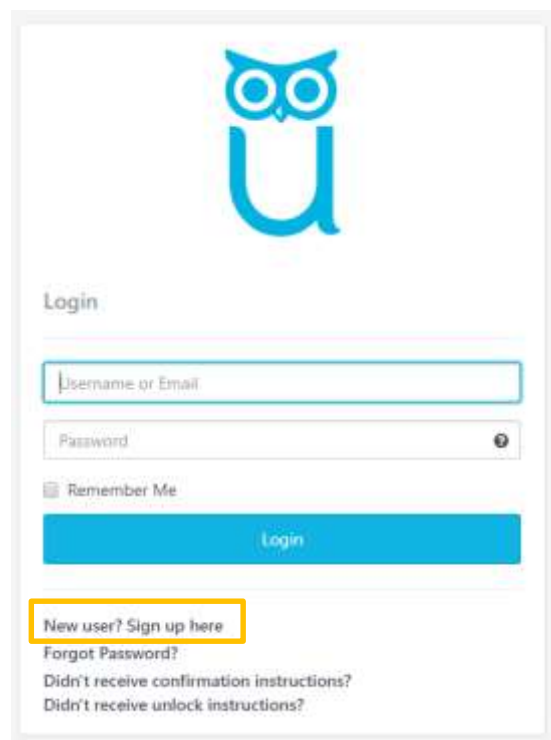# Creating a UCard with ProctorU

All online students are required to create a UCard for online identification. Your UCard will help with the identification process during proctored exams. This walkthrough will guide you through the proctored **Ucard** creation process. A web camera, microphone and speakers will be required for creating a Ucard.

Start by creating an account at [ProctorU](https://go.proctoru.com/session/new) (https://go.proctoru.com/session/new)

Click the **New user? Sign up here** link under the login button.

You will be directed to a screen to create your account. Complete the Name, Account, Time zone, Contact and Address sections of the form. In the Enrollments section, select University of Western States* from the drop-down menu. Agree to the Terms & Conditions and click **Create Account**.

After creating your account and successfully logging in to ProctorU, click **Create Ucard** at the top of the **My Exams** screen to schedule your UCard session. Click **Schedule Session.**

After scheduling your Ucard creation session, the **My Exams** page displays a countdown timer. Your session can begin when the countdown completes.
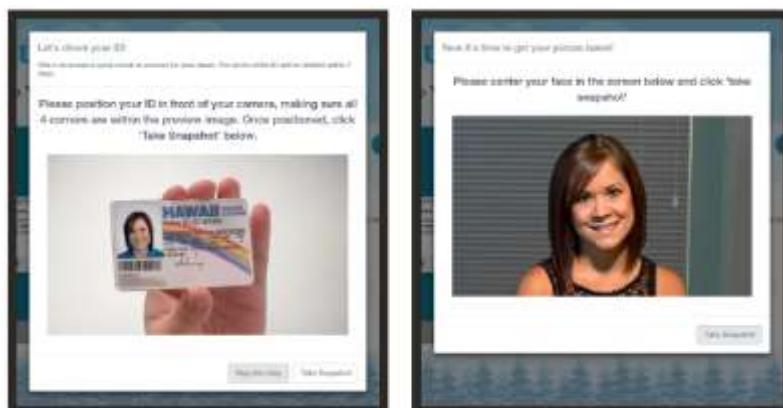
ProctorU's **LiveChat** is available if you need help scheduling your Ucard creation.

When the countdown is complete, click the **Start Exam** button to begin creating your Ucard. After clicking **Start**, you will be directed to the proctoring page.

The automated check-in asks you to confirm your name and session.

Use your computer's camera to take a picture of your photo ID to help verify your identity. **This automated step is optional and can be skipped**. However, if you skip this step you must show your ID to the proctor.

Next, you will be asked to use your camera to take a photo for identification.

Creating a UCard with ProctorU

A proctor will connect with you via screen-sharing and video to guide you through the **Authentication process**.

You will perform the assigned authentication challenges.

1. Instructions for Ucard Creation are shown when **Authenticate Me** is clicked. The proctor unlocks the authentication for you to proceed.

2. You will answer the **Challenge Questions** that are based on information about you found in publicly available records.

3. After completing the challenge questions, you will perform a keystroke analysis. For best results, complete the keystroke analysis on the computer you use most frequently.

Answering the challenge questions and performing keystroke analysis completes authentication and the UCard creation process.

The proctor will end the session by taking you through the standard ProctorU log out procedure.