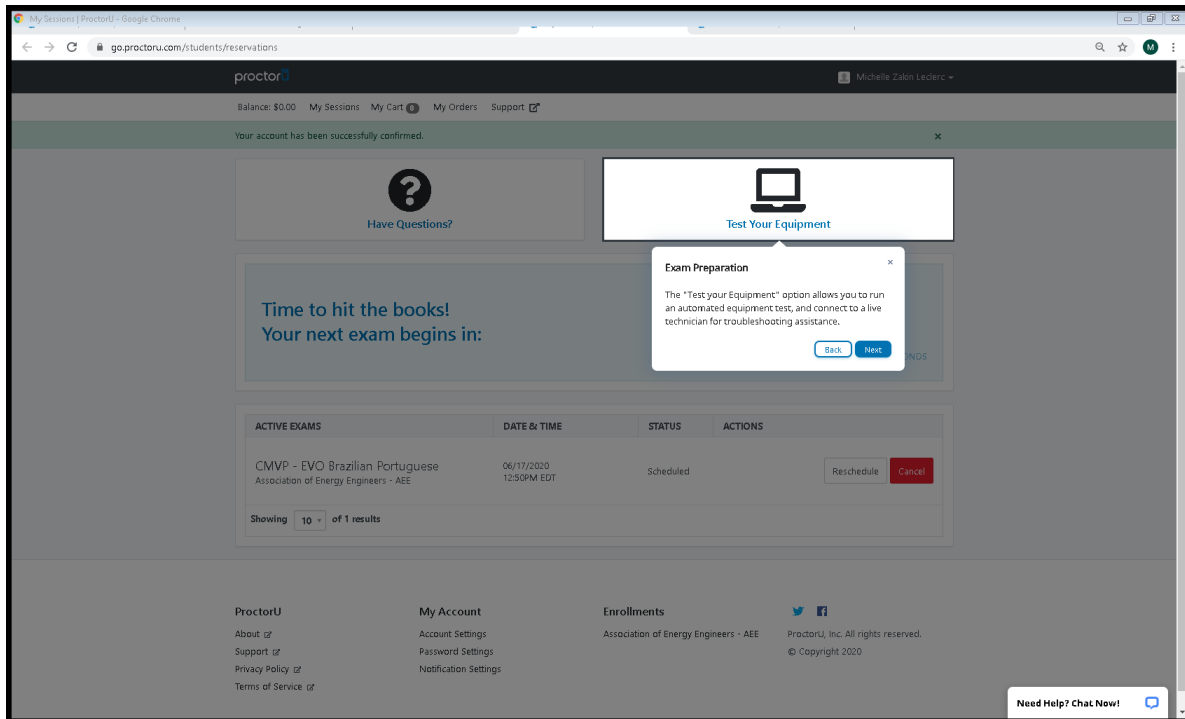
The screenshot shows the ProctorU student dashboard. At the top, the ProctorU logo is on the left, and the user's name "Michelle Zalon Lederer" is on the right. Below the logo, there are navigation links for "Balance: \$0.00", "My Sessions", "My Cart", "My Orders", and "Support". A green notification banner at the top states "Your account has been successfully confirmed." Below this, there are two main cards: "Have Questions?" with a question mark icon and "Test Your Equipment" with a laptop icon. A modal window titled "Frequently Asked Questions" is open, displaying the text "Locate our FAQ's and system requirements here." and two buttons: "Back" and "Next". To the right of the modal, a digital clock shows "9:22:35:50" with "DAYS HOURS MINUTES SECONDS" below it. Below the clock is a table of active exams:

ACTIVE EXAMS	DATE & TIME	STATUS	ACTIONS
CMVP - EVO Brazilian Portuguese Association of Energy Engineers - AEE	06/17/2020 12:30PM EDT	Scheduled	Reschedule Cancel

