# How to Schedule and Attempt a ProctorU Exam

Schedule your proctored exam through ProctorU

Your instructor will inform you if a webCampus exam will be proctored in your online course.

Login to ProctorU's website at https://www.proctoru.com/students/

 If you are a new user, you will need to create a new account.

Once logged in, you will be able to select **Schedule New Session** from the options.
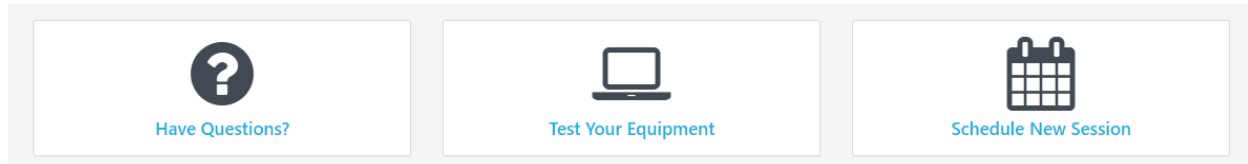
Using the drop-down menus, select the Term followed by the Exam. Click **Find Session** when you are done.

A list of available times will display. Use the **Select a date** and **Select a Time** option along the left to search for an appointment that best fits your schedule. Then, select **Find Available Times**.

Select the best date and time from the list. You will receive a confirmation email from ProctorU.

Attempting your proctored exam with ProctorU

When it's time for your scheduled exam appointment, follow the instructions from the ProctorU confirmation message to join the session.

1. First, the proctor will confirm your identity and check that your workspace is clear. Make sure to have picture ID ready.
2. When prompted, login to webCampus and navigate to the proctored exam. The proctor will provide you with the password to access the exam.
3. When you are ready to submit your exam attempt, let the proctor know and remain connected with the proctor until dismissed. The proctor will want to witness that you successfully submitted your attempt.