



Distance Proctoring: ProctorU Instructions

Create a ProctorU account

1. Go to www.proctoru.com (Use Google Chrome)
2. Click the blue **Login** button on the top right
3. Under the Login button, click on **New user? Sign up here**
4. Choose **Test-Taker**
5. For Institution, start typing Green and select **Green River College**
6. Complete the required fields
 - a) Use your Green River College Student Email address
 - b) Select your appropriate time zone (for Washington/Oregon/California choose (GMT-08:00 US/Pacific))
 - c) Provide at least one phone number in the appropriate box
 - d) Select your country and fill in the required address boxes
7. Enable your webcam to take a picture for your account
8. Check the box to agree to the Terms of Service and Privacy Policy
9. Click **Create Account**
10. On your dashboard click **Test Your Equipment** to ensure you will be able to successfully use ProctorU

Schedule your exam

A fee based on the length of the assessment is paid to ProctorU, with a credit card, when scheduling the exam.

1. On your testing dashboard choose **Schedule New Session**
2. To schedule an exam choose the following options
 1. Confirm your institution: **Green River College**
 2. Select a term: **New Student Assessments**
 3. Select the exam you are taking - see the email you received from Assessment & Testing for details
3. Use the calendar and time options to narrow down your choices and click **Find Session** (be aware there will be extra charges for exams scheduled within 72 hours)
4. Click **Select** next to the date and time you choose
5. Confirm the time and time zone and click **Schedule**
6. Confirm that your reservation is correct and click **Proceed to Cart**
7. Select **Proceed to Payment**
8. At checkout fill in your credit card information and select **Use Mailing Address** or fill in your billing address as best you can following the US format, then click **Process Charge**
9. **Check your Green River Student email for a confirmation of your exam appointment, the email may go to your junk folder.**

Green River College does not discriminate on the basis of race, creed, color, national origin, gender, gender identity, age, marital status, religion, disability, genetic information or on any other unlawful basis. The college is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 288-3320. To receive this information in an alternate format, please contact Disability Support Services at (253) 833-9111, ext. 2631; TTY (253) 288-3359.