AUTHENTICATING YOUR IDENTITY

- Set up identity verification
- Authentication challenges

www.ProctorU.com
help@proctoru.com
IDENTITY VERIFICATION

Follow the guide below to set up your identity verification with Baylor University.

1) Log in to your GoBaylor Grad dashboard (Figure 1).

2) Locate and select the ID Verification section on your GoBaylor Grad dashboard.

3) Select your current time zone and click Login for verification.

4) Once you are in the ProctorU portal, accept the Terms and Conditions.
5) You will be taken to the **Exam Preference** settings page. Make selections so that all fields are satisfied. Save and update the preferences. These selections will not restrict when you will be able to complete ID verification; they serve as a general guide for appointment scheduling.

6) You will be returned to the ProctorU dashboard. You are encouraged to click **Test Your Equipment** at the top to check your computer and connection.

7) The website will begin the automated equipment test. If you find the test taking too long, you will be prompted with further instructions. If you have any questions, fill out the information and click on **Connect to a live person** at the bottom.
8) Return to the ProctorU dashboard at go.proctoru.com. 

Click Create Ucard at the top.

9) Click Schedule Session.

10) Select the date and time that you would like to complete your ID verification. You are encouraged to use the same network, computer and browser you used when completing the technology check to complete the ID verification.

11) After selecting a date and time, you will be taken to an order confirmation page. You will not be charged to complete the ID verification session. Click My Exams to return to the exams page.
After scheduling **Ucard Creation**, the **My Exams** page displays the countdown timer. **LiveChat** is available if you need help scheduling your **Ucard Creation**.

When the countdown is complete, click **Start Exam** to begin creating your Ucard.

After clicking **Start Exam**, you will be directed to the proctoring page. The automated check-in asks you to confirm your name and testing session.
Next, you will be prompted to take a photo for identification.

It is okay if the screen is blank. The photo is not necessary right now.

Click Take Snapshot and then Submit Picture.

Select Click to Download next to the video to download the screen-sharing application.

Next, run the program from your downloads folder (red arrow). This opens a chat window with the proctor.

The proctor connects to you via screen-sharing and video and guides you through Authentication.

Perform the assigned authentication challenges. Examples can be seen on the following page.
Instructions for Ucard Creation are shown when Authenticate Me is clicked. The proctor unlocks the authentication for you. Fill out and submit your mailing address and answer the Challenge Questions.

After completing the challenge questions, perform the keystroke analysis. Your attempts are rated on a pass or fail basis. For Ucard Creation, the keystroke is an automatic pass. For both Ucard Creation and authentication challenges, the user performs the keystroke typing twice.

Answering challenge questions and performing keystroke analysis completes authentication. For Ucard Creation, the proctor guides you through the standard log out procedure. For authentication attached to an exam session, the proctor continues proctoring you.
Unproctored authentication challenges are navigated to the ProctorU system via a challenge link created by institution administrators. You update your file photo and are given instructions for authentication. The number of authentication attempts allowed is specified by the creator of the specific challenge.

You perform the keystroke analysis twice. The resulting metric is compared to the initial Ucard Creation benchmark. A confirmation page displays the pass or fail of authentication challenges. What happens after authentication varies depending on where an institution member inserts the link. Authentication can be treated as a single event, or it can lead to a subsequent link provided by the institution member.

Have Questions? Contact us using the information below!

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