

## Smarter Proctoring Instructions for first time users:

1. Click the Smarter Proctoring link in the Proctored Final Exam module of your course.

The screenshot shows a course navigation menu on the left with units and chapters. On the right, a list of course items is displayed. The 'Smarter Proctoring' item, categorized as an 'External Learning Tool', is circled in red. Below it, a detailed description of the proctoring service is visible, including information about exam fees and contact details for accommodations.

2. If this is your first time accessing Smarter Proctoring you will be prompted to accept the Privacy & Terms of Use.

The screenshot displays the 'Privacy & Terms of Use' page. It includes a 'Privacy Policy' section and three checkboxes for agreement: 'I understand and agree to the Privacy Policy outlined above', 'I understand and agree to the Terms of Use outlined above', and 'I understand and agree to the Cookie Policy outlined above'. The 'Submit' button at the bottom is circled in red.

3. Click Get Started

The screenshot shows the 'Welcome!' page. It contains a message: 'Before you can get started, we need to complete your enrollment. In order to do that, we'll have you choose some preferences.' Below the message is a blue 'Get started' button with a right-pointing arrow, which is circled in red.

4. Set up your profile.

Smarter Proctoring

Profile Settings

General Settings

In order to provide you with accurate information, please fill out the form below. Required fields are marked with an asterisk (\*).

First Name \*  Last Name \*

Preferred Email \*   
This is the email address that we will send all communication to.

Home Phone Number

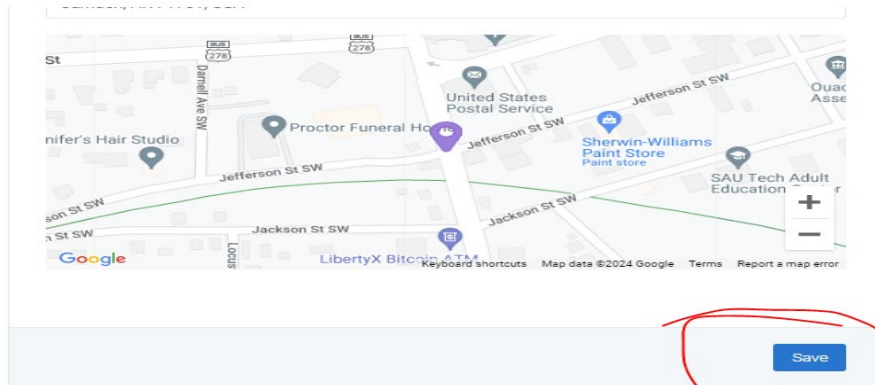
Mobile Phone Number



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5. Click Save

Smarter Proctoring



6. Click Choose a proctor

Smarter Proctoring

My Exams

Active Exams

Final Exam (Prin of Accounting)

Scheduling will close soon. You must select a proctor before 6/26/2024 at 11:59pm CDT.

Exam Information

Type	Opens	Closes
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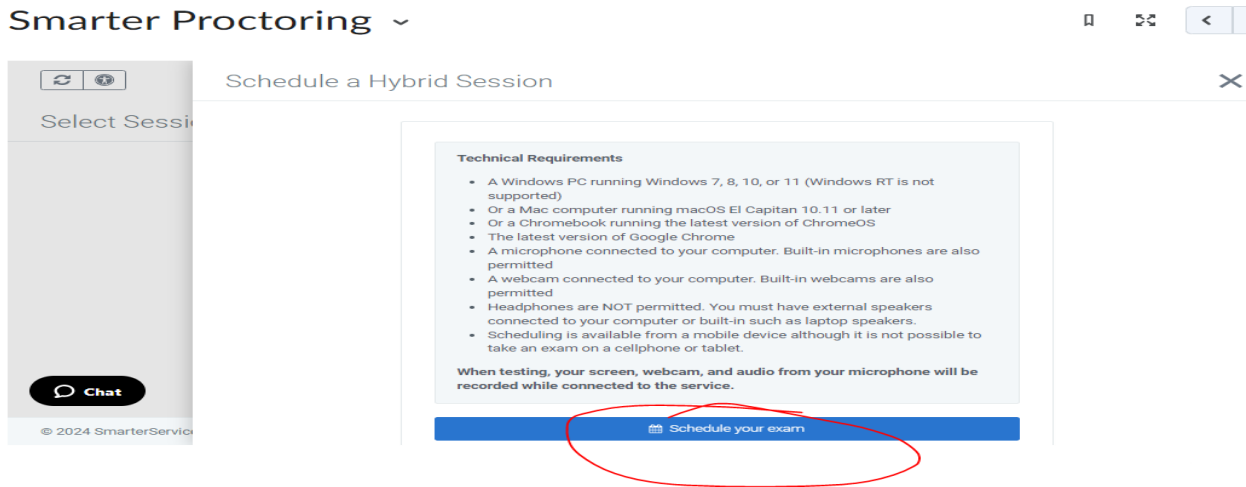
7. Click Schedule Appointment

