Appointment Booking Instructions for Students:

To schedule an Online Proctored Placement Test:

2. Click on Option 1 – Schedule Your Exam
3. Register for online proctoring.
   a. Enter your First Name
   b. Enter your Last Name
   c. Enter your Phone Number
   d. Enter your Email address
   e. Create a password
   f. Select the institution: **University of Oregon ACCUPLACER**
   g. Submit your information by clicking the Register button
4. **Login** using email address and password you created during the registration process.

5. You will be taken to the “Welcome To The Online Proctored Exam Scheduling Portal”

6. **Select Exam**: University of Oregon ACCUPLACER

7. Enter the voucher number that was issued to you by the University of Oregon Testing Center.

8. Enter any notes that you want to provide for the proctor, select **Enter**

9. Choose your requested date and time from the calendar option on the left

10. Select a 30 minute appointment time with an available proctor to start your exam. NOTE: The appointment time is NOT how long you have to complete the exam

11. The time you are choosing is your local time zone.

12. Complete the process and choose **Submit**

13. You will receive a confirmation email with instructions for your online proctored placement test. Please keep this email as it includes specific instructions that you will need to begin the exam on the date and time you have chosen.

14. In the event that you need to reschedule your exam, please visit this scheduling site, log in, cancel your existing appointment, and reschedule your exam.

15. **If you need any assistance with scheduling please call 877-210-1847.**

**RECOMMENDED - TEST YOUR SYSTEM** prior to your exam. It only takes a few minutes and it saves time on the day of your exam. Visit [http://onlineproctornow.com/systemtest.php](http://onlineproctornow.com/systemtest.php) to test your system.