

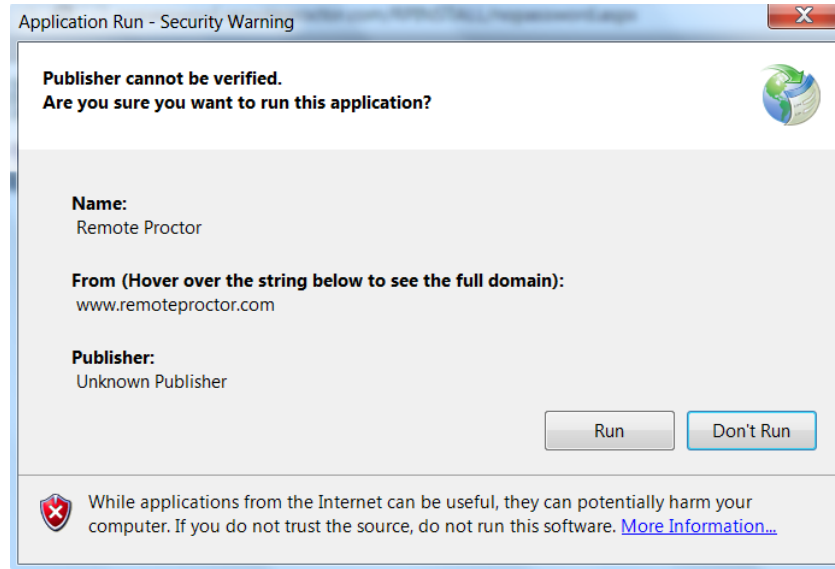
Proctored Exam Readiness Checklist

Use the checklist to make sure you are ready for the online proctored exam on the day of the exam. Please allot 5 to 10 minutes to complete this set-up depending on your network connection.

- Connect to a reliable Internet connection
- Set-up webcam and microphone
- Have valid government-issued photo ID ready – Click on the link for acceptable forms of identification – <https://www.calimt.edu/proctored-exam/>
- If** using dual-monitors, must have one monitor unplugged
- Go to the website – www.myrpinstall.com
- Select “California Institute of Management and Technology” from the list of organization (refer to picture below)



- Click on “Play Video” – Watch video for a preview of how to take the exam
- Download the required software by clicking on “Download Software”
- Run the application by clicking on “Run” (Double click application from your downloads folder or from the downloads list in your internet browser. The screenshot below is taken from Google Chrome browser.)

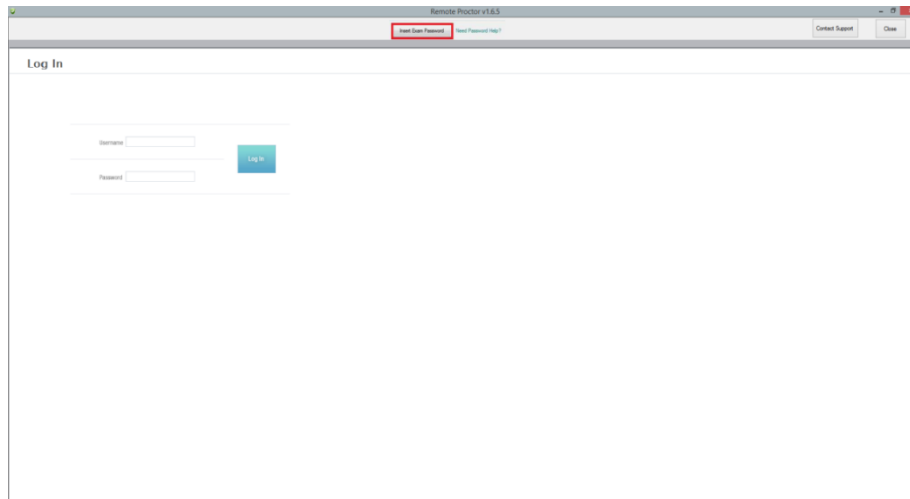


Verify your identity – Follow the on-screen directions

Do you see the CALIMT log-in screen?

If yes, you are ready! Click on the “Insert Exam Password” button on the top *after* logging-in to access the exam. Only click the button when it asks you to enter a password.

If not, please check for any missed step by reviewing the video tutorial for Remote Proctor NOW in previous step.



If you continue to have issues, please contact Software Secure support at:

1. Phone Support – 1-800-620-8739; Outside of US – 1-902-484-8759
2. Online Support – <http://clientportal.softwaresecure.com>