Purpose

This guide explains the steps to access an exam using RPNow.

Requirements

A Wilkes account.
An internet connection.
A computer compatible with RPNow.

Notes

You must know your user name and password for LIVE. Without your user name and password, you will not be able to access your exam and may need to restart the process from the beginning.

RPNow is not compatible with Chromebooks, tablets and mobile devices.

RPNow support is available 24/7 by calling 1-855-423-9639.

Process

1. In your course, click on **Content** on the menu bar at the top of the page.

2. In the **Table of Contents**, scroll down and click on the **RPNow** folder.

3. Click **Click here to take your RPNow proctored exam**.

4. You will see the name of your exam, and will need to click **Begin**.

5. Verify your information is correct, and click **Next.**

6. On the next screen, you will need to **DOWNLOAD** the software.

7. Open the downloaded file and allow it to run.

8. This will take you through the process of checking your audio/microphone, your camera, and your internet connection.

9. Enter your email address and click **Take My Exam.**

10. If any other applications or websites are running, it will prompt you to **Kill these Applications**.

11. Follow the prompts to show ID, complete a video scan of the room, and picture.

12. Log into LIVE using the same user name and password that you normally use to log in.
    Note: You will not use the Insert Exam Password button at this time.

13. Choose your course.
    Note: If you receive a pop up that says "Your browser is looking a little retro", click Got It.

14. Click **More Tools** on the top menu bar, and then choose **Quizzes**.

15. Choose your exam.

16. Click the green **Insert Exam Password** button at the top of the page and enter your exam.