Electronic System for the Management of Proctors Application and Password Authorization for the Examinations

ONLY FOR STUDENT THAT RESIDE OUT OF PUERTO RICO
(International Students)

The Distance Education Program of the Interamerican University of Puerto Rico - Ponce Campus leads all efforts to improve continually their processes. We are committed to provide resources that promotes the effectiveness and efficiency of our services. As part of this initiative, we have developed an “Electronic System for the Management of Proctors Application and Password Authorization for the Examinations”. This system will facilitate not only the exam proctor application, but will contribute on the improvement of our environment by minimizing the consuming or usage of paper.

The exam proctors system was designed to allow the electronic submission of an application that will authorize the proctor to provide the services (proctors examination) to the petitioner (student). Applications approved will receive an official password to access the proctor’s exam system. To complete the electronic application, please access the following link:

http://ead.ponce.edu/ead/portal/en/

We appreciate the commitment and support of all proctors of the students enrolled in our Distance Education Program of the UIPR – Ponce Campus. Undoubtedly, their contribution will impact the academic achievement of the student.

THIS SYSTEM IS EXCLUSIVE FOR PROCTORS, UNDER NO CIRCUMSTANCES THE STUDENTS ARE ALLOWED TO REGISTER.

IMPORTANT NOTICE: Before you (proctor) enroll in our system, make sure you (proctor) validate the petitioner’s (student) request. To assure the integrity of the process, as proctor you will request a PHOTO ID (License) and an Official Tuition Form. The main purpose of this process is to guarantee the authenticity of the petitionary (student).
https://ead.ponce.inter.edu

Sistema para el Manejo de Solicitud de Custodios y Autorización de Contraseña en Línea

(Uso Custodios Solamente / Proctors use only)

* * * Sistema para uso exclusivo de custodios que residen fuera de Puerto Rico * * *

Política: Uso del Sistema

1. Al someter esta solicitud, usted certifica que toda la información provista es correcta y autoriza a la Oficina de Estudios a Distancia de la Universidad Interamericana de Puerto Rico - Recinto de Ponce, llevar a cabo sus procedimientos de validación de información; con el propósito de determinar su decisión y autorizarle como custodio.

Here by, you certify that all the information provided here is correct and that you authorize our Distance Learning office of the Inter American University of Puerto Rico - Ponce Campus, to follow the procedures to validate the information you provided in order to accept you as a “Proctor”.

2. Los datos que usted proporciona son procesados a través de una conexión segura. Sus actividades pueden ser monitoreadas. Recuerde hacer buen uso de las mismas y practicar un comportamiento ético. Para mayor información refiérase a la “Ley de Abuso y Fraude en computadoras” (Computer Fraud and Abuse Act of 1986) y “Ley de Privacidad en las Comunicaciones Electrónicas” (Electronic Communications Privacy Act).

The data that you provided are processed through a secure connection. All of the communications are monitored. Remember make a good use of the system and always follow an ethical behavior. For more information, