# ASU RPNow Student Guide

Before your exam:

- Make sure you comply with the exam rules as instructed by ASU
- Complete a practice exam as provided by ASU
- Have your Photo ID ready (note: Military IDs and Credit Cards are not allowed)
- Review video walk-through of how to use the RPNow system
- Here is a room scan video walk-through

During your exam:

Access the RPNow system

- Use the link from within your course. See example below:
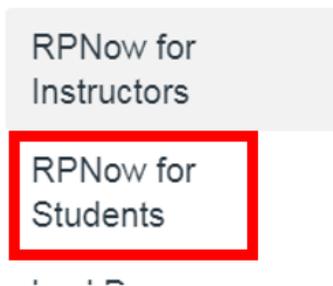
- If you do not see information on this link, contact your instructor or go to https://asucanvas.remoteproctor.com.
- Carefully read and follow the onscreen prompts

Select your Test

- Confirm your course name and exam name in either the RPNow for Students prompts or using the drop down page in the software
- Provide your ASU User ID
- First time users will have to register providing the required information
  NOTE : please enter your first and last name exactly as it appears on your ID

Verify your Identity

- Carefully follow the on-screen prompts to verify your identity

Complete your test

- After verification you will be taken back to the Canvas log-in screen

- Login with your ASU credentials and navigate to your course/exam- ***DO NOT*** click on RPNow for Students again. You will need to go to your quiz in either Canvas or your Third Party site (Pearson, MyMathLab, ALEKS, etc.)
- When prompted for an access code/password for the exam, click the "Insert Access Code" button at the top of the window
- Complete the exam and submit your responses/answers. Carefully follow the exam instructions provided by your instructor

Exit Program

- Click the "X" or "Close" button near the top of the window
  - o Note: The software WILL continue to record until it has been closed out

After the exam

- ASU will follow-up with you regarding any violations that you have been found. These are serious violations that they will confirm before contacting you
- Either ASU or PSI may email you for "Rules Violation" based issues. These are minor violations that ASU have allowed PSI to bring to your attention. These are simply to alert you so you can avoid these on future exams. For questions on these emails, please contact your faculty/instructor. Emails will come from donotreply@softwaresecure.com.

Getting Support

Call ASU's helpdesk at 1-855-278-5080 or click the "Contact Support" button within the software for all support-related needs.

For the System Requirements, click here