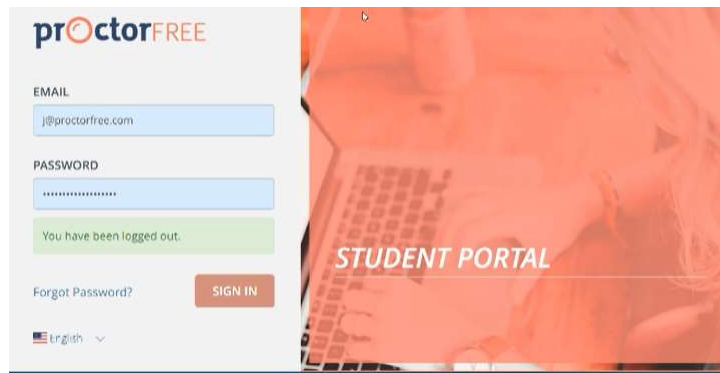
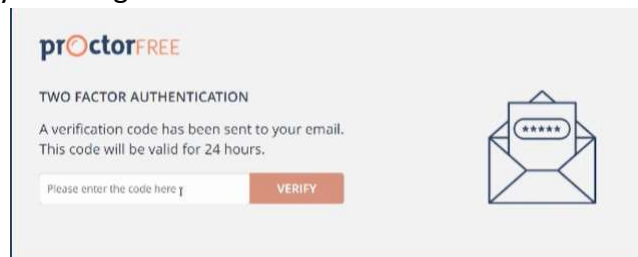


ProctorFree Designer Set-up Step-by-Step Guide

1. Log into www.proctorfree.com using the email address you registered for the exam with. If this is your first time logging into ProctorFree, you will receive an email to set up your password 72 hours before your exam, or click “forgot password” to create a new one.



2. Verify your email by entering the verification code



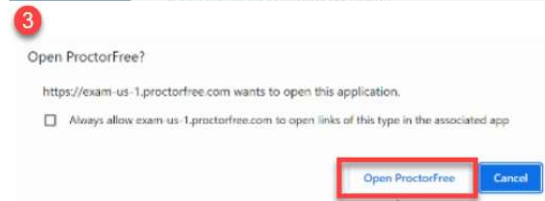
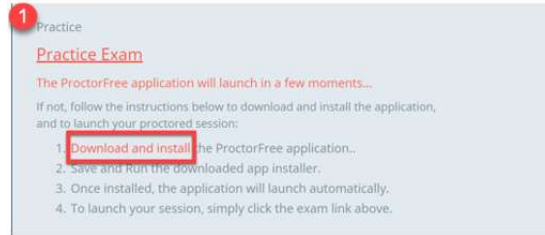
3. Choose your institution (San Diego Gas and Electric)



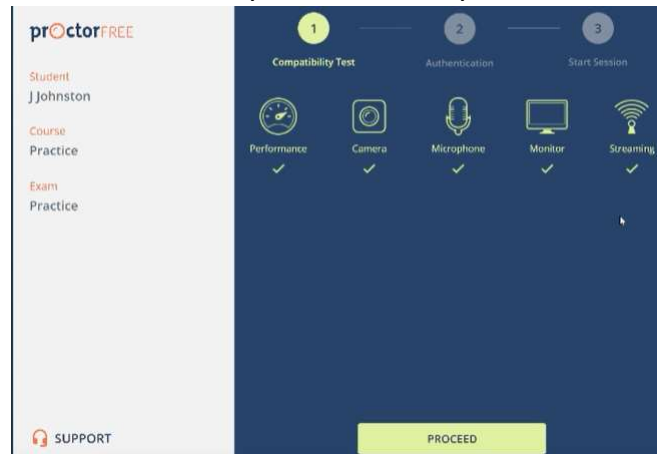
4. Click on the hyperlinked exam name to start the authentication process



5. If you do not have the application downloaded, you will need to download it first

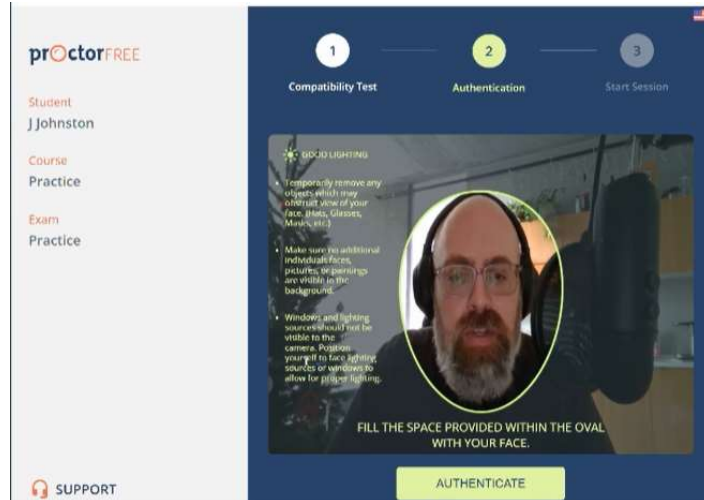


6. Complete the compatibility process to check performance, your camera and microphone, single monitor use, and your connectivity. Click Proceed.



*NOTE: On the day of your exam, you will be asked to pay the \$10 fee **before** you go through this authentication process.*

7. Complete the facial authentication by clicking 'authenticate'. Next, you will be instructed to hold your ID in front of the camera to authenticate.



8. Click 'Launch Proctored Session' to open the exam URL in ClassMarker and login using your credentials. Upon logging in, your exam will be made available