Smarter Proctoring



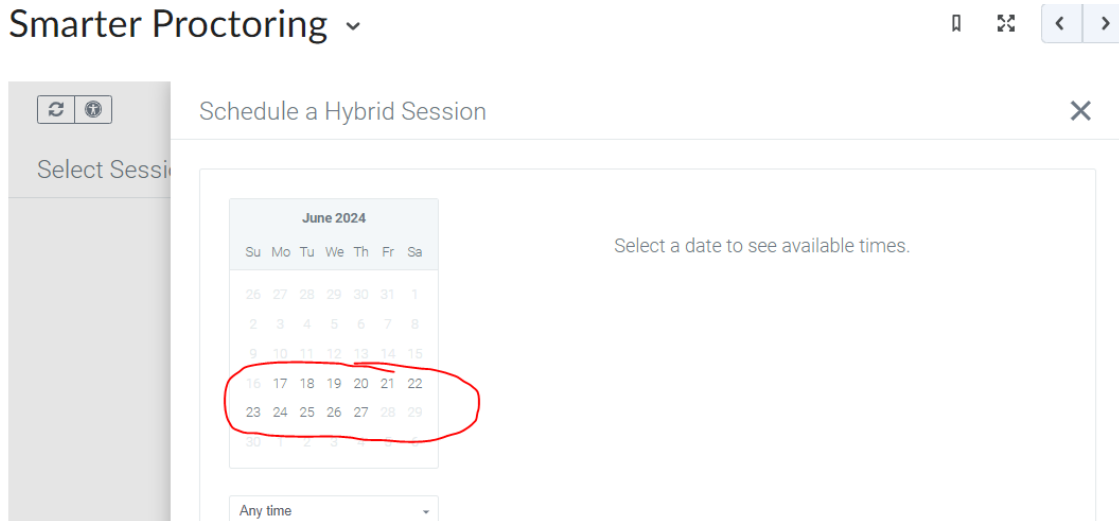
8. Click Schedule your exam

Smarter Proctoring



9. Select a date to see available times.

Smarter Proctoring



10. Select one of the available times.

Smarter Proctoring

Schedule a Hybrid Session

Select Session

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Any time

Note This exam is 1 hour 45 minutes long. Please plan accordingly.

Morning

- 7:00am-8:45am CDT  
Thursday, Jun 20  
Provided By: SmarterServices  
[Schedule](#)  
Total: 21.00
- 7:15am-9:00am CDT  
Thursday, Jun 20  
Provided By: SmarterServices  
[Schedule](#)  
Total: 21.00
- 7:30am-9:15am CDT  
Thursday, Jun 20  
Provided By: SmarterServices  
[Schedule](#)  
Total: 21.00

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Reflect in ePortfolio

11. Click Continue

Smarter Proctoring

Schedule a Hybrid Session

Select Session

Confirm Session

You have selected the following session:

Thursday, June 20 at 7:15am CDT

If everything looks right, click the button below to schedule your session

[Continue](#)

or

[Select a different time](#)

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12. Click continue and set up your payment method.

Smarter Proctoring

Schedule a Hybrid Session

Select Session

Payment Summary

Session	\$21.00 USD
<b>Total</b>	<b>\$21.00 USD</b>

[Have a voucher code?](#)

[Continue](#)

or

[Go back](#)

13. *On the day of your exam 15 minutes prior to your exam access your course.*
14. *Go to the Proctored Final Exam module in your course and click the Smarter Proctoring link.*
15. *Complete the systems check.*
16. *Wait for the proctor to come on and add the password.*