



ACCUPLACER®

FIVE STEPS

to Get Ready for Your ACCUPLACER Exam

FOR NEW PROCTORU USERS



STEP 1

Look for an email from ACCUPLACER

You will receive a **Voucher Notification** email from ACCUPLACER that will include details about your voucher and direct you to create a ProctorU account.



Keep this email for future reference, as it will also indicate which proctoring service line you'll be using—either **Record+** or **Live+**.

STEP 2

Create a ProctorU account

Since you do not already have an existing ProctorU account, you'll be prompted to create one in the email or you can use this link: **Create a ProctorU account**.

Note: If you already have a ProctorU account, please reference the Existing User Guide instead!

- Make sure **College Board (ACCUPLACER)** is selected as your institution and fill out all required information and submit.
- Enter all required information:
 - Legal First Name
 - Legal Last Name
 - Date of Birth
 - Username
 - E-mail
 - Password
 - Password Confirmation
 - Time zone (should reflect your local time)
 - Phone Number
 - Country
 - State / Province / Region

- **Review the Terms of Service and Privacy Policy**
- **Click Create Account**

STEP 3

Enter your voucher code

You'll need to reference the Voucher Notification email from step 1 to complete this step.

- From the main dashboard of your account, select **Schedule New Session**
- Confirm **College Board (ACCUPLACER)** is the institution listed
- Enter the code provided in your Voucher Notification email and click **Apply**
- Your institution and exam name should automatically populate the rest of the fields.
- Click **Find Session**

The image shows two screenshots from the ProctorU interface. The top screenshot is the main dashboard with four navigation buttons: 'Have Questions?', 'Test Your Equipment', 'Download of Guardian Browser', and 'Schedule New Session'. The 'Schedule New Session' button is circled in red. The bottom screenshot is the 'Select Exam for Ren Patil' form. It has a dropdown menu for 'Confirm your institution' set to 'College Board (ACCUPLACER)', a text input for 'Enter voucher code' with 'R123456' entered, and an 'Apply' button circled in red. Below that, the 'Department' is 'Department - IT - New, Test up - ACCUPLACER' and the 'Exam' is 'ACCUPLACER Live Proctor', with a 'Find Sessions' button circled in red.

Note: If you get an error when entering your voucher code, please review the [troubleshooting matrix](#) on our ACCUPLACER student portal.

STEP 4

Schedule your ACCUPLACER exam appointment

After clicking **Find Session** on the voucher step, you'll be presented with several scheduling options.

- Select your scheduling type
 - Schedule On-Demand:** Find an appointment within 72 hours, which may incur an additional fee
 - Schedule for Later:** Find an appointment at least 72 hours in advance without an additional fee
- Use the calendar to select your preferred date and use the arrows to select a time. Then click **Submit Search**
- Review the available appointments on the date and around the time selected in the previous step.

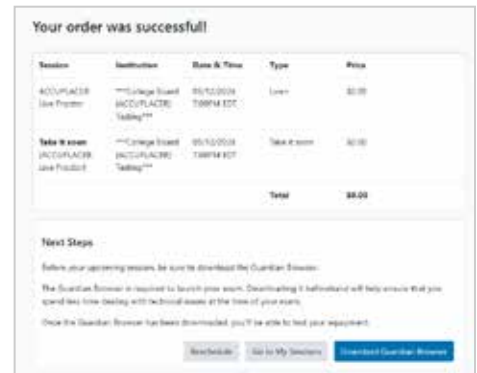
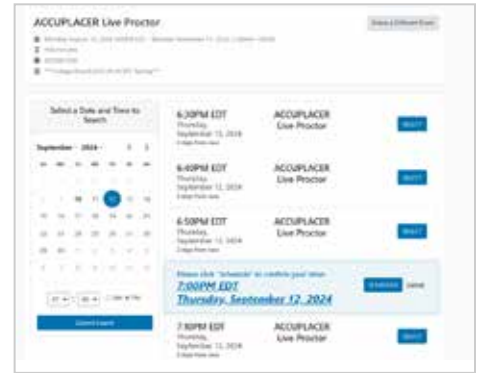
The image shows the 'Select Scheduling Type' form. It features the ProctorU owl logo at the top. Below the logo, there are two radio button options: 'Schedule On-Demand' (which is unselected) and 'Schedule For Later Date' (which is selected). A blue 'Submit' button is located at the bottom of the form.

The image shows the date and time selection interface. It includes a calendar for 'September - 2020' and a time selection area. A blue circle highlights the selected date and time. A 'Submit Search' button is at the bottom. To the right of the calendar, there is a text instruction: 'Please select a date and time on the left. Once you have selected a date and time, please click Submit.'

- Click **Select** next to your desired appointment time, then click **Schedule**

Note: *If payment for the exam is required, you will be prompted to pay at this step. If your institution is covering the cost of your exam, you will proceed to the order confirmation screen. If you have any questions about payment, please contact your institution.*

- If your selection was accepted, you will see a screen that says **Your order was successful!**



STEP 5

Prepare for exam day

Review the resources available on the ACCUPLACER student portal. Reference your Voucher Notification email or your order confirmation in the ProctorU Platform to identify which type of proctoring session you will need to prepare for—either Live+ or Record+.

- Download the Guardian Browser
- Review technical requirements
- Test your equipment
- Read what to expect on exam day
- Review our test-taker privacy policies
- Watch the student experience videos



ACCESS THE STUDENT PORTAL

Need Help?

Help Center
[Click Here](#)

Support Chat
[Click Here](#)

Phone
1-855-772-8678

Support Ticket
[Click Here](#)