HARPER COLLEGE ONLINE TESTING WITH PROCTORU
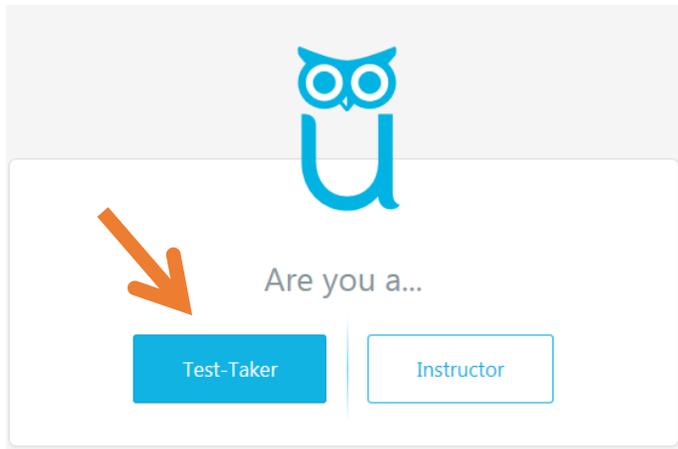
Harper College

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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.
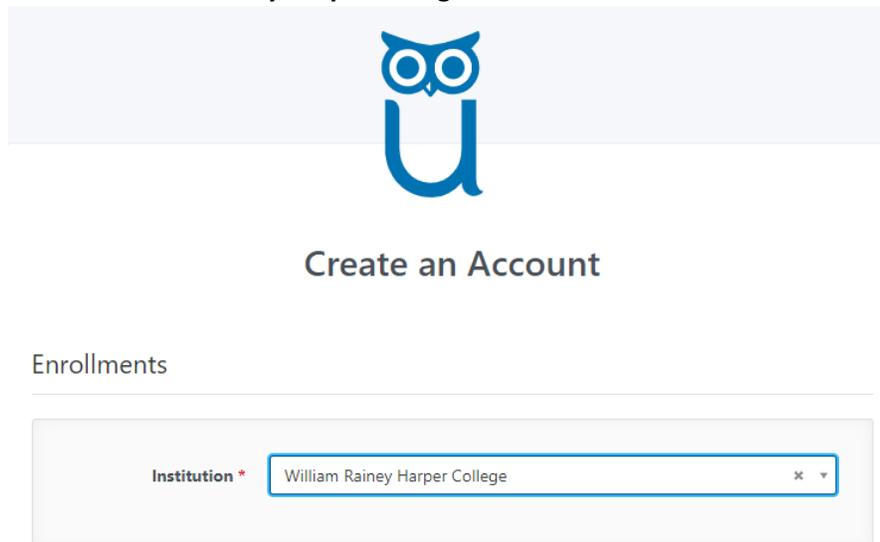
1. Go to www.proctoru.com

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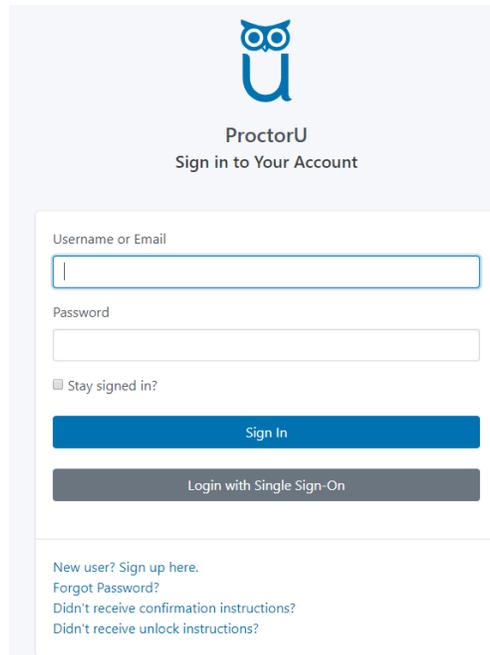   **PLEASE NOTE:** If you live in Harper's district, choose **(GMT-6:00) US/Central** as your **Time Zone.**

