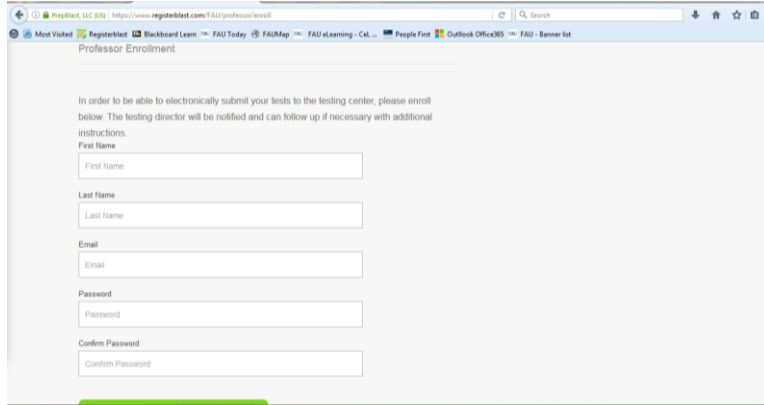


Submitting Proctored eLearning Exam Information...

... initially involves two URLs:

<https://www.registerblast.com/fau/professor/enroll> to set up your account via “Professor Enrollment”;



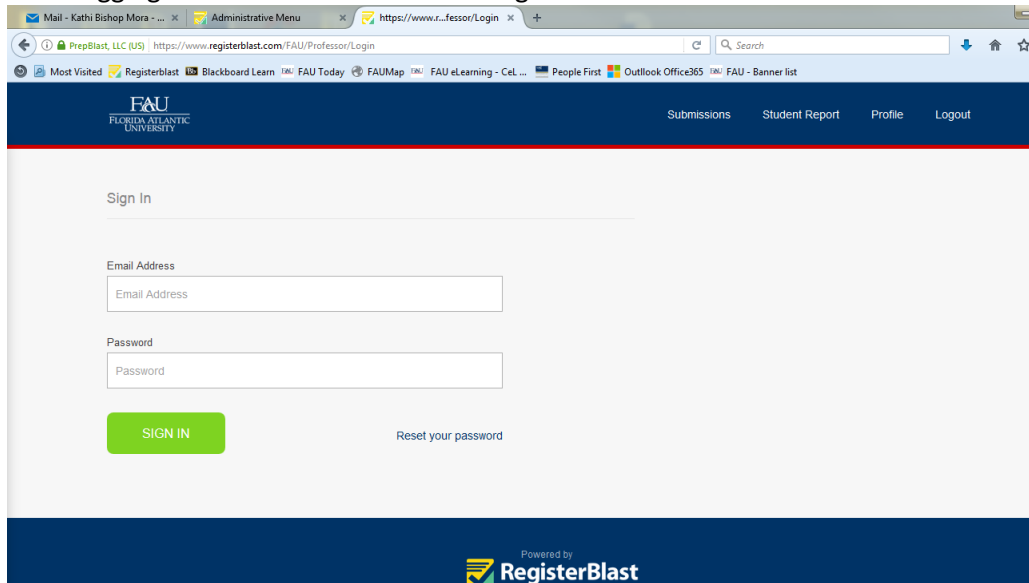
The screenshot shows a web browser window with the URL <https://www.registerblast.com/fau/professor/enroll>. The page title is "Professor Enrollment". The main content area contains the following text: "In order to be able to electronically submit your tests to the testing center, please enroll below. The testing director will be notified and can follow up if necessary with additional instructions." Below this text are five input fields: "First Name", "Last Name", "Email", "Password", and "Confirm Password". Each field has a corresponding label and a text input box.

...and...

<https://www.registerblast.com/fau/professor> to enter your exam information in “Professor Submission”. (See below.)

Once your account is set up, you do not need to use the first URL again. But each exam must be entered individually, so you will use the second URL each time you wish to use our services. Prior entries are saved (“My Submissions”) so that you need only update changes for subsequent exams.

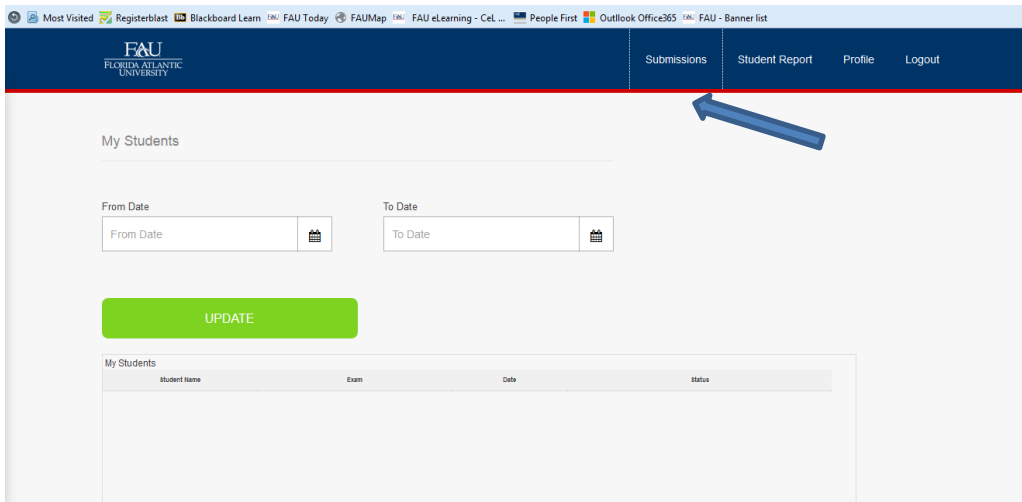
After logging into the Professor Portal using the second URL...



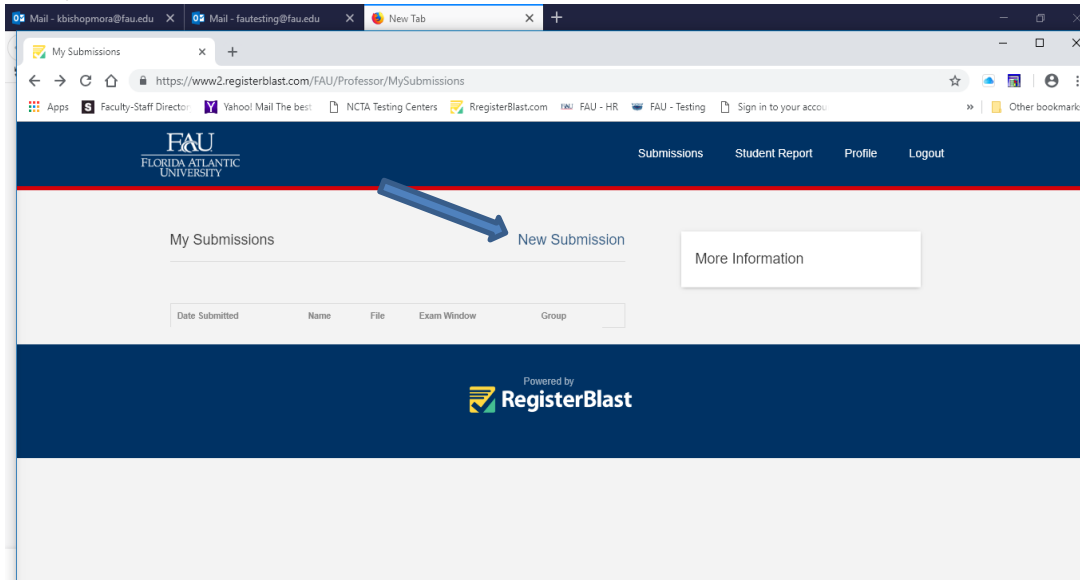
The screenshot shows a web browser window with the URL <https://www.r...fessor/Login>. The page features the FAU Florida Atlantic University logo in the top left corner. A navigation bar at the top right contains links for "Submissions", "Student Report", "Profile", and "Logout". The main content area is titled "Sign In" and contains two input fields: "Email Address" and "Password". Below the "Email Address" field is a green "SIGN IN" button. To the right of the "SIGN IN" button is a link that says "Reset your password". At the bottom of the page, there is a dark blue footer with the text "Powered by RegisterBlast" and the RegisterBlast logo.

...you will see the next screen with current default dates and the heading of “My Students”. Click on “Submissions” in the blue bar.

Submitting Proctored eLearning Exam Information...



Then, click “New Submission”.



Enter all information as prompted and click “Submit”. Once completed be sure to click on “Logout”

Note the following :

- Use “File” button to attach a pdf version of your exam (or any other documents).
- Use the “Additional Instructions” box for any other information that you wish to provide us. (For example, your exam time differing from drop down options.)
- The “My Submissions” area is where you will see a record of the other proctoring request submissions that you created.