

Faculty Admin Site Welcome Email

Dear [Faculty Member],

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. Certified RPNow Video Reviewers will then review the examination attempts to confirm that the students adhered to both the institution and faculty member's policies. Below are all the details you will need to get started:

Admin/Faculty log-in Details:

To use the system, you'll need to register the exams on the RPNow Admin site after you've created your exams within your LMS. You will log-in using the below credentials.

Adminsite: <http://remoteproctor.com/AdminSite/>

Username: Admin insert username

Password: Admin insert password

Admin/Faculty Resources:

- ****Our organization's standard policy is available here, or is attached** (ADMINS ADD THIS! See [Admin Guide, Step 2.](#))**
- [RPNow University](#) has videos, how-to guides and more to help you get started with RPNow.

Support for Admin/Faculty: (Please provide this to faculty in their email. See [Admin Guide, Step 4.](#))

The email for support is orgdomainname@softwaresecure.com. Please use this for any communications that you will have with RPNow and remember to "Reply All" when responding to emails. This will ensure you reach the entire RPNow team and receive the timeliest response.

Please do not distribute this email to students and do not email this address while "CC"ing students, as it is not a student support email.

Student Details:

- The website for your students to take an RPNow exam is: [\[insert URL here\]](#)
- Support is available 24/7 via chat or [phone.](#)
- [RPNow Test Taker University](#) has videos, how-to guides, and more to help students get started.

Thank you,