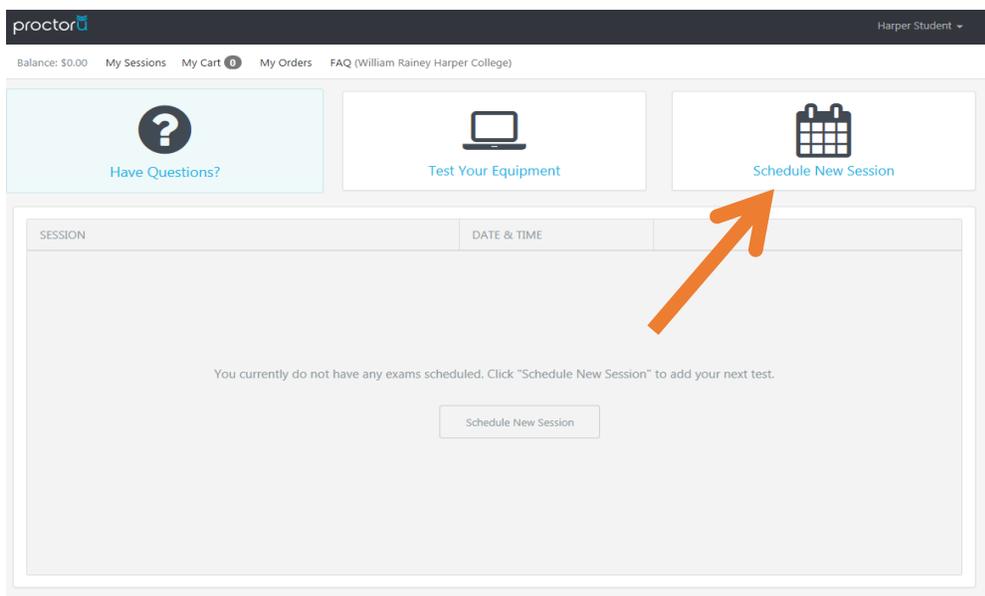5. Agree to the "Terms & Conditions"

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.

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

3. 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.

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
ProcLife 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 ▾

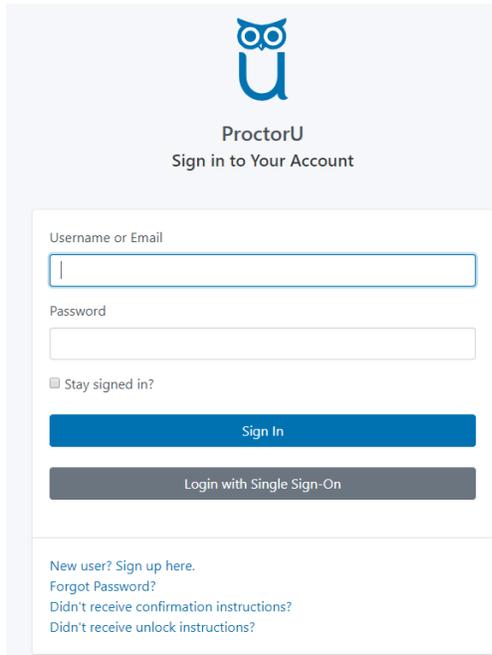Balance: $0.00   My Sessions   My Cart 0   My Orders   FAQ (William Rainey Harper College)

