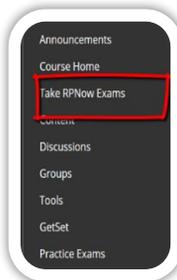


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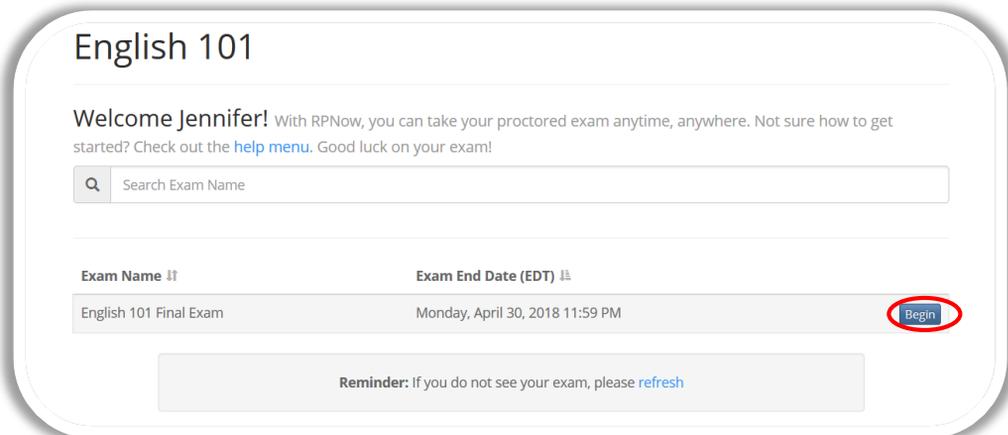
Question not here? Chat with a support representative 24/7 at http://info.psionline.com/rpnouniversity_student

1. Log into your Course Management System (Blackboard, Canvas, Brightspace, etc) and locate your course.
2. Locate the Student LTI tool. In most cases this will be located in the left navigation pane and will be labeled “Take RPNow Exams,” but this can be anywhere.

If you cannot locate the link, contact your instructor.



3. Find the Exam you will be taking and choose “Begin.” It should be noted that the exam’s end date may or may not be listed, based on your organization’s preference.

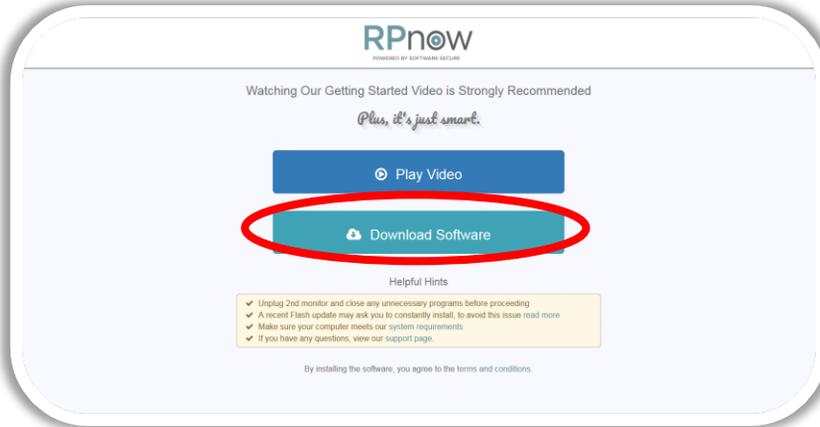


4. Verify your name and email/username in the appropriate boxes. You can copy your username/email to save time later by clicking the orange box.

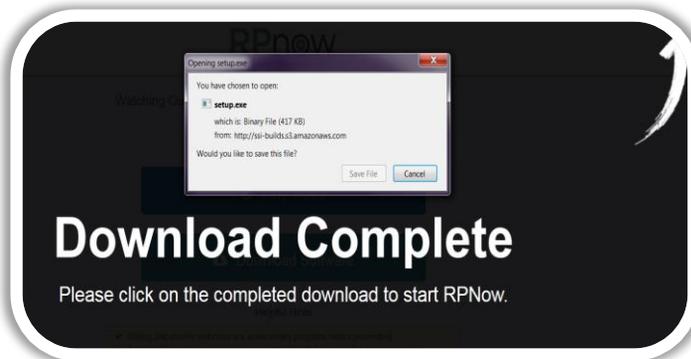


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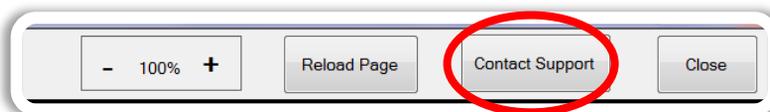
6. You will be taken to the RPNOW Installation page where you will be given the choice to watch a brief tutorial video or download the software. Choose “Download Software.”



