• After logging in, click the **My Sessions** link at the top of the page followed by the **Schedule New Session** icon.

![Schedule New Session](image)

• Select the “The University of Texas Health Science Center at Houston” as your institution, specify the appropriate term, select your exam and click the **Find Sessions** button.

![Find Sessions](image)
Follow these steps to schedule a session:
1. Review the times the exam is available to take
2. Select a desired date and time using the calendar and time selector on the left
3. Click Submit to display the six appointments closest to the desired time
4. Select a time and when prompted click schedule to confirm the time. Click the My Cart link at the top of the webpage to checkout and if applicable provide an access code for payment.
• Review the steps located directly under the videos in the Live Human Proctored Launch section of ProctorU’s help center to prepare for your exam (see location of steps in the image below).

**Live Human Proctored Launch**

This process will likely take between 8 to 10 minutes unless you experience technical difficulties, (be sure to test your equipment before test day to minimize the chance you’ll have technical issues), in which case we can assist you with fixing your equipment. This time is not subtracted from the time you’re allowed in your exam.

**Students at Universities or Colleges**

1. **Log in to your ProctorU account** 2-3 minutes before your scheduled appointment and click Start Session when the countdown timer reaches 0:00:00.

2. **Pre-checks:** If you don’t already have the ProctorU extension, you’ll be prompted to download it. You’ll be required to accept exam guidelines and terms of service. The browser will prompt you to share your screen, a required part of being proctored online. You’ll be automatically guided through a series of equipment checks to make sure your system meets minimum requirements.

3. **Photos & Authentication:** You’ll take a photo of yourself as well as your ID for identity verification.