

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.

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 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.)

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	These Terms of Service ("Terms") govern your access to and use of ProdorU Inc.'s ("ProdorU", "We", " a" "Our") website(b), browser extensions, platforms, applications, and other services (collicatively, our "Service") or other matrix's created upsated, dow, located transferred for any parts applications on or connected with the Service when you interact with ProdorU, including recordings of any test sessions (collectively referred to as "Content").			

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

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

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

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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.

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

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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.

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

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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.

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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.

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

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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.

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

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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.

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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.

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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.

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	Your account has now been confirmed.		
	Please go to your account now to set your preferences and schedule your exam: http://go.proctoru.com/account/edit		
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19. Exam Reservation Confirmation E-mail.



20. Scheduled Exam Reminder E-mail

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Important Update Please make sure that you are using the current version of Chrome and have downloaded the ProctorU Chrome extension available at http://bit.ly/grocto	ruchrome.	
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You have an upcoming test:		
You need to schedule and take your exam before 2020-06-17 at 10:00PM UTC.		
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Please login at your earliest convenience to schedule your exam.		
Watch our Pre Exam Checklist video so you are fully prepared for your exam session.		
Please call ProctorU at 855-772-8678 or email support@proctoru.com if you have any questions.		
Good luck on your examl & ProctorU		