7. Locate your download, then save and run the software. You will need to do this each time you use RPNOW, as updates to the software may become available.



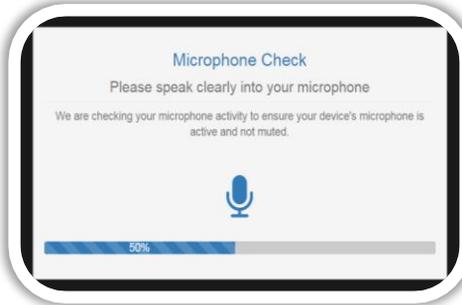
Please Note: If you need assistance, you can always choose the “Contact Support” button located at the top right of the screen.



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8. The system will start a “Microphone Check” to test your computer’s sound. You will need to speak out loud in order to pass this test.

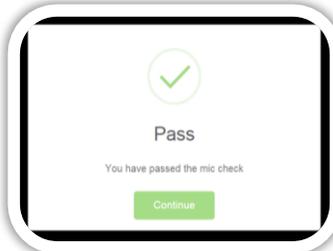
- a. If you do not pass the test, you will be given a list of troubleshooting options and will have the option to re-test the microphone
- b. After you have passed the microphone test, click “Continue.”



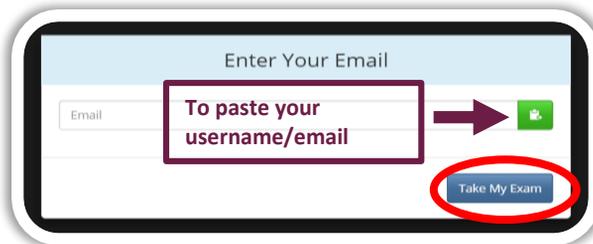
8a



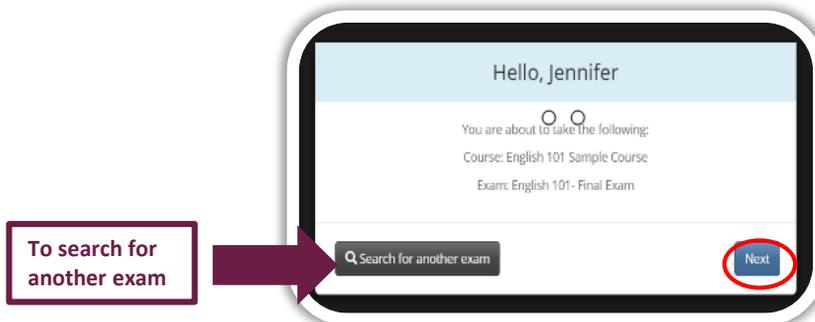
8b



9. Type your username/email or click the green paste button to paste this if you copied it earlier using the orange button. Select “Take My Exam.”



Confirm the exam you are taking and select “Next.” You can also change your selection by choosing “Search for Another Exam.”