❓ 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.
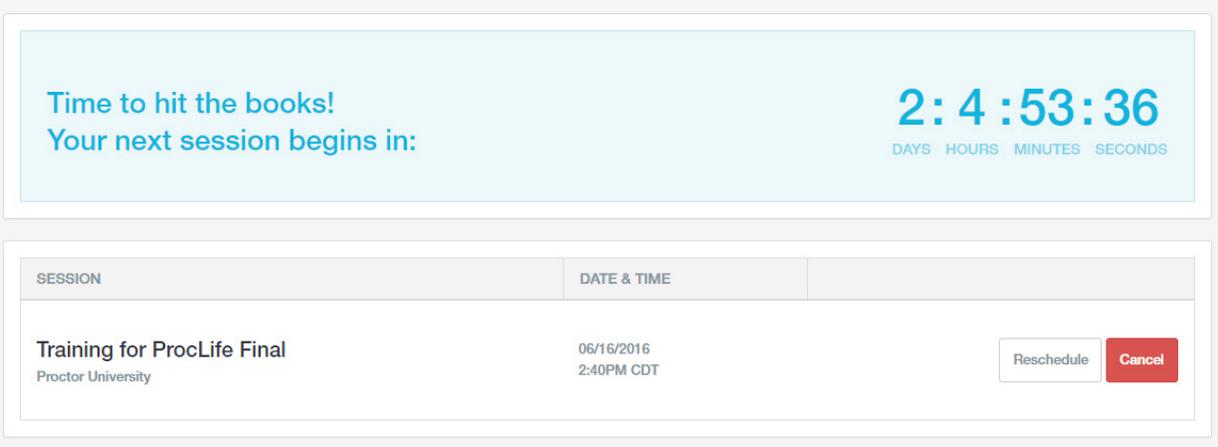
Schedule New Session

Test Day Preparations

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

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

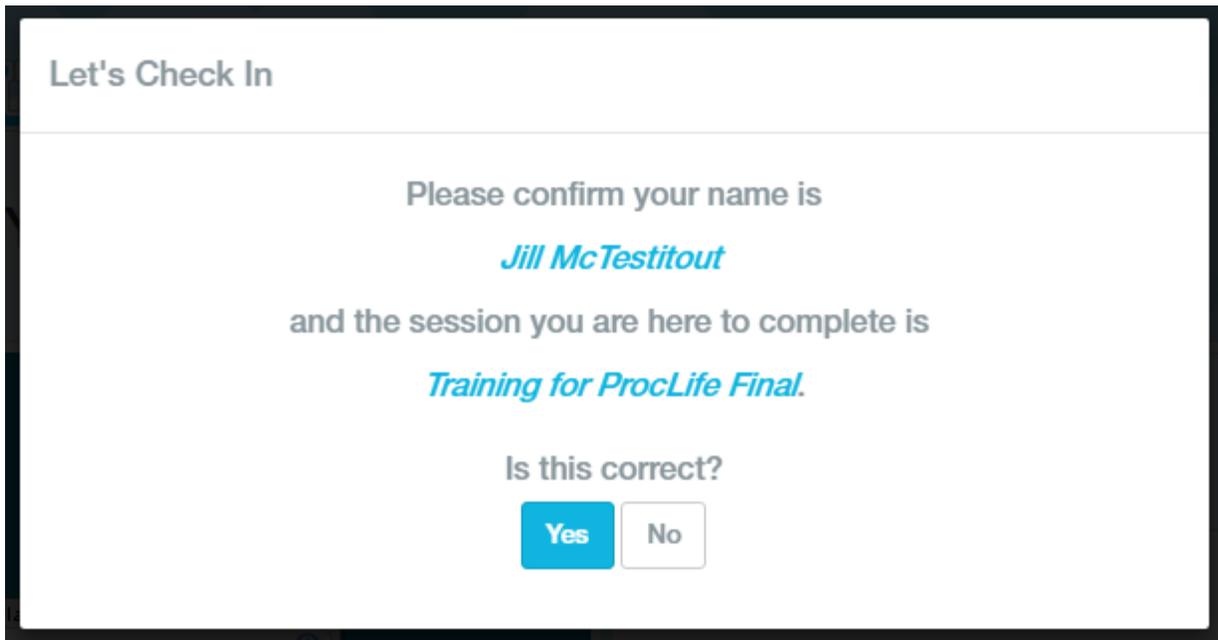3. Confirm personal information and that the correct exam is about to be taken.

Let's Check In

Please confirm your name is

Jill McTestitout

and the session you are here to complete is

Training for ProcLife Final.

Is this correct?

Yes   No

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.