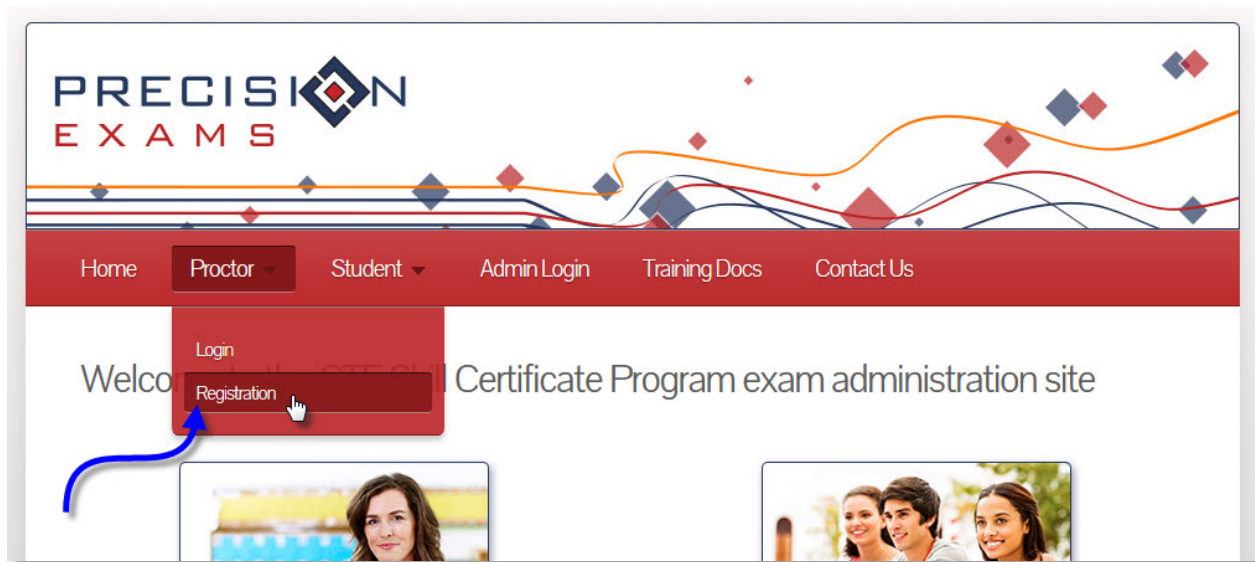


# Proctor Registration

Step by step instructions to register as a proctor.

- ◆ Go to your state landing page
- ◆ Select **Proctor Registration**



- ◆ **Step 1 of 4:** Enter the required information and click **Next**

**Next** ←

## Step 1 of 4

Contact Information

First Name \*  Work Phone \*  Ext.

Last Name \*  Mobile Phone

Email \*

School/District - You may assign yourself to more than one school

State \*

District \*

School \*

**Assign School**

Password

Create Password \*  Passwords must be at least 8 characters and contain both letters and numbers.

Confirm Password \*

State or District Issued Employee ID

Employee ID \*  Please use a unique ID number issued by your State or District office. If you are a professional proctor, please use a unique ID, such as an employee ID.



- ❖ If we are not able to verify your Employee ID, you will see the following screen. If you want to enter your Employee ID again, please click **Re-Enter Employee ID**.

Verify Employee ID

**Unable to Verify Employee ID**

We were unable to verify your Employee ID. To register as a Proctor your ID must be verified. If you wish to re-enter your Employee ID, please click "Re-Enter Employee ID"

**Re-Enter Employee ID**

If you believe you have entered your Employee ID correctly and continue to get this authentication message, or if you are unsure of what number to enter, please click "Continue Without Verification" and we will contact you to authenticate your account.

**Continue without Verification**

- ❖ If you believe you have entered your Employee ID correctly, but continue to receive this message, please click **Continue without Verification**. This may happen if we have not received a list of approved Proctors from your state. You will need to provide contact information for your supervisor, whom we can contact to verify your account.

Verify Employee ID

**Unable to Verify Employee ID**

We were unable to verify your Employee ID. To register as a Proctor your ID must be verified. Please provide contact information for your supervisor so that we can verify your account.

