TO SET UP YOUR PROCTOR FOR EOL

1. This process must be completed EACH semester and may be completed multiple times each semester if needed. However, if there are no changes, you need submit this only ONCE each semester. If you submit more than one proctor for the semester, please let the Exams Coordinators, Lisa Jessick and Phillip Henry, know via email to examsforeol@ncsu.edu which proctor you will use for each exam/test event.

2. Log in to your Engineering Online (EOL) account on this page:
   https://www.webtools.ncsu.edu/engronline/index.php
   a. Remember that your EOL account login/password MAY be but does not HAVE to be the same as you Unity account information. You MAY have set this account up under a non-ncsu.edu address.

3. Click on the link for the “Proctor Identification Form” page

4. On the Proctor Nomination Procedure page, you may:
   a. Select a previously identified proctor from the list (PLEASE use most recent submission for the proctor you choose to use—for example, if the same proctor has been identified three times, please select the most recent request to update for this semester)
      i. Click the individual’s name (highlighted as link on the page)
      ii. Enter correct semester, year, and course information (this is the most commonly “skipped” part of the form and stops processing cold)
      iii. Review the information on the form for accuracy
      iv. Click submit
   b. Complete a new Proctor Identification Form
      i. For someone who has not proctored for you previously.
      ii. Click the “Proctor Identification Form” link under the numeral 2 at the bottom of the page.
      iii. Enter correct semester, year, and course information (this is the most commonly “skipped” part of the form and stops processing cold).
      iv. Complete all fields on the form. PLEASE make sure to
         1. You must provide a contact person’s name for each proctor request.
            Enter the last name in the “Last Name” block and the first name in the “First Name” block.
         2. If your proctor is military, please enter his/her rank in the “Title” field
         3. Enter the CORRECT business email address in the appropriate block.
            Our entire approval system is email driven and if this is incorrect, the process is significantly delayed
         4. Be specific when describing the “relationship”: supervisor, HR rep, Training coordinator rather than “co-worker” or “colleague”.
      v. Click Submit