

How do I sign up and pay for the online (off-campus) option?

1) First go to <https://flats.byu.edu/signupall.php> to register for a test, **when prompted please use your UC Merced student ID number**. Select University of California, Merced as your current FLATS Registration Page institution. Under “Proctor Information,” select the blue “Autofill Proctor360 as My Proctor.” It should look something like this after you click the Autofill link:

Proctor Information

[Autofill Proctor360 as My Proctor](#)

- Proctor **MUST** be an individual who we have certified through our office.
- Check with your school **FIRST** to find out your proctor's information.
- After registering, schedule a time to take the test through your **PROCTOR**.

Name:	<input type="text" value="Proctor360"/>
Department:	<input type="text" value="--"/>
Educational Institution:	<input type="text" value="Proctor360"/>
Address:	<input type="text" value="1311 High Point Ave."/>
City, State Zipcode:	<input type="text" value="Richmond, VA 23230"/>
Phone:	<input type="text" value="804-664-6000"/>
Email:	<input type="text" value="support@proctor360.cor"/>
Confirm Email:	<input type="text" value="support@proctor360.cor"/>

Under the “Sending Results to Your School” section, provide the following information so that the forms looks like this:

(*NOTE please copy the information exactly as you see it below, to ensure test results are sent to the proper location)

Sending Results to Your School:

- Fill in the address of your school so we can send your results.
- Upon receipt, your SCHOOL will be tasked with awarding credits on your transcript.
- **If you leave this section blank, or 'hold' your results, we will not send a copy to your school.**

(Hold results so student will be the only one to receive a copy of the results)

Name:	<input type="text" value="General Education"/>
Department:	<input type="text" value="Undergraduate Educatio"/>
University:	<input type="text" value="University of California, M"/>
Address:	<input type="text" value="5200 N Lake Rd"/>
City, State Zip:	<input type="text" value="Merced"/>
Phone:	<input type="text" value="209-228-7951"/>
Email:	<input type="text" value="ge@ucmerced.edu"/>

To complete the registration, click 'Proceed to Payment'

sending results to your school

When you get to the payment page, the cost will be \$50. After receiving your payment receipt, wait at least 48 hours before going to Step 2 below.

2) 48 hours after registration, please go to proctor360.com/flats to sign up for a time for the exam. You will need to schedule your exam time at least 48 hours beforehand. When you register for a time slot, it will charge you an additional \$20 at that time. Please note that if you need to reschedule or cancel your appointment, you will need to do that at least 24 hours beforehand or you will forfeit your \$20 proctoring fee with Proctor360. Be aware that canceling with Proctor360 is not the same as cancelling with FLATS, so please reach out to both parties if you no longer wish to take the exam.

3) After you sign up for an exam with Proctor360, you will receive an email with directions and links for preparing your testing area and setting up your equipment before the test. You must have a webcam and mic to use the online testing option, and you will have to clear the test area of all papers and books. Read the Proctor360 Rules & Regulations carefully.

Follow the email for pre-test set up instructions.

Login at your exact start time. Plan on about 10 minutes of additional set up time before taking the exam.