



live⁺ review⁺

FIVE STEPS

For A Successful ProctorU Experience



STEP 1

Create a ProctorU Account and download the Guardian Secure Browser.

To create a ProctorU account:

- Sign in to your Learning Management System (Canvas, Blackboard, Moodle, etc).
- Navigate to the ProctorU Platform tool and fill out the required information to proceed.

Download the Guardian Secure Browser.

- [Click here](#) to download the browser.

Note: Administrator Access is required to download the browser. [Click here](#) for the full list of requirements.



STEP 2

Schedule your exam.

Navigate to the ProctorU Platform tool in your Learning Management System 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. 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.

Navigate to the ProctorU Platform tool in your Learning Management System and click the **“Test Your Equipment”** button.

Please test your equipment **before** exam day in an environment that is identical to or close to the location where you are planning to actually take your exam.



STEP 4

Prepare for your exam day.

- ✓ Test in a private, well-lit room with no one else in it.
- ✓ Have a government-issued ID or other institution-permitted ID.
- ✓ Clear your workspace of all materials except those allowed by your instructor.
- ✓ Close all third-party programs and unplug any secondary monitors.
- ✓ Remove any non-religious head coverings, watches, earbuds, and headphones.
- ✓ Ensure your computer passes the equipment test and the Guardian Secure Browser is installed.



STEP 5

Know what to expect on your exam day.

Reviewing the following videos

[Student Experience – Colleges and Universities](#)

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

Reviewing the following articles

[ProctorU Privacy Policy](#)

[ProctorU MythBusters: 4 Ways We DON'T Invade Our Test-Takers' Privacy](#)

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