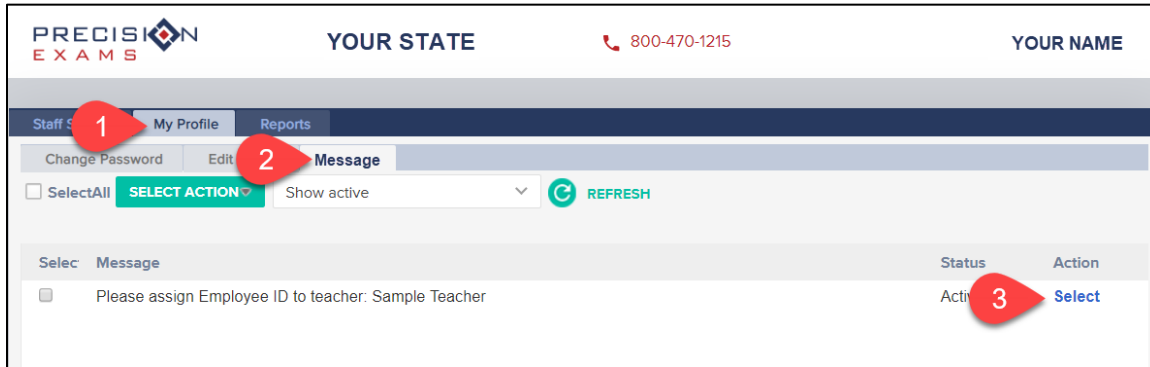


# How to verify and approve new proctors within your district

Log in to your **Admin** account

1. Select the tab “**My Profile**”
2. Choose the “**Message**” tab.
3. “**Select**” the proctor you need to approve from the action column.



This will open a new tab within your screen

1. Verify the proctors name within the tab
2. Assure that you are within their “**Edit Staff**” tab.
3. Review the proctor’s contact information that they submitted.
  - a. Verify that they have entered the correct email as their ID unless required to enter a state specific ID (Washington, Utah, Indiana)
  - b. Assure that they have chosen the correct district and school location
  - c. If this proctor requires additional schools or an alternate role, please contact our *customer support team*, **1-800-470-1215**
4. Once everything is verified and correct, click “**Submit**” to authorize the proctor. You may close their tab and select “**Refresh**” to assure they have been approved.

