

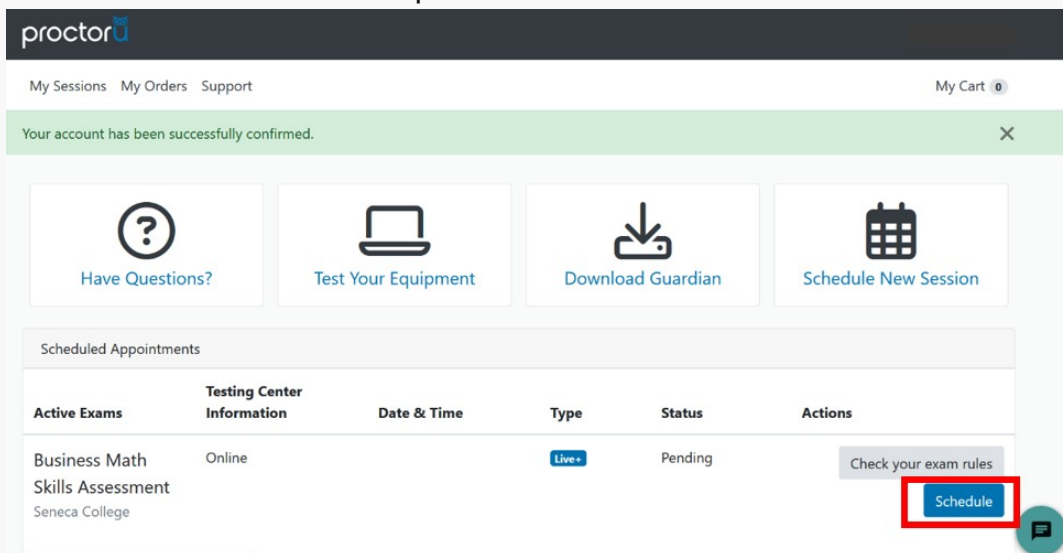
# Scheduling your Skills Assessment Appointment with ProctorU

Version 1

Published 10/31/2024 by Lani Ip Last updated 10/31/2024 5:52 PM by Lani Ip

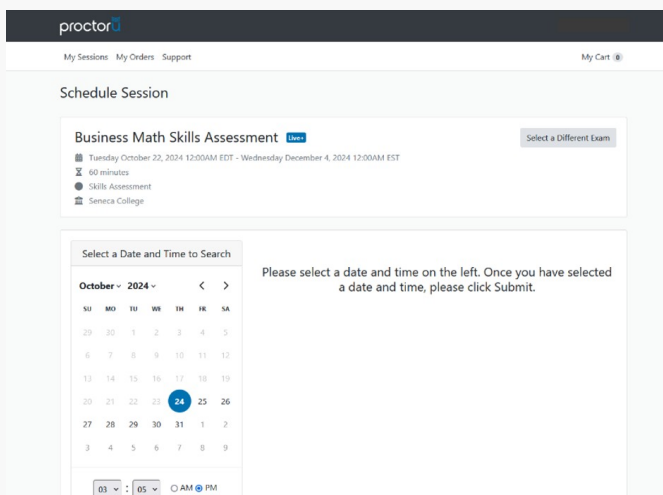
Once your ProctorU profile account has been created, schedule your Skills Assessment appointment with ProctorU.

1. Select the **blue 'schedule' button** for your assigned Skills Assessment. Do NOT select the 'Schedule New Session' option.



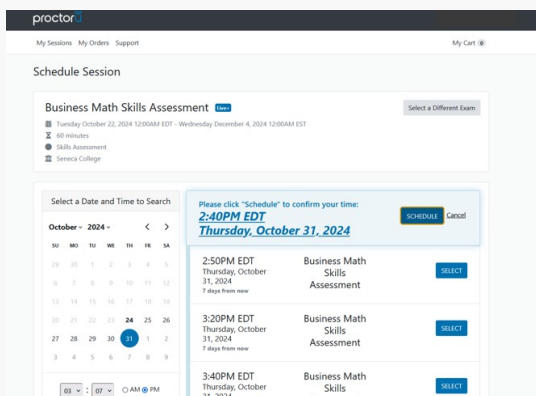
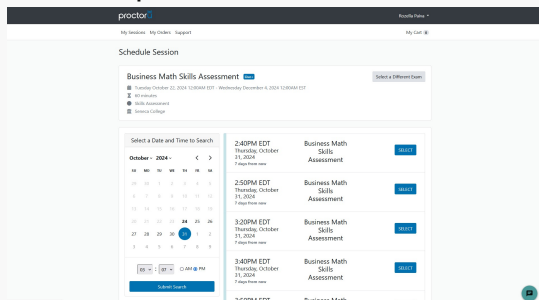
The screenshot shows the ProctorU dashboard. At the top, there is a navigation bar with 'My Sessions', 'My Orders', 'Support', and 'My Cart'. Below this is a green confirmation message: 'Your account has been successfully confirmed.' The main content area features four large buttons: 'Have Questions?', 'Test Your Equipment', 'Download Guardian', and 'Schedule New Session'. Below these is a 'Scheduled Appointments' section with a table. The table has columns for 'Active Exams', 'Testing Center Information', 'Date & Time', 'Type', 'Status', and 'Actions'. One row is visible for 'Business Math Skills Assessment' at Seneca College, with a 'Live+' status and 'Pending' status. In the 'Actions' column, there is a 'Check your exam rules' button and a blue 'Schedule' button, which is highlighted with a red rectangular box. A chat icon is visible in the bottom right corner.

2. Select a date and time using the calendar widget and Submit Search. **Note:** To avoid on-demand scheduling charges, schedule an appointment more than 72 hours in advance.

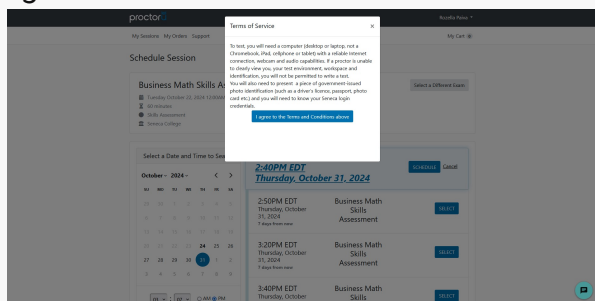


The screenshot shows the 'Schedule Session' page. At the top, there is a navigation bar with 'My Sessions', 'My Orders', 'Support', and 'My Cart'. Below this is the 'Schedule Session' section. The main content area features a 'Business Math Skills Assessment' card with a 'Live+' status and a 'Select a Different Exam' button. The card displays the exam details: 'Tuesday October 22, 2024 12:00AM EDT - Wednesday December 4, 2024 12:00AM EST', '60 minutes', 'Skills Assessment', and 'Seneca College'. Below the card is a 'Select a Date and Time to Search' section. It features a calendar widget for October 2024, with the 24th highlighted in blue. To the right of the calendar, there is a text prompt: 'Please select a date and time on the left. Once you have selected a date and time, please click Submit.' Below the calendar, there are dropdown menus for the time selection, currently showing '03 : 05' and 'AM @ PM'.

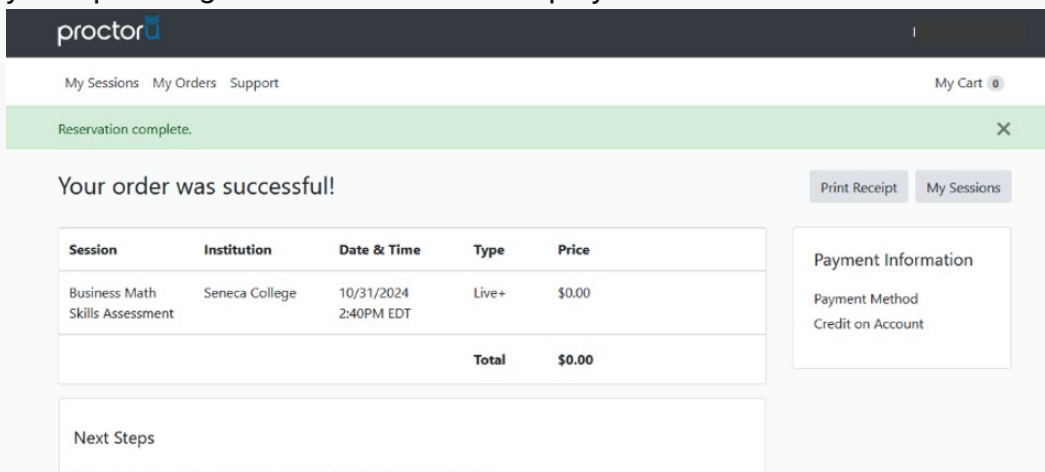
### 3. Select a specific date and time and the 'Schedule' button.



### 4. Agree to the terms and conditions.



### 5. Successful scheduling will be confirmed on screen. Information on how to prepare for your upcoming session will also be displayed on screen.



Before your upcoming exam, be sure to download the Guardian Browser.

The Guardian Browser is required to launch your exam. Downloading it beforehand will help ensure that you spend less time dealing with technical issues at the time of your exam.

Once the Guardian Browser has been downloaded, you'll be able to test your equipment.

[Reschedule](#)

[Go to My Sessions](#)

[Download Guardian Browser](#)

View [ProctorU's scheduling page for more information](#) on rescheduling or cancelling an assessment appointment.

To prepare for your upcoming Skills Assessment appointment view [Preparing for your ProctorU Skills Assessment Appointment](#) for detailed information.