CREATING YOUR PROCTOR ACCOUNT

Throughout the Bridge course, you will take exams using an online proctoring service called 'ProctorU'. At this time, please create your Proctor U account, which will take about 10 minutes.

Before the start of the course be sure to register and take your practice exam. The practice exam is a simple run-through of the University Policies that you will review, sign, and submit. There is no course material covered in the practice exam. This allows you to get familiar with the online proctoring service before a real exam and will take about 45 minutes. The practice exam is mandatory, and due no later than the first day of your Bridge course.

Please register for all exams, including the practice exam 72 hours in advance to avoid a $5 late fee.

STEP 1: SETTING UP YOUR PROCTOR ACCOUNT

- Create an account using Proctor U
  - Create your account as an NYU Tandon School of Engineering Test-Taker
  - Make sure to remember your account information as you will be asked to verify your account when you take your exams

STEP 2: REGISTER FOR YOUR PRACTICE EXAM

- Login to Proctor U
  - Click on Schedule exam
  - Select NYU Tandon School of Engineering
  - Select the name of the exam you wish to schedule
  - Select the date and time and click submit

STEP 3: TAKE YOUR PRACTICE EXAM

- Requirements:
  - Computer with a built-in or external web camera
  - Government-issued photo ID
- Google Chrome
- ProctorU extension on chrome

- Log in to Proctor U at the time of your session
  - To save time, please make sure your desk is clear of papers, your phone is away, and no other computer tabs are open
  - The Proctor will navigate you to NYU Classes, where you will be prompted by the proctor to enter your NYU Classes log in, which is your NetID + password used when setting up your NYU email account
  - The proctor will navigate you to the Tests and Quizzes section of NYU Classes and they will enter the exam password during the live proctoring session
  - Click on Begin Exam