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

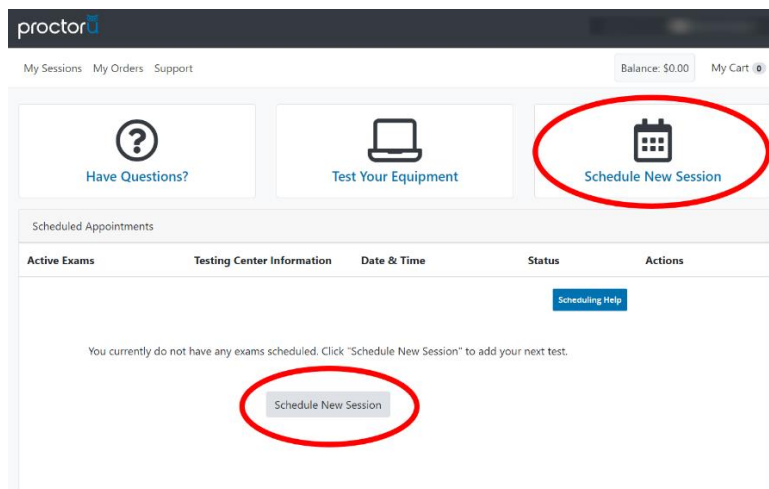Follow these steps to make sure you schedule the right exam:
1. After creating an account, log in and click the button that says **Schedule New Session.**
2. In the dropdown labeled "Confirm your institution", "**select **Elsevier –HESI****".
3. In the dropdown labeled "Select a term", **select the name 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.

- **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"**

- **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.**
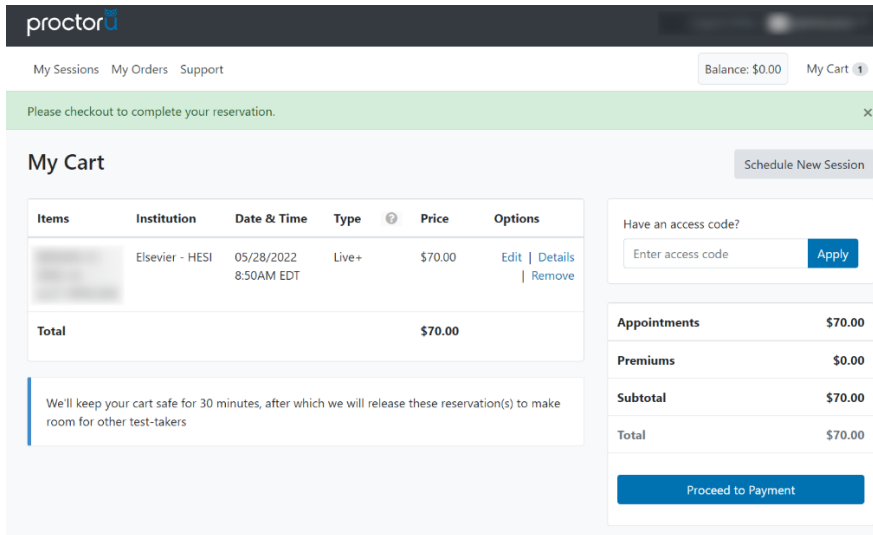
- **When your scheduled appointment time comes to take your exam, log into your ProctorU account and look for the countdown timer.**
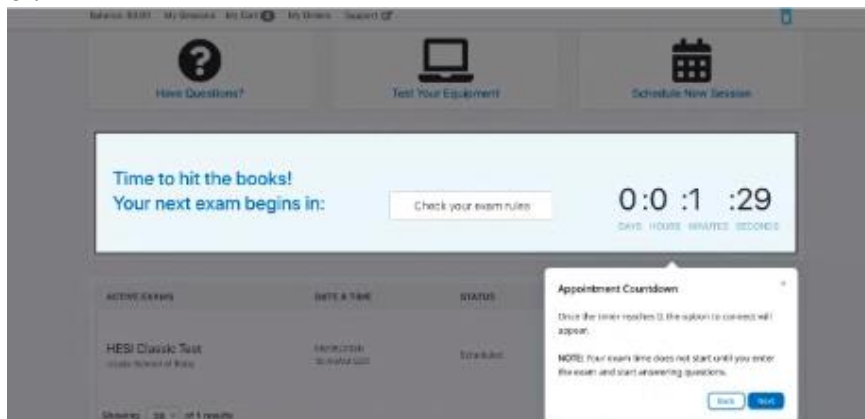
- **At your appointment time, the countdown timer will change to a Start Session button. Click this to get started.**