Supervisor Name \*  Supervisor Phone \*   
 Supervisor Email \*  District or School Website

Contact Precision Exams: 800-470-1215

**Back** **Next**

- ❖ **Step 2 of 4:** Read and accept the electronic Proctor Agreement form and click **Next**

Previous **Next**

Step 2 of 4

Instructor Agreement Form

Please read the Instructor Agreement and mark the check box below if you agree.

**PRECISION EXAMS**

**PRECISION EXAMS PROCTOR AGREEMENT**

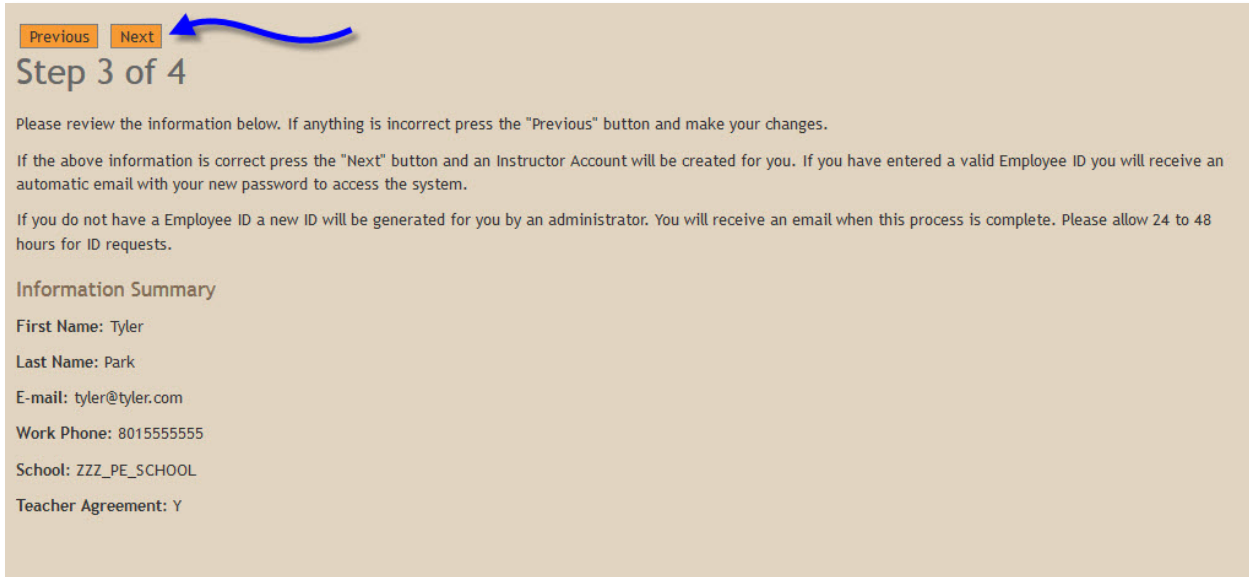
Thank you for serving as a proctor and administrator using the Precision Exams software services. Proctors serve a special and important role in the testing process. In this role, you are responsible for testing at your location and for each candidate/student you authorize to test. We want you and the candidates/students to have the best experience possible. If any issues arise during the testing process, contact Precision Exams support services for assistance.

**MUST READ:**

[Copy or print agreement](#)

Check if you agree:



**◆ Step 3 of 4: Verify your information and click Next**

Previous Next

### Step 3 of 4

Please review the information below. If anything is incorrect press the "Previous" button and make your changes.

If the above information is correct press the "Next" button and an Instructor Account will be created for you. If you have entered a valid Employee ID you will receive an automatic email with your new password to access the system.

If you do not have a Employee ID a new ID will be generated for you by an administrator. You will receive an email when this process is complete. Please allow 24 to 48 hours for ID requests.

#### Information Summary

First Name: Tyler  
Last Name: Park  
E-mail: tyler@tyler.com  
Work Phone: 8015555555  
School: ZZZ\_PE\_SCHOOL  
Teacher Agreement: Y

**◆ Step 4 of 4: Registration complete and a confirmation email will be sent.**

*-Note- If you completed your registration without being verified, the account will be in a pending status until we are able to contact your supervisor to validate your account.*

## Technical Support

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For technical support, please contact: [support@precisionexams.com](mailto:support@precisionexams.com)

For immediate assistance, please call: (801)-653-9356

