How to set up online proctoring.

- 1. Go to ProctorU The Leading Proctoring Solution for Online Exams
- 2. Click on "Take an Exam" in the upper right hand corner of the screen (See yellow arrow)

<page-header>

3. Click "New user?" Sign up here."

ProctorU Sign in to Your Account	
Username or Email	
Password	
□ Stay signed in?	
Sign In	
Login with Single Sign-On	
 New user? Sign up here.	
Forgot Password? Didn't receive confirmation instructions?	
Didn't receive confirmation instructions? Didn't receive unlock instructions?	

4. Click "Test Taker"

- Create account and save your user name and password. <u>Please make sure you choose Elsevier-HESI</u> <u>as your institution</u>. You will need this information in order to test and we will not be able to provide this information to you.
- 6. Make sure you choose "(GMT-06:00) US/Central" as your time zone
- 7. Scroll to the bottom of the newly populated page and answer drop down box questions. Once you have completed these questions the following screen below will appear. You will need to choose "schedule new session"

Have Questions	?	Test Your	Equipment	Schedule New Session	
ACTIVE EXAMS	DA	TE & TIME	STATUS	ACTIONS	
				Scheduling Help	1
,	ou currently do not	: have any exams scheduled. (Click "Schedule New Session	n" to add your next test.	
		Schee	dule New Session		

8. Once you click "Schedule New Session", The box below will appear on the page. Please make sure that in "1. Confirm your institution" says "Elsevier-HESI". In "2. Select a term" please choose Northwest Mississippi Community College. Lastly in "3. Select your exam" you will choose one of two exams. If you wish to attend the OXFORD campus for Practical Nursing you will need to choose PN HESI A2-Oxford- Summer McBride, Marla Kennedy. If you wish to attend the SENATOBIA campus for Practical Nursing you will need to choose PN HESI A2-Oxford- Summer McBride, Marla Kennedy. If you wish to attend the SENATOBIA campus for Practical Nursing you will need to choose PN HESI A2-Oxford- Summer McBride, Marla Kennedy. Then click "find Sessions"

The example below shows the tester choosing Senatobia as their preferred campus. Please make sure you choose correctly. We **<u>cannot</u>** make changes to this once you have submitted it!

1. Confirm your institution	Elsevier - HESI
2. Select a term	Northwest Mississippi Community College 🔹
3. Select your exam	PN HESI A2 - Summer McBride, Marla Kennedy 🔻
	Find Sessions
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- 9. Then click "find sessions" in the blue box.
- 10. You will then be able to pick a date and time to take your online proctored HESI A2 entrance exam. You will then have to complete payment for your exam and the information about accessing your exam will be emailed to you. If you have any questions in regard to this process please reach out to ProctorU by visiting their site at <u>ProctorU</u> or by calling 1-855-772-8678.