

How to Schedule a HESI Bundle Exam

• To get started, follow the ProctorU account setup and scheduling steps outlined here:

CREATE AN ACCOUNT

- If you **DO NOT** already have a ProctorU account, use this link to sign up with an Elsevier HESI enrollment.
- If you **DO** already have a ProctorU account through your institution, you'll need to add a new enrollment with

Elsevier to take your HESI exams. To do this, follow the steps below:

- 1. Log into your existing account.
- 2. Click the dropdown by your name in the upper right corner and select Account Settings.
- 3. Scroll to where you see Enrollments and click Add Enrollment.
- 4. Find and select ****Elsevier –HESI****.
- 5. Click **Update Account** at the bottom of the page.

SCHEDULE AN EXAM

Follow these steps to make sure you schedule the right exam:

- 1. After creating an account, log in and click the button that says Schedule New Session.
- 2. In the dropdown labeled "Confirm your institution", "select **Elsevier -HESI**".
- 3. In the dropdown labeled "Select a term", select the name of the college or university where you're taking your nursing course.
- 4. In the dropdown labeled "Select your exam", select the option that matches this naming convention: Cohort ID / Exam Name. For example, Spring 2020/HESI Exit Exam.

NOTE: If you are unsure what to select here, please contact your instructor.

- 1. Click Find Sessions.
- 2. On the left side, select the **date and time** you'd like to take your exam. If you don't see any good options for your selected date and time, please try another date and/or time.

PAYMENT

When scheduling your bundle exam, you will only pay once through the ProctorU website. This covers the cost of your exam and proctoring fees.

proctor			8	
My Sessions My Orders	Support			Balance: \$0.00 My Cart (0)
Have Que	stions? Te	st Your Equipment	Sch	nedule New Session
Scheduled Appointmen	ts			
Active Exams	Testing Center Information	Date & Time	Status	Actions
You current	ly do not have any exams scheduled. Click Schedule New	"Schedule New Session" to	Scheduling add your next test.	Refp.

proctoru		
My Sessions My Orders Support		Balance: \$0.00 My Cart 0
Select Exam for		
Confirm your institution	Elsevier - HESI	↓
Select a term	Please Select	
Select your exam	Please Select	•
		Find Sessions
proctor		
My Sessions My Orders Support		Balance: \$0.00 My Cart (o)
Schedule Session	1-200M CDT	
← May 2022 →	Friday, May 20, 2022	SELECT
Su Mo Tu We Th Fr Sa	5 minutes from now	
1 2 3 4 5 6 7	1:40PM CDT Friday, May 20, 2022	SELECT
15 16 17 18 19 20 21	29 minutes from now	
22 23 24 25 26 27 28	1:50PM CDT	SELECT
29 30 31 1 2 3 4	39 minutes from now	
5 6 7 8 9 10 11 Select a Time	2:00PM CDT Friday, May 20, 2022	SELECT
~ ^	about 1 hour from now	
01 : 10 PM	2:10PM CDT Friday, May 20, 2022 about 1 hour from now	SELECT
Submit	2:40PM CDT Friday, May 20, 2022 about 1 hour from now	SELECT
Exam	3:00PM CDT	

• After selecting the time for your exam, you will be redirected to the confirmation page as seen below. You will need to confirm the time and information is correct. Once you confirm the information, click "proceed to cart"

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My Sessions My Or	ders Support					Balance: \$0.00	ly Cart 😦
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Take it soon	Elsevier - HESI	05/21/2022 8:50AM EDT	Take it soon		\$0.00		
Total					\$70.00		
Comment							
Add a comment.			Your cart conter	nt will be	held for 30	minutes	// c Cart

• Once redirected to your cart, you will need to enter your payment information and press "proceed to payment" once the payment is complete you will see the reservation on your dashboard.

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My Sessions	My Orders Support	t					Balan	ce: \$0.00	My Cart 1
Please checkou	t to complete your re	eservation.							×
My Cart								Schedule N	New Session
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Total					\$70.00		Appointments		\$70.00
							Premiums		\$0.00
We'll keep y	our cart safe for 30 n	ninutes, after whic	h we will r	elease	these reserv	ation(s) to make	Subtotal		\$70.00
room for ot	her test-takers						Total		\$70.00
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• When your scheduled appointment time comes to take your exam, log into your ProctorU account and look for the countdown timer.

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Time to hit the bo Your next exam b	oks! egins in:	Check your examinutes	0:0:1 :29	
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HESI Clausic Test	Andreastan Marina and	transfer.	appear. NOTE: Your cean time does not start ontil you enter the ecan and start answering questions.	
			Int No.	

• At your appointment time, the countdown timer will change to a Start Session button. Click this to get started.

Plave Questions?	Test	Your Equipment	Schedule New Session	
Ready to go?	Check you	r exam rules	Start	Session 📦
ACTIVE EXAMS	DATE & TIME	STATUS	ACTIONS	
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