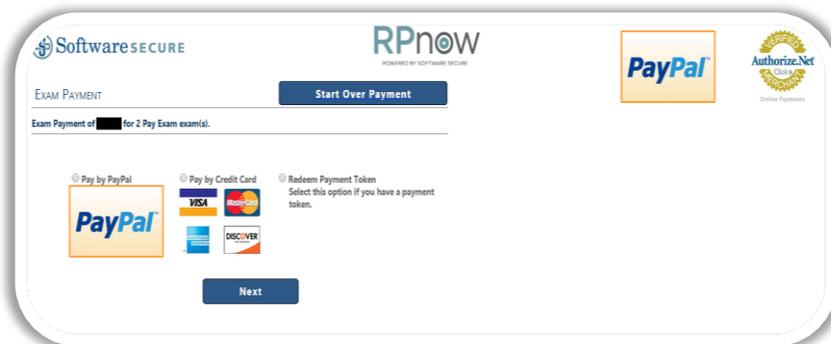


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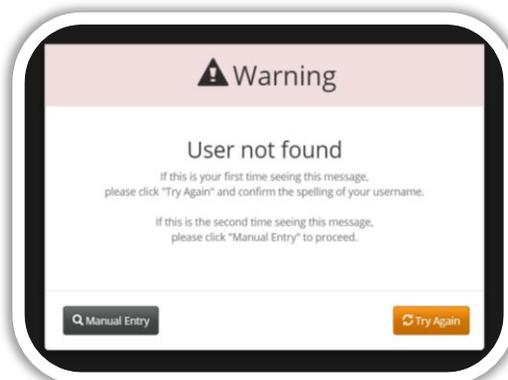
10. You may be prompted for payment on the next page. If you are, this secure site will allow you to pay by one of the following methods:

- a.** PayPal – You will automatically be directed to log-in at PayPal.com.
- b.** Credit Card - The system will provide you a quick warning asking if you are prepared to submit your payment and take your exam. If you are, check the box provided and click “Proceed to Authorize.Net”
- c.** Exam Token – These tokens would be purchased from your organization or provided by your instructor.

Please Note: You always have the opportunity restart the payment process by selecting “Start Over Payment.” If you have any questions about payment, please email rppurchase@softwaresecure.com.



Please Note: If you receive a “User Not Found” message, make sure your information is correct and select “Try Again.” If you receive the same message, click “Manual Entry.”



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11. Choose your course and exams from the drop downs. Then enter your name, email and telephone number. Your telephone number is optional and is only used so support can contact you in the event of a problem with the software.



First time users will need to register their name, ID and email. You will not be prompted to do this for future exams. **Please ensure that the name entered matches the name on your Photo ID exactly.**

12. If you have any prohibited programs running, such as Word/Excel, RPNOW will automatically attempt to close them.

Prohibited Processes Running

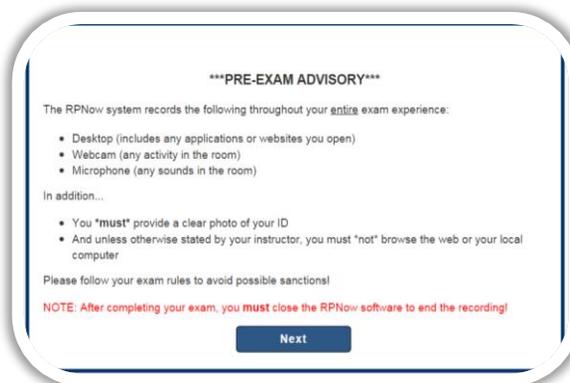
You cannot start your exam because we've detected the following prohibited programs running.

Program Name	Process Name (task manager)	Help
Microsoft Lync	lync	Click here for help on stopping this application.
Firefox	fireFox	Click here for help on stopping this application.

If you have any unsaved work, save it now before continuing! When ready, click "Continue" to proceed and we'll attempt to close the prohibited programs for you.

Closing Pro...

13. The RPNOW User Agreement and Advisory screens will then launch. Please make sure to read these carefully, as they detail the rules and requirements for the exam and software.

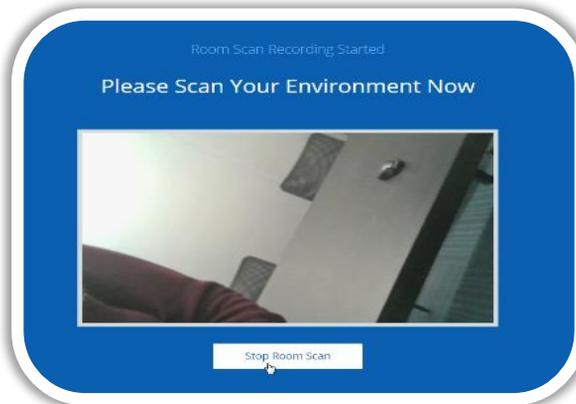


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14. You will then be asked to take a picture of your photo ID. Make sure the name and picture on the photo are clear and click “Take ID Photo.” Review the photo, and if this is unclear for any reason, you have the option to retake the photo.

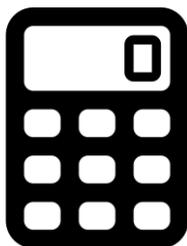


15. You’ll then need to do a room scan to show us your work area. Make sure you clearly pan your desk, walls, and floor.



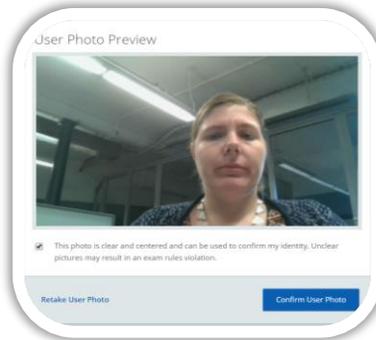
You’ll have to watch the whole room scan before clicking “Confirm Room/Desk Scan.”

Please note: Any materials that your teacher allows during the test, such as calculators, books and notes, should be shown to the camera during the room scan.



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16. Take a clear photo to be compared with your Photo ID. Again, if this photo is unclear, you have the option to retake it.



17. Once this is completed, you'll have several minutes to log into your course management system and take the exam. A prompt will alert you to this.

- 1. You now have 10 minutes to start your exam, otherwise, you will need to start the process over again.**
2. Navigate to your exam start page and if your exam requires a password, you must click on the "Insert Exam Password" button at the top of your screen when prompted to enter the exam password.
3. Take your exam.
4. Remember to follow your institution's exam policy to avoid being flagged for violations.

OK

18. *DO NOT CLICK* "Take RPNOW Exams" again- locate your exam within your course and select it.

You will be prompted for a password for the exam, you will not be given this password ahead of time.

Click the "Insert Password" or "Insert Access Code" button at the top of the screen and the password will automatically populate. Click "Submit" to enter the exam.

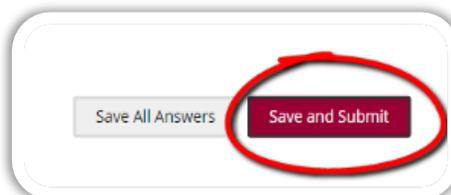
Insert Access Code

Need Access Code

Time remaining to enter exam:

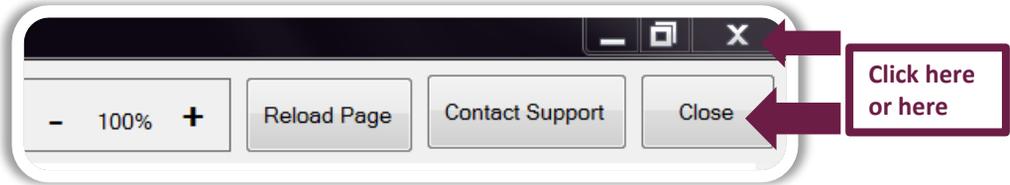
00:07:59

19. Once you have finished your exam, click the button to "Save and Submit" your answers in the bottom right corner.



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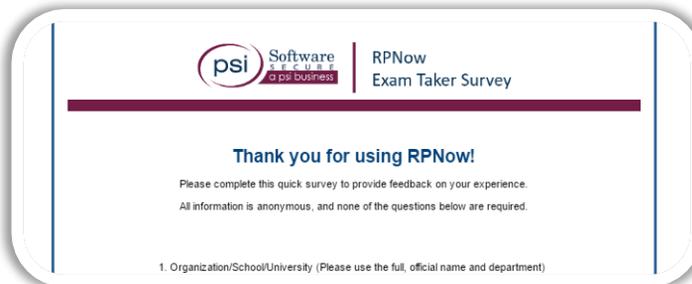
20. Please remember: RPNOW will continue to record until you click either the “Close” or the “X” button at the top right hand of the screen to close out the software.



23. In most cases, you will know you have successfully closed the software when you see a thank you page similar to the below.



24. Finally, you may be guided to a survey about RPNOW. We would love feedback on your experience with the product. The survey is entirely anonymous and none of the questions are required.



TIPS FOR A CLEAN EXAM

- **Take a practice test.**

Most organizations should provide you with a practice test so that you can go through the process described here before entering your official exam.

- **Review common violations.**

Review common [ID violations](#) and [rules violations](#) to avoid these blunders during your exam.

- **Ensure you are testing in an appropriate environment.**

Review your Exam Policy to verify you do not have any prohibited resources, work in a quiet room, and provide an accurate room scan.

**Thank you for using RPNOW and
good luck on your exam!**