



# FIVE STEPS

for a Successful ProctorU  
Experience

# STEP 1:

## Create your ProctorU account and download the ProctorU browser extension.

If you do not have a ProctorU account, sign up [here](#) for a student account.

- Select your institution's name from the dropdown menu and fill out all required information before submitting.

Download the ProctorU browser extension

- Click [here](#) for Google Chrome
- Click [here](#) for Firefox

**Note:** Be sure to login to the extension with your ProctorU credentials before connecting for your exam.

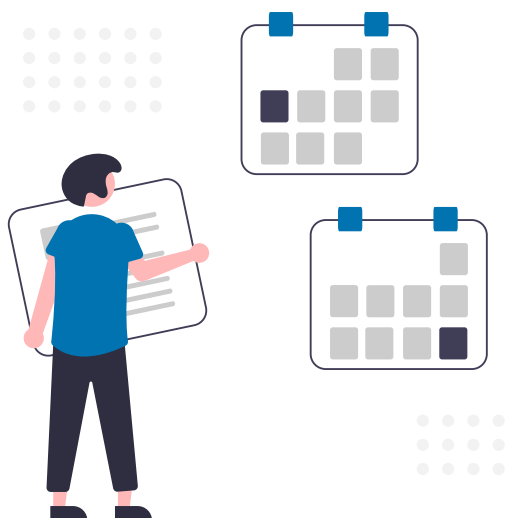
# STEP 2:

## Schedule your exam.

Log in and click the **“Schedule New Session”** button.

Confirm your institution, term, and exam name, then click **“Search Sessions.”**

Use the **calendar** and **clock** features on the left to select your desired testing date and time.



**Note:** Please schedule at least 72 hours in advance of the date/time you want to take your exam and if you are unsure of the exam name, please contact your instructor.

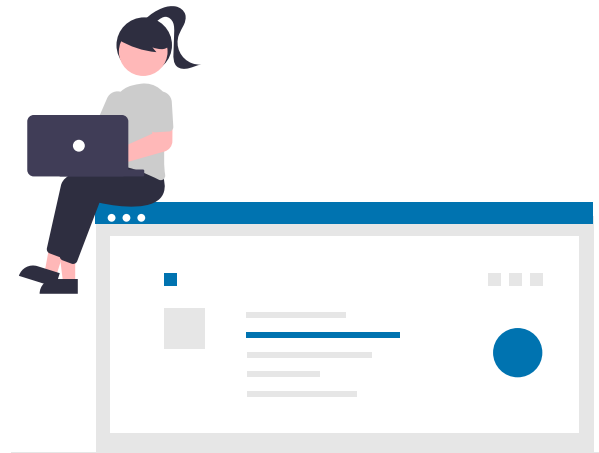
## STEP 3:

### Test your equipment.

View the [minimum requirements](#) outlined on this page.

Click [here](#) to log in to your ProctorU account and test your equipment.

If any part of your equipment fails, start a [live chat](#) with our representatives for help.



**Note:** Please check your equipment in an environment that is identical to or close to your actual testing environment.

## STEP 4:

### Prepare for your exam day.

- ✓ Testing in a private, well-lit room with no one else in it.
- ✓ Having a government-issued ID or other institution-permitted ID.
- ✓ Clearing your workspace from all materials except those allowed by instructor.
- ✓ Closing all third-party programs and unplug secondary monitors.
- ✓ Removing any non-religious head coverings, watches, earbuds or headphones.
- ✓ Ensuring your equipment is working and the ProctorU browser extension is installed.

# STEP 5:

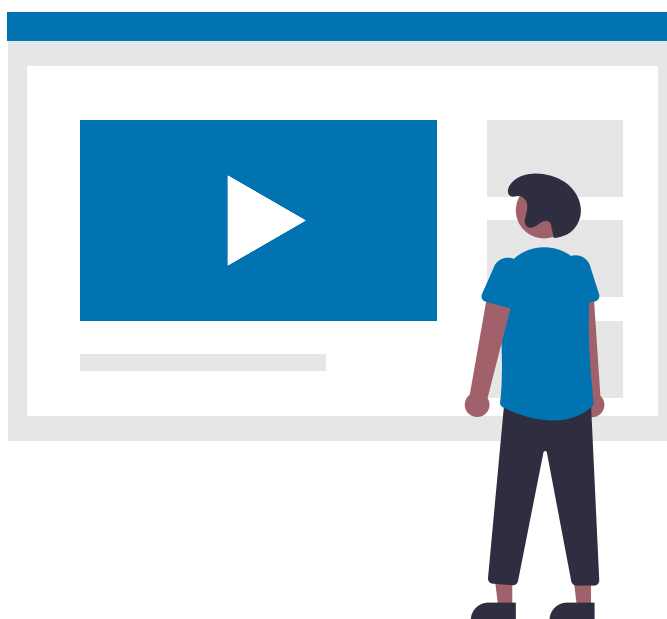
## Know what to expect on your exam day.

Reviewing the following videos

[Student Experience for Colleges and Universities](#)

[Important Notice for MacOS X Catalina And Big Sur Users](#)

**Note:** You may also view our [Resource Center](#) and [Help Center](#) to get more detailed information on how to prepare.



### Need Help?

**Help Center**  
[Click Here](#)

**Live Chat**  
[Click Here](#)

**Phone**  
1-855-772-8678

**Support Ticket**  
[Click Here](#)