TO NOMINATE YOUR PROCTOR FOR EOL COURSES

1. Log in to The Engineering Online Portal here: https://portal.engineeringonline.ncsu.edu/index.php
2. Login with your university credentials (Unity ID).
3. On the Welcome page, click “Go to My Proctors” or select “Proctors” from the drop-down menu at the top left of the Welcome/Home screen. Then click on the semester and course for which you are nominating a proctor. To submit a new proctor request, click on the green plus sign in the lower right-hand corner of the screen under “My Proctors”.
4. If you live in or near Raleigh and wish to use the DELTA Testing Center located on NCSU’s campus, enter “DELTA” in the drop-down line and hit SUBMIT to send your request (the information for DELTA will automatically be sent for approval).
5. To nominate an individual, testing center (other than DELTA), library or commercial testing center, click on the “Nominate a Proctor Here” link and enter all of the requested information.
6. Under Proctor Contact Information, complete all fields on the form.
   a. **You must provide a contact person’s name for each proctor request.** Entering “Proctor” or “Library” or “Testing Center” is not acceptable and will result in you having to go in and update your nomination with a specific contact person’s name. Enter the last name in the “Last Name” block and the first name in the “First Name” block.
   b. If your proctor is military, please enter his/her rank in the “Title” field
   c. 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.
   d. Be specific when describing the “relationship”: supervisor, HR rep, Training coordinator rather than “co-worker” or “colleague”.
   e. For Exam Location, you may click “Same as proctor contact address” if that is where you will be taking the exams with your proctor or enter the different location where the in-person proctoring will take place.
   f. Then choose whether your request is for the current or upcoming term.
   g. Once you have checked all the Proctor Contact Information, hit “Submit”.
7. **Once your request has been approved, you will need to go back into the portal and select the proctor you want to use for each of your registered courses.** To select an approved proctor for your course, choose "Proctors" from the drop-down menu at the top left of the Welcome/Home screen and for the current semester choose a proctor for each EOL class by using the down arrow. **You must select a proctor for each class once your request has been approved in order for our office to receive your proctor information.**
8. If you submit more than one proctor for the semester, you must indicate which proctor you will use for each exam and also please email the Exam Coordinators, Lisa Jessick and Phillip Henry, at least two days before an exam window opens) at examsforeol@ncsu.edu to let them know which proctor you will use for each exam/test event.