

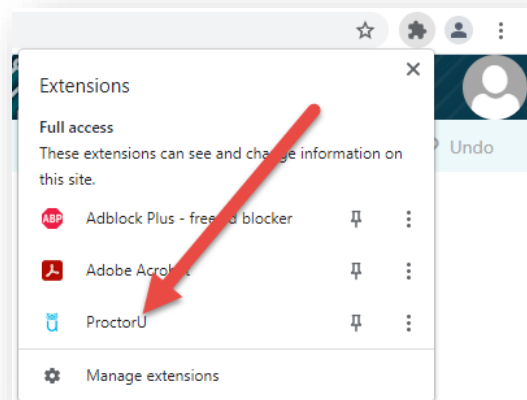
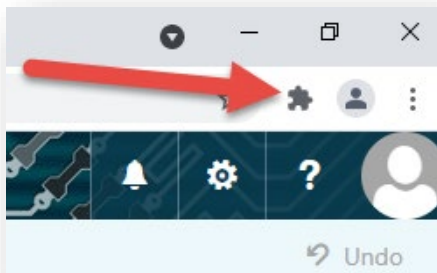
ProctorU Instructor Account Setup

Before beginning, first be sure you are using Chrome or Firefox and have the ProctorU browser plugin installed.

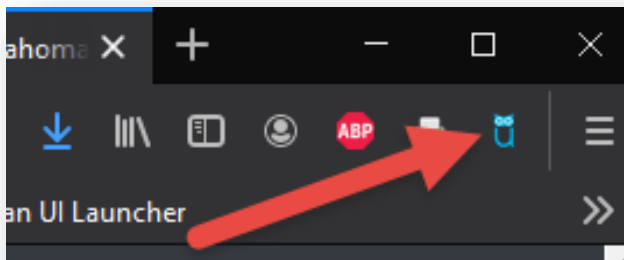
[Chrome extension](#)

[Firefox extension](#)

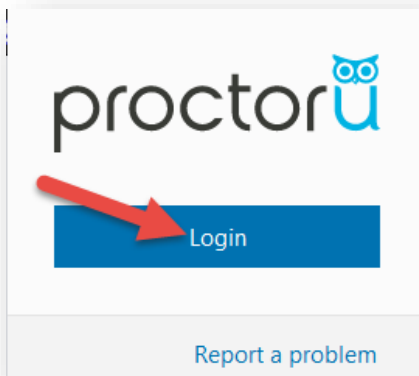
After installing, select the ProctorU plugin in your browser. If you are using Chrome, select the Puzzle Piece icon in the upper right, the ProctorU plugin:



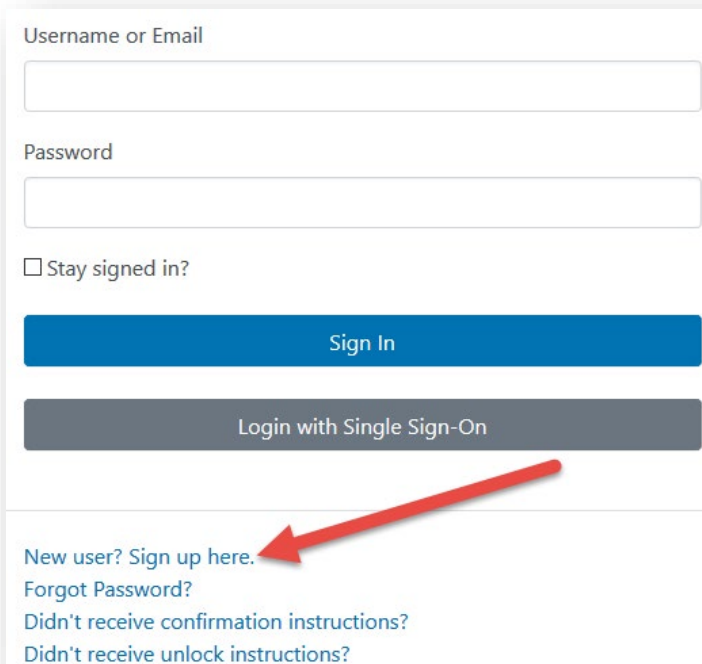
In Firefox, select the ProctorU plugin in the upper right:



After selecting the plugin, select Login:

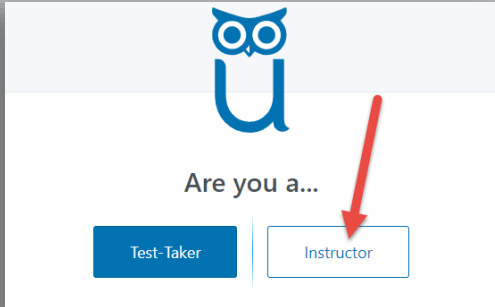


On this page, select **New User? Sign up here.:**



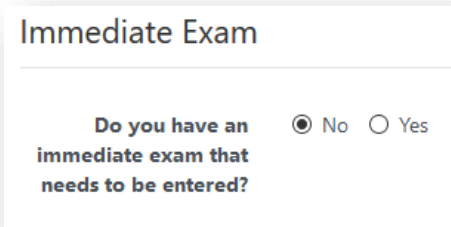
The image shows a white rectangular box containing a login form. At the top is a text input field labeled 'Username or Email'. Below it is another text input field labeled 'Password'. Under the password field is a checkbox labeled 'Stay signed in?'. Below the checkbox are two buttons: a blue 'Sign In' button and a grey 'Login with Single Sign-On' button. At the bottom of the box, there are four links: 'New user? Sign up here.', 'Forgot Password?', 'Didn't receive confirmation instructions?', and 'Didn't receive unlock instructions?'. A red arrow points from the bottom right towards the 'New user? Sign up here.' link.

When prompted, select **Instructor**.



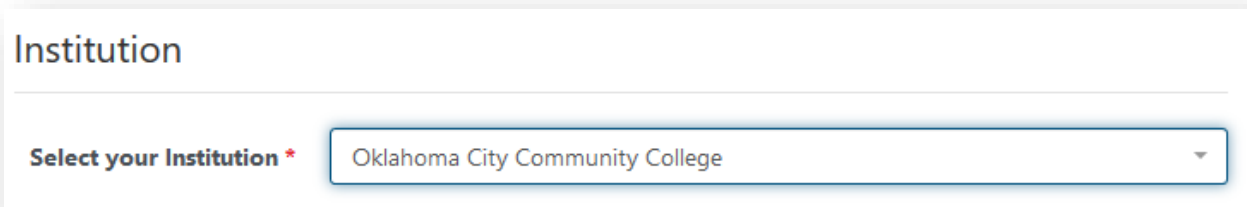
The screenshot shows a registration screen with the owl logo at the top. Below the logo, it asks "Are you a...". There are two buttons: "Test-Taker" and "Instructor". A red arrow points to the "Instructor" button.

This will take you to the Create an Account page. The first option here is **Immediate Exam**. Select **No** for this option:



The screenshot shows a question titled "Immediate Exam". The question text is "Do you have an immediate exam that needs to be entered?". There are two radio button options: "No" (which is selected) and "Yes".

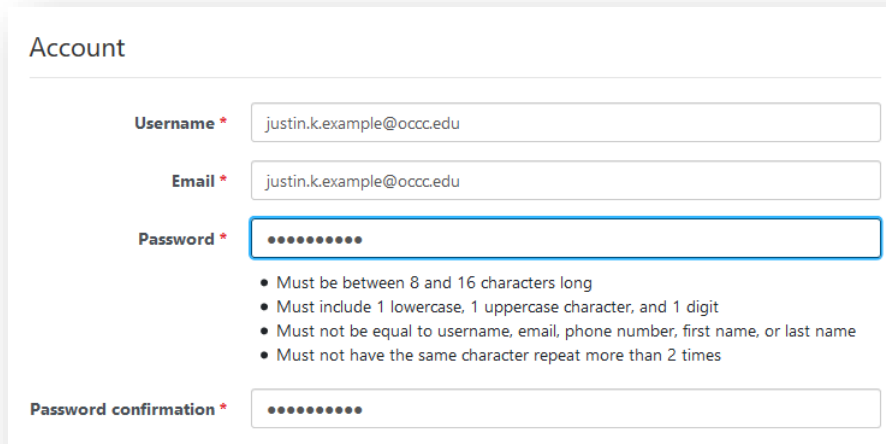
In the institution field, select **Oklahoma City Community College**.



The screenshot shows a form field titled "Institution". Below the title is a dropdown menu with the text "Select your Institution *" and "Oklahoma City Community College" selected.

Enter the rest of the requested information.

For the **Username** and **Email** fields, we recommend using your OCCC Email address.



Account

Username *

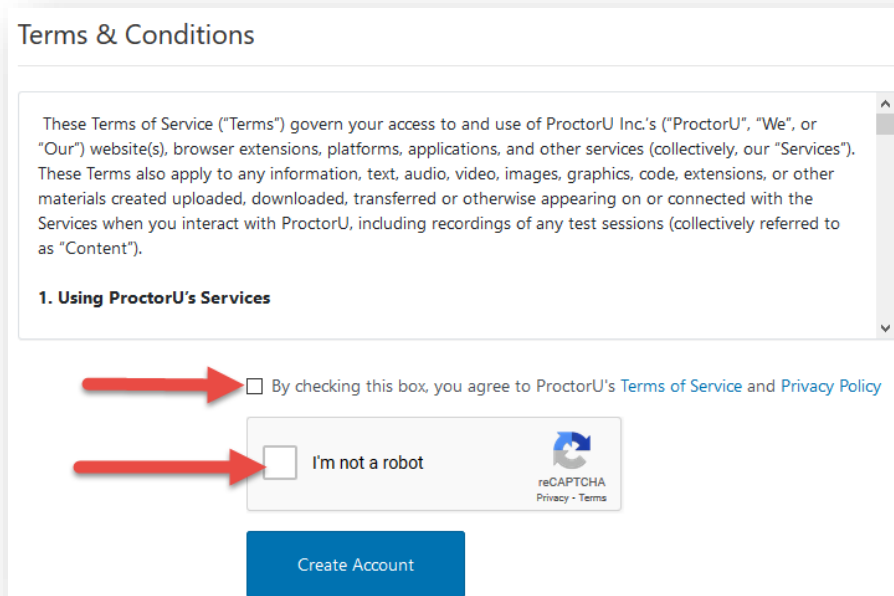
Email *

Password *

- Must be between 8 and 16 characters long
- Must include 1 lowercase, 1 uppercase character, and 1 digit
- Must not be equal to username, email, phone number, first name, or last name
- Must not have the same character repeat more than 2 times

Password confirmation *

After entering all required information, review the Terms and Conditions and select the agreement and CAPTCHA boxes.




Terms & Conditions

These Terms of Service ("Terms") govern your access to and use of ProctorU Inc.'s ("ProctorU", "We", or "Our") website(s), browser extensions, platforms, applications, and other services (collectively, our "Services"). These Terms also apply to any information, text, audio, video, images, graphics, code, extensions, or other materials created uploaded, downloaded, transferred or otherwise appearing on or connected with the Services when you interact with ProctorU, including recordings of any test sessions (collectively referred to as "Content").

1. Using ProctorU's Services

By checking this box, you agree to ProctorU's [Terms of Service](#) and [Privacy Policy](#)

I'm not a robot 

[reCAPTCHA](#)
Privacy - Terms

Select **Create Account**.

This completes the account creation process. You are now ready to begin setting up your exams in Moodle to require ProctorU. If you have questions or need assistance, please contact the Center for Learning and Teaching at 405-682-7838 or online@occc.edu.