Faculty Welcome Email

Dear Faculty,

We will be utilizing an award winning system, Remote Proctor NOW (RPNOW), to proctor examinations. The system will record the student’s webcam, audio, and desktop; Software Secure’s Certified Video Reviewers will then review the examination attempts to confirm that the students adhered to the both the institution and faculty member’s policies.

To use the system, you’ll need to register the exams on the RPNOW Admin site after you’ve created and published your exams within in Sakai.

The [Faculty Guide](http://www.remoteproctoradmin.com/teacher/policies/ProductDocumentation/RPNow/SouthAlabama/RPNowExamSponsorGuide_USA.pdf) will explain your next steps.

Your username and password for the adminsite are:

Username:

Password:

\*\*Our organization’s standard policy is available here, or is attached\*\* (ADMINS PLEASE DO THIS! See *Admin Guide, Step 2*.)

**Support for Admin/Faculty:** The email for support is usa@softwaresecure.com. Please use this for any communications that you will have with us. Do not distribute to students, and do not email this address while “CC”ing students, as they tend to use it for support. Please remember to hit “Reply All” when responding to emails.

Thank you,