How It Works For Students

Step 1
Log in to your Canvas account.

Step 2
Navigate to your course.
**Step 3**
Select the ProctorU link from the left menu.

**Step 4**
Select **Yes** if you have a ProctorU account. Select **No** if you do not.

**Step 5**
If you select **No**, you will then see the following screen prompting you to create an account.
Once you have an account created and/or clicked Yes, you will see the following ProctorU screen.

Step 7
To schedule an exam, click on the Schedule New Exam button.

Step 8
Using the drop down menus, please select your institution, term and exam. Next, click Find Session.
Step 9
Select an exam time from the list or use the search tool on the left and **Click to Find Available Times** to see more available appointments.

Step 10
Confirm your requested session by clicking **Schedule**.

Step 11
Confirm your proctoring session again and click **Proceed to Cart**.

Note: There are no fees if you have followed the scheduling guidelines and schedule your exam 72 hours or more in advance.
Step 12
Confirm the exam proctoring session again by clicking Proceed to Checkout.

Step 13
If there are late fees associated with scheduling within 72 hours, then proceed to the checkout screen and click Process Charge.

Step 14
After scheduling, you will see your exam and countdown on the account home page.

On this page, you can reschedule or opt to Take It Now for an additional premium.
Late registration premiums apply and vary depending on the amount of time before the appointment:

| Within 72 hours and more than one hour: | $ 5.00 |
| Less than one hour: | $ 8.75 |

To avoid late registration premiums, look for your exam window when scheduling and choose an appointment more than 72 hours before the scheduled end date.

At any time during your open exam window, you can also choose to schedule an exam soon or opt for an on-demand appointment.

**Take It Soon**

Within 72 hours and more than one hour before appointment: $ 5.00

**Take It Now**

Less than one hour before appointment: $ 8.75

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**Step 15**

When the countdown is complete, click **Start Exam** or **Start**.

**Step 16**

On the proctoring page, follow the steps displayed on the right.

If you are having trouble downloading and running the screen-sharing program, click the help buttons at the top or bottom of the screen.
Need to reschedule or cancel your appointment?

On your My Exams home page, you can find those buttons next to your scheduled exam.

Premium fees apply for appointments scheduled less than 72 hours out.

Need Live Help?

At any time while logged into your account or by navigating to www.proctoru.com, you have access to ProctorU’s LiveChat.

Click the icon in the bottom right and fill out the information. Then click Start the chat to be connected with a live representative. Once connected, the representative can answer any questions and/or help with scheduling.

You can also call 855-772-8678 or email help@proctoru.com.