

Getting Started with ProctorU Review+ (Students)

IMPORTANT!

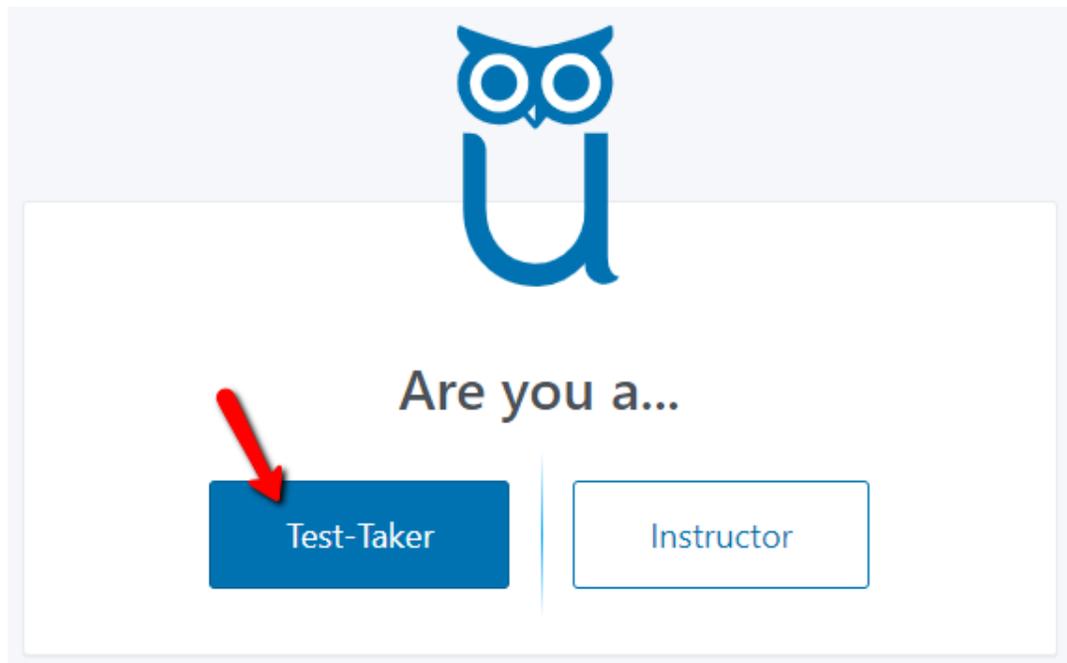
If you are taking one or more College of Business (BUS) classes **that began the semester as fully online**, **these instructions do not apply to you**. Follow the instructions provided by your instructor for using the ProctorU Live+ proctoring system.

If you are taking any class that is **NOT in the College of Business**, or you are taking a **BUS class that did not begin the semester as fully online**, please read through and carefully follow the steps below.

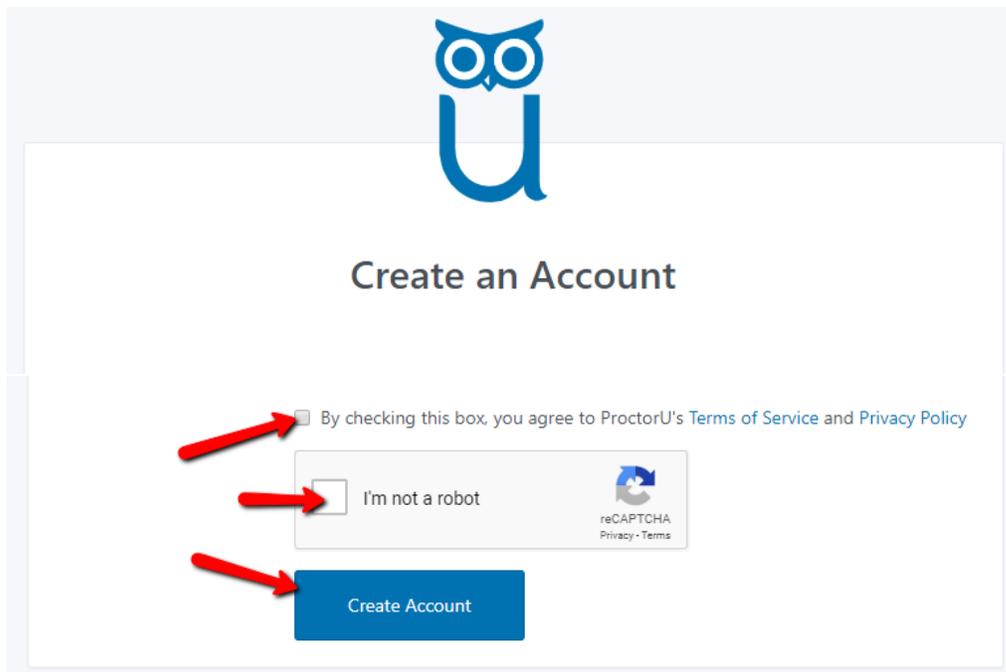
Before you can begin a Blackboard test, exam, or quiz for ProctorU Review+, you will need to register/create an account with ProctorU and download an extension to your web browser (either Chrome or Firefox) to enable the use of the ProctorU tool in your Blackboard course(s).

Registering with ProctorU

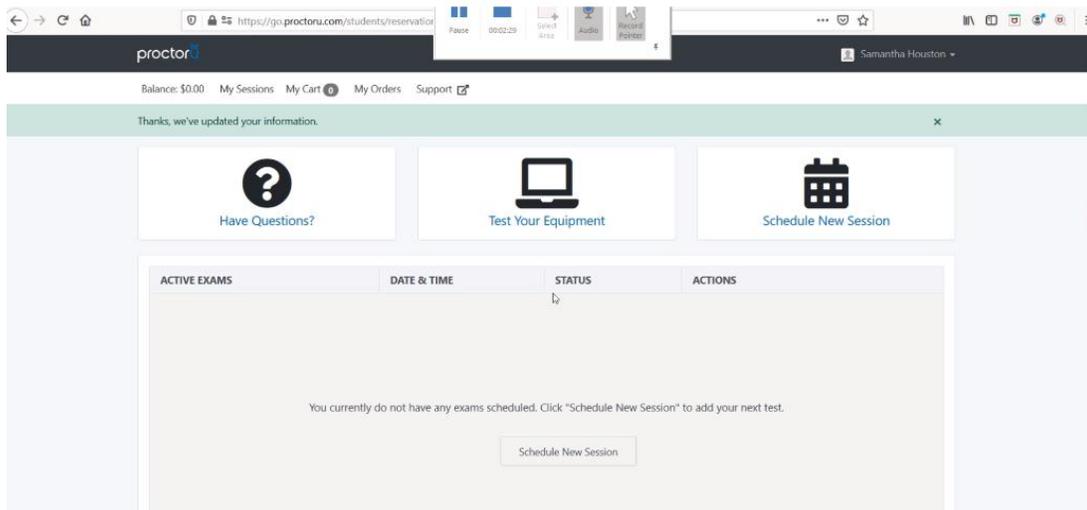
1. Open your web browser and navigate to the [ProctorU registration page](#).
2. At the registration landing page, click the Test-Taker button.



3. Complete the entire online registration form, making sure that you check both boxes at the bottom of the form and then click the Create Account button. **NOTE: Students are advised to use their UHCL email address and a phone number that can receive text messages (if possible) when completing the account creation form.**



4. You will then see the following screen. You do not need to do anything else at this screen. Exit and proceed to the next step in this tutorial.



5. Exit the page and wait to receive an Account Confirmation email from ProctorU. You will need to click the link provided in that email to confirm your account.
6. You will then receive an Account Verification email, which means that you are now eligible to take exams in ProctorU Review+. **NOTE: Please disregard the statement in that email that**

directs you to log into ProctorU and schedule your exam. You do not need to schedule anything.

7. Proceed to the next section of this document to download the ProctorU browser extension, which you will need to do BEFORE going to Blackboard to take your test.

Getting the Browser Extension (complete this step AFTER your ProctorU account has been activated)

1. ProctorU is compatible with both Chrome and Firefox. Our team's experience is that Blackboard and related tools perform better in Chrome, but you are free to use whichever you prefer. **ProctorU also recommends that students use Chrome, if possible.** Use the appropriate link below to access and download the ProctorU extension for your preferred browser.

[Google Chrome Extension](#)

[Firefox Extension](#)

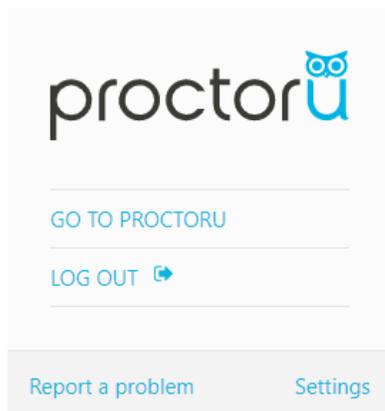
2. Once the extension has been downloaded, go to your Blackboard course.

Starting Your Blackboard Exam, Test, or Quiz

1. Make sure that you are logged into Blackboard and have entered the course in which you need to take an online test.
2. Locate and click the small owl icon (ProctorU extension icon), located in the upper right of your browser.



3. If the resulting screen looks like the one below, you are already logged into ProctorU and may proceed to the test. If not, you will see a Login link that you will need to use to first log into ProctorU.



4. Locate the exam, test, or quiz that you need to take and click its name to begin. The video, [ProctorU Auto Demo for Test-Takers](#), demonstrates what to expect once you enter the online test.