

HARPER COLLEGE ONLINE TESTING WITH PROCTORU

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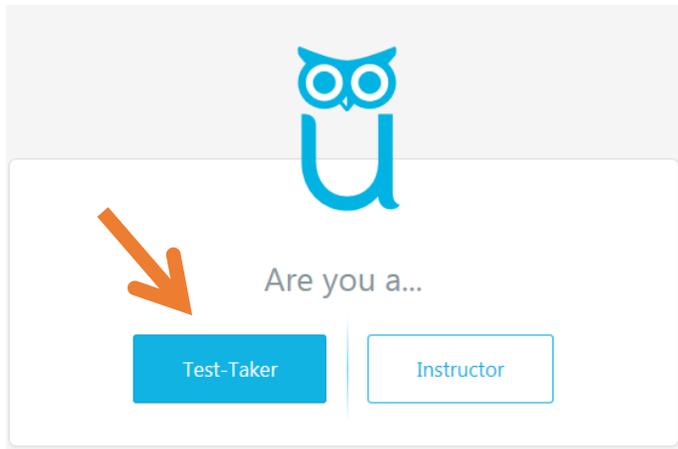
Creating a ProctorU Account

In order to take an exam that's proctored digitally with ProctorU, students must first create a ProctorU account. Below are the steps for creating such an account.

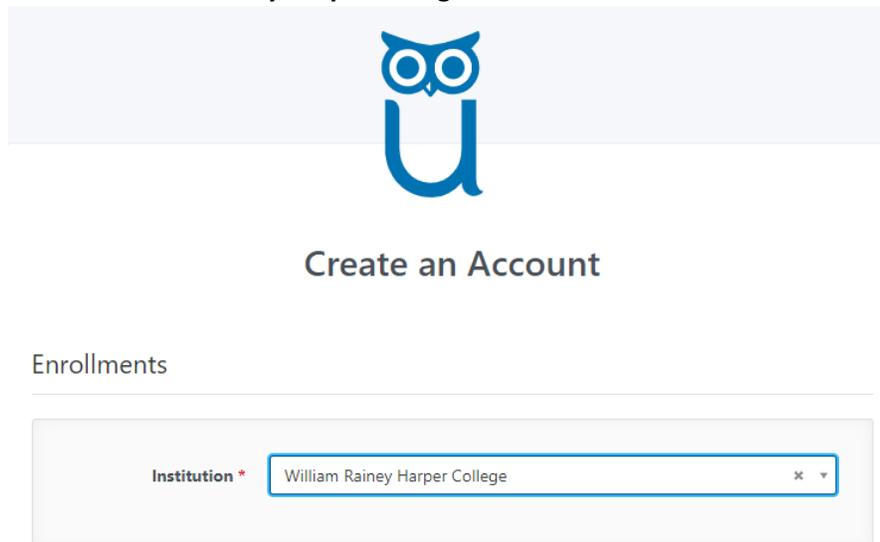
1. Go to www.proctoru.com

First time users will click "Sign Up" at the top of the page.

2. Register as a "Test-Taker"



3. Select "William Rainey Harper College" as the Institution



4. Complete the rest of the biographical questions which include name, email address, username and password amongst other questions.

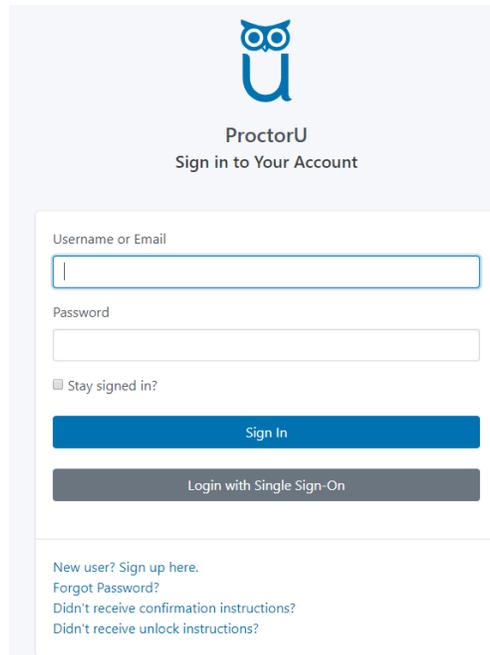
PLEASE NOTE: If you live in Harper's district, choose **(GMT-6:00) US/Central** as your **Time Zone**.

5. Agree to the "Terms & Conditions"
6. Click "Create Account"

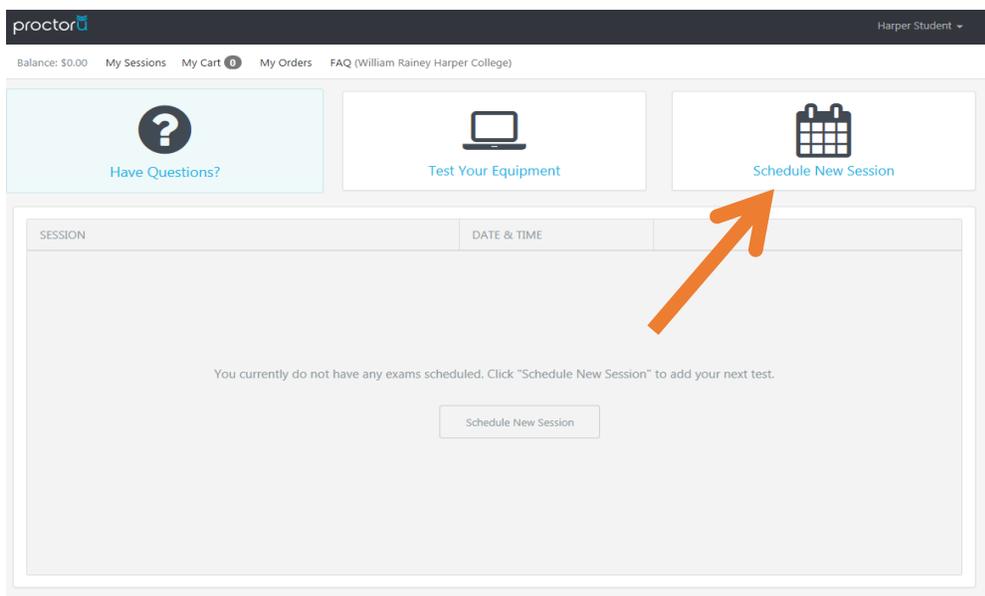
Scheduling a ProctorU Exam

Test-takers should schedule to take an exam at least 72 hours in advance, otherwise they'll pay a \$12.00 "late-registration" fee.

1. Go to www.proctoru.com and click "User Login". Login using ProctorU login credentials.



The image shows the ProctorU login page. At the top is the ProctorU logo (an owl) and the text "ProctorU Sign in to Your Account". Below this is a form with the following elements: a text input field for "Username or Email", a text input field for "Password", a checkbox labeled "Stay signed in?", a blue "Sign In" button, and a grey "Login with Single Sign-On" button. At the bottom of the form, there are links for "New user? Sign up here.", "Forgot Password?", "Didn't receive confirmation instructions?", and "Didn't receive unlock instructions?".



The image shows a screenshot of the ProctorU dashboard. The top navigation bar includes the ProctorU logo, the user name "Harper Student", and links for "Balance: \$0.00", "My Sessions", "My Cart", "My Orders", and "FAQ (William Rainey Harper College)". Below the navigation bar are three main action buttons: "Have Questions?", "Test Your Equipment", and "Schedule New Session". The "Schedule New Session" button is highlighted with an orange arrow. Below these buttons is a table with columns for "SESSION" and "DATE & TIME". The table is currently empty, and a message below it states: "You currently do not have any exams scheduled. Click 'Schedule New Session' to add your next test." A "Schedule New Session" button is located at the bottom of the table area.

- Next, select the Institution (William Rainey Harper College), a term (Placement Test or Course test are the two choices) and the exam.

proctorU Harper Student

Balance: \$0.00 My Sessions My Cart 0 My Orders FAQ (William Rainey Harper College)

Select New Session

1. Confirm your institution: William Rainey Harper College
2. Select a term: Placement Test
3. Select your exam: Math Placement Test (ALEKS)

Find Session

- Select a date and time. **Please Note** – Exams must be scheduled at least 72 hours in advance. Exams scheduled any sooner will require a \$12.00 late registration fee to be paid.

Balance: \$0.00 My Sessions My Cart 0 My Orders FAQ (William Rainey Harper College)

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

May 2017

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Select a Time

10 : 25 AM

Find Available Times

Exam

This exam is available from
 Sunday May 22, 2016 3:00PM CDT -
 Friday May 29, 2020 3:00PM CDT

Exam Name
 Math Placement Test (ALEKS)

Institution
 William Rainey Harper College

Term

10:50AM CDT Wednesday May 24, 2017 24 minutes from now	Math Placement Test (ALEKS)	SELECT
11:20AM CDT Wednesday May 24, 2017 about 1 hour from now	Math Placement Test (ALEKS)	SELECT
11:40AM CDT Wednesday May 24, 2017 about 1 hour from now	Math Placement Test (ALEKS)	SELECT
11:50AM CDT Wednesday May 24, 2017 about 1 hour from now	Math Placement Test (ALEKS)	SELECT
12:20PM CDT Wednesday May 24, 2017 about 2 hours from now	Math Placement Test (ALEKS)	SELECT

11:50AM CDT

Wednesday May 24, 2017

about 1 hour from now

Math Placement Test (ALEKS)

SELECT

Please click "Schedule" to confirm your time: **12:20PM CDT**

SCHEDULE

4. My Cart will have the "receipt", which should be \$0.00 if the test was scheduled at least 72 in advance.

My Cart

SCHEDULE NEW EXAM

EXAM	DATE & TIME	TYPE	PRICE
ProcLife Final Proctor Training	09/26/2014 5:30PM	Classic	\$0.00
Premiums:			\$0.00
Subtotal:			\$0.00
TOTAL:			\$0.00

Proceed to Checkout

Order Receipt

EXAM	DATE & TIME	TYPE	PRICE
ProLife Final Proctor Training	09/26/2014 5:30PM	Classic	\$0.00
Premiums:			\$0.00
Subtotal:			\$0.00
TOTAL:			\$0.00

[Print Receipt](#)

Payment Information

Payment Method
Credit on Account

5. Prior to exam day, the student should make sure their equipment like the webcam and operating system is compatible with ProctorU's requirements.

proctorU Harper Student

Balance: \$0.00 My Sessions My Cart My Orders FAQ (William Rainey Harper College)

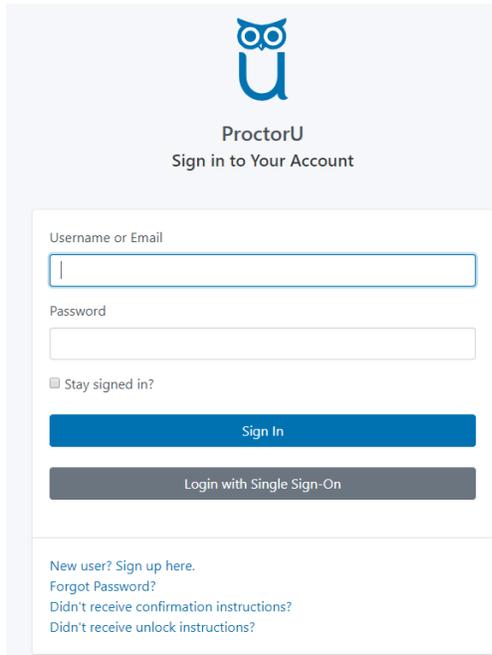
Have Questions? Test Your Equipment Schedule New Session

SESSION	DATE & TIME
You currently do not have any exams scheduled. Click "Schedule New Session" to add your next test.	

Schedule New Session

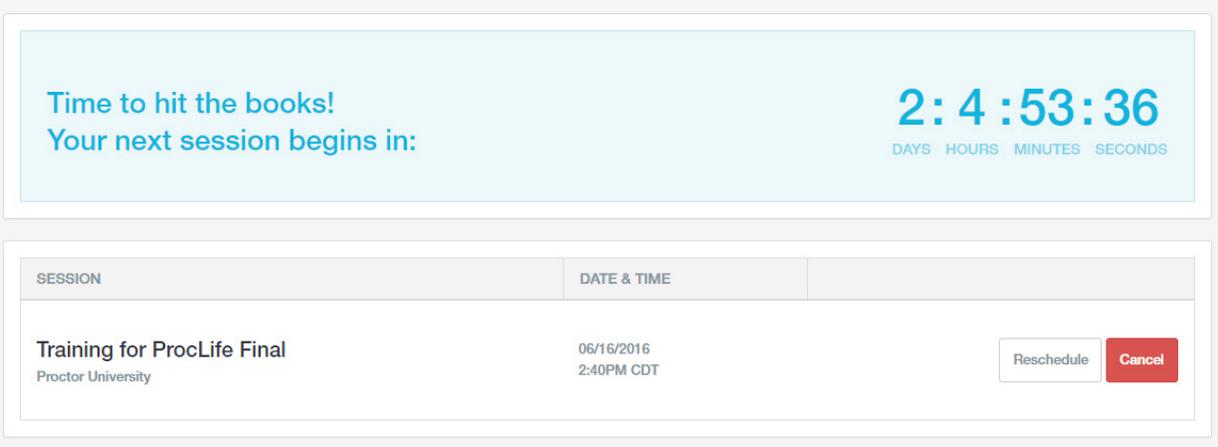
Test Day Preparations

1. Start by going to Harper College's ProctorU home page and logging in with your ProctorU credentials:
www.proctoru.com



The image shows the ProctorU login interface. At the top is the ProctorU logo, an owl with the letter 'U' below it, and the text "ProctorU Sign in to Your Account". Below this is a login form with two input fields: "Username or Email" and "Password". There is a checkbox labeled "Stay signed in?". Below the form are two buttons: a blue "Sign In" button and a grey "Login with Single Sign-On" button. At the bottom of the form are links for "New user? Sign up here.", "Forgot Password?", "Didn't receive confirmation instructions?", and "Didn't receive unlock instructions?".

2. Upcoming exams are shown in the "My Exams" section. Click the Exam link to head to the proctoring room.

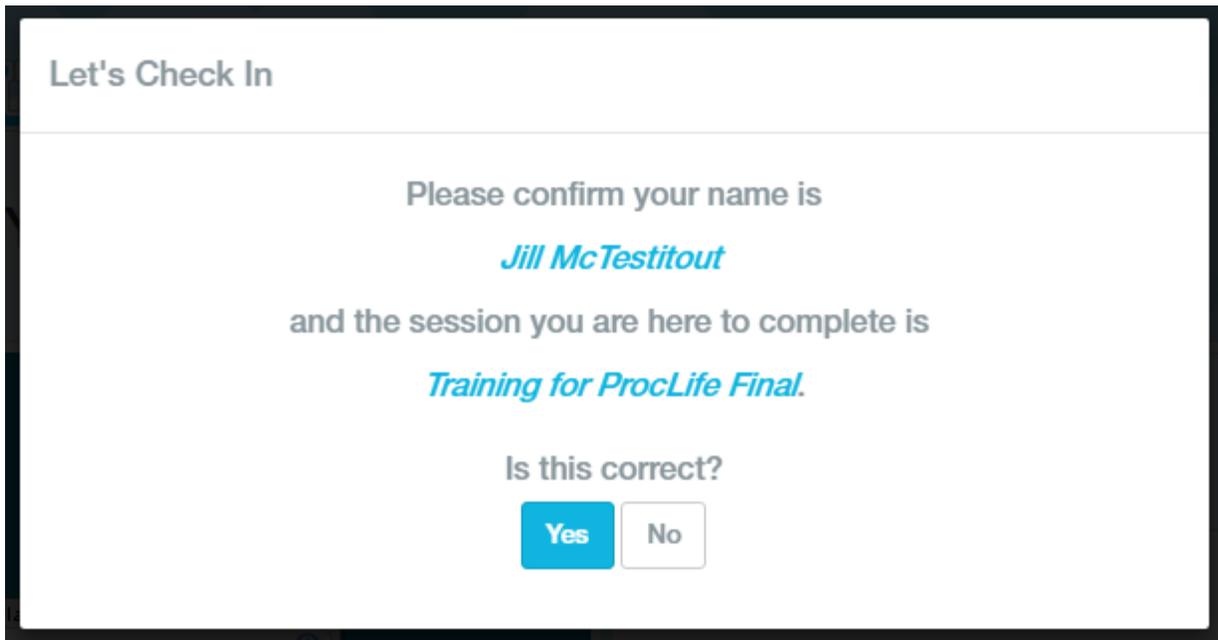


The image shows a countdown timer and a list of exams. The countdown timer is a light blue box with the text "Time to hit the books! Your next session begins in:" and a large digital timer showing "2:4:53:36". Below the timer are the labels "DAYS HOURS MINUTES SECONDS". Below the timer is a table with two columns: "SESSION" and "DATE & TIME". The table has one row with the following data:

SESSION	DATE & TIME
Training for ProcLife Final Proctor University	06/16/2016 2:40PM CDT

To the right of the table are two buttons: "Reschedule" and "Cancel".

3. Confirm personal information and that the correct exam is about to be taken.



4. The examinees will be taken through a series of authentication questions before connecting to the proctor. Make sure a valid, government issued ID is available to verify identity.
5. A live proctor will then connect who will administer an authentication quiz ask the examinee to review their surroundings with the web camera to confirm that the space is free of distractions and unauthorized test materials.
6. Student will now proceed to your exam either in the MyHarper Student Portal or Blackboard and navigate to the desired exam.