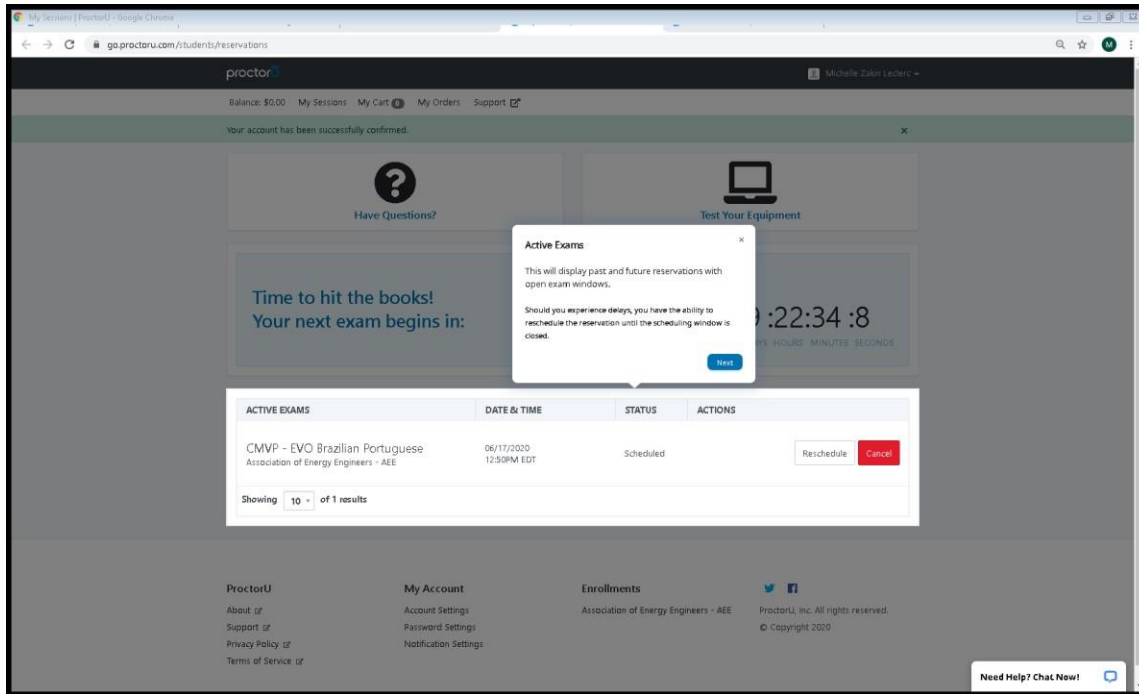
Below the table, it says "Showing 10 of 1 results". At the bottom of the dashboard, there are four columns of links: "ProctorU" (About, Support, Privacy Policy, Terms of Service), "My Account" (Account Settings, Password Settings, Notification Settings), "Enrollments" (Association of Energy Engineers - AEE), and social media links for Twitter and Facebook. A footer note says "ProctorU, Inc. All rights reserved. © Copyright 2020." A "Need Help? Chat Now!" button is in the bottom right corner.



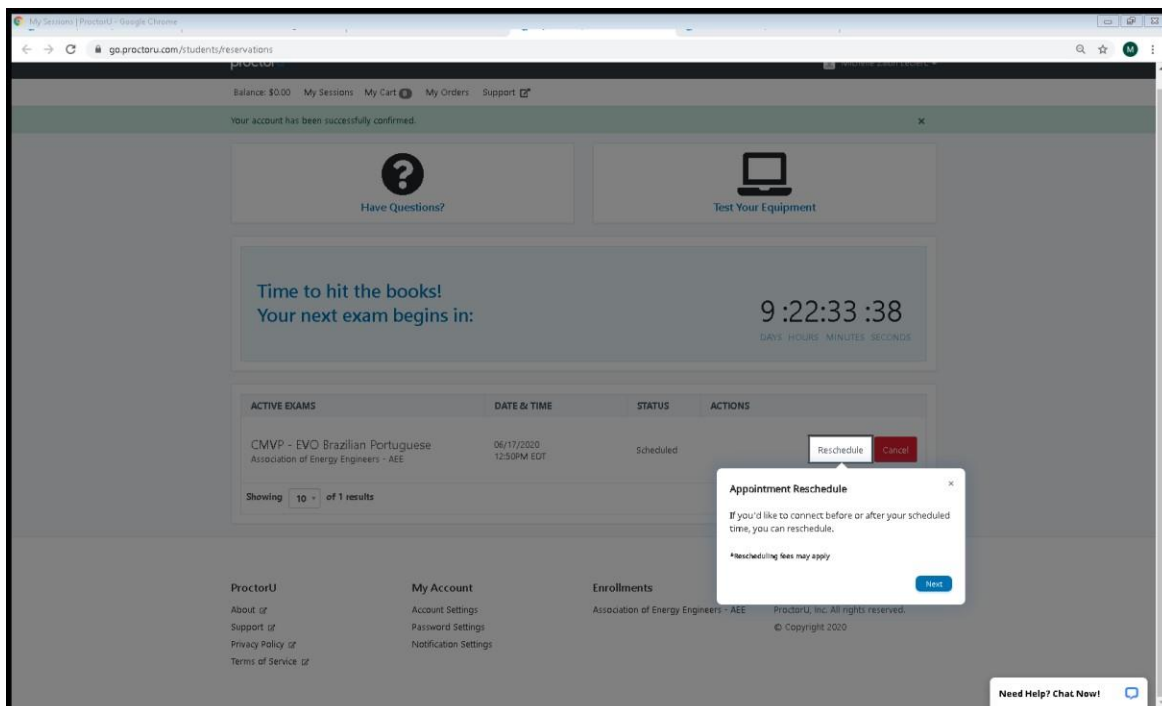
14. The system will then show you where you can test your equipment prior to exam start. You may also use the chat box located at the bottom to request to test your equipment AND the LogMeInRescue applet by specifically requesting to test the equipment and LogMeInRescue Applet. It is recommended to test these items out a few days prior to your exam start time. Please note, the automated equipment check does not guarantee your equipment's functionality on exam day. Blocked ports and security firewalls may inhibit your ability to connect to a proctor. To ensure functionality, talk with a Live Technician.



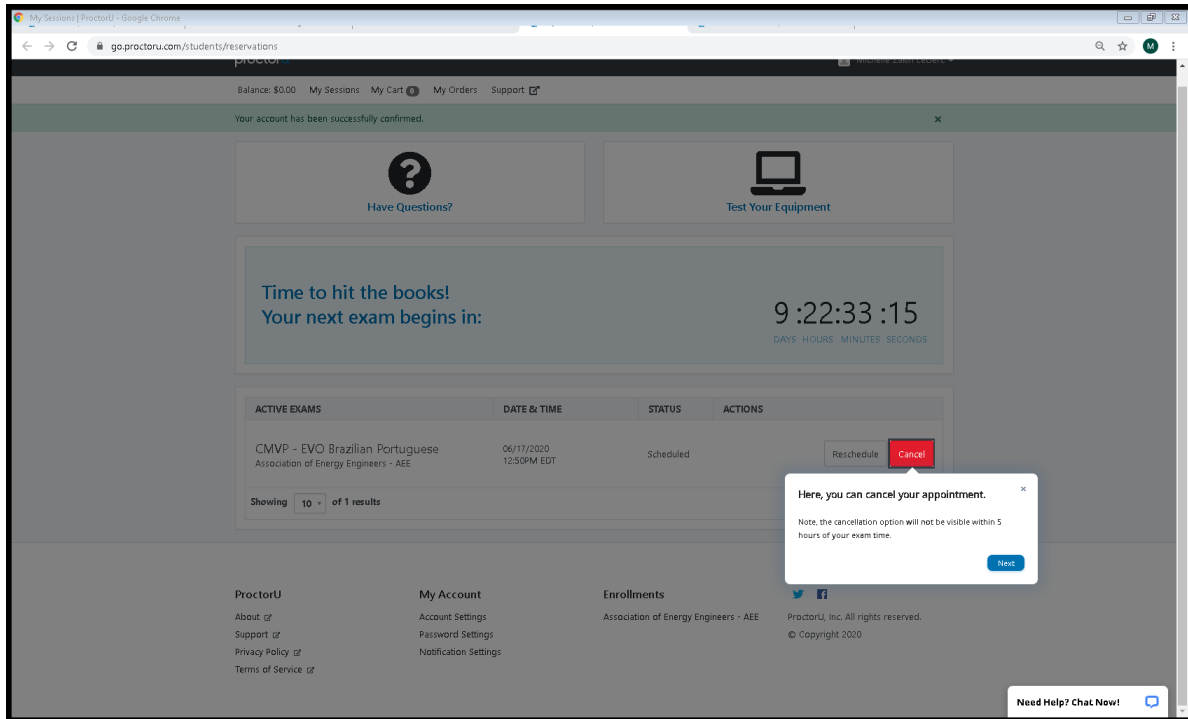
15. Active Exams section of the dashboard will display all examinations with open windows for exam testing.



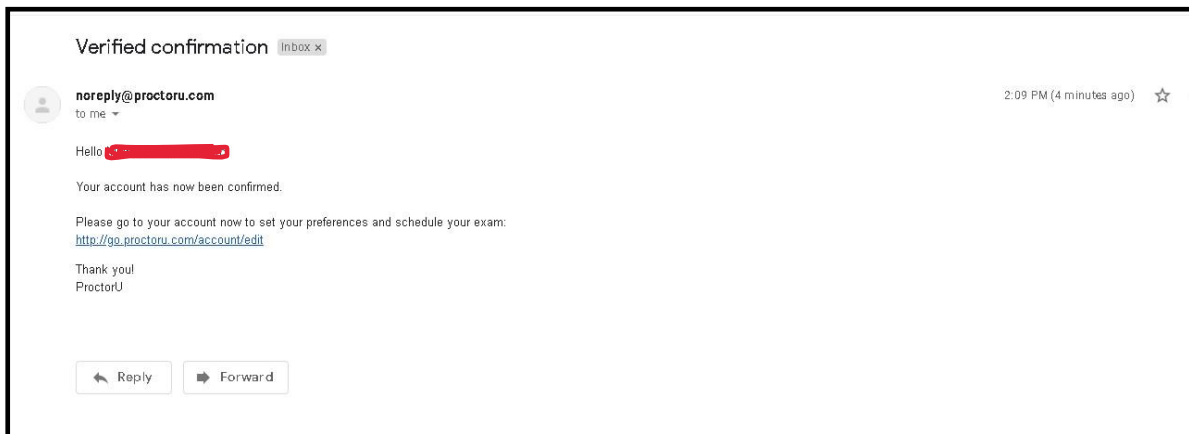
16. If at any time you wish to reschedule your exam, please click on the "Reschedule" button. Please remember, if you do so within an hour of your scheduled exam session or miss your scheduled session, there is a \$100 reschedule fee.



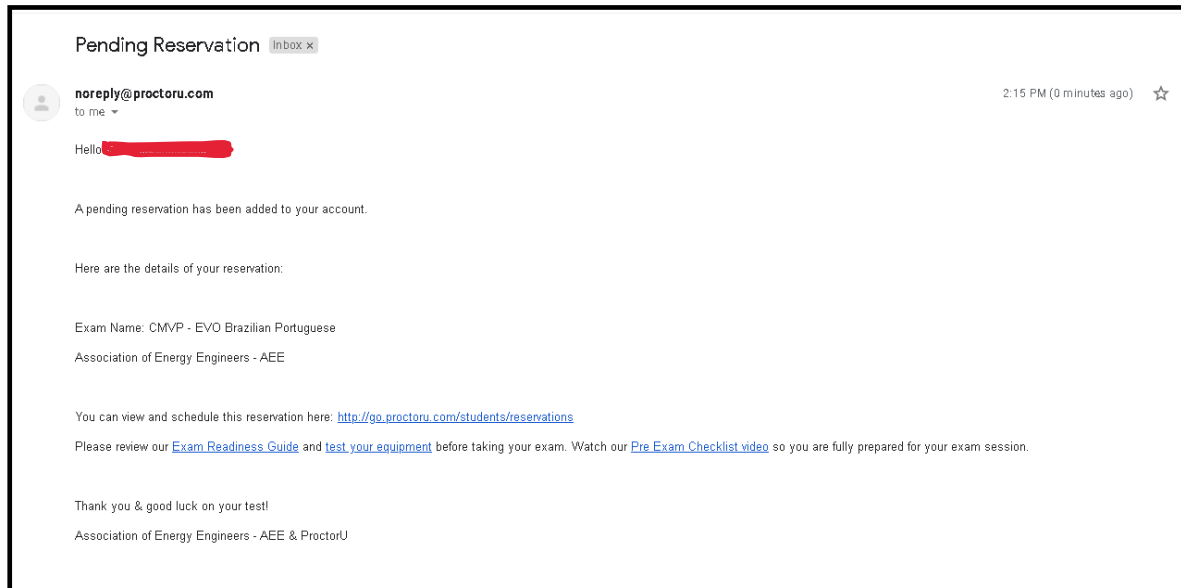
17. If you need to cancel your exam without rescheduling, please click the “Cancel” button. Cancelling your exam within an hour of your already scheduled exam or missing your scheduled exam time will require a \$100 fee.



18. If did not schedule an exam at the time of account creation, please click on the below link to sign in and schedule your exam or sign back into your account.



## 19. Exam Reservation Confirmation E-mail.



## 20. Scheduled Exam Reminder E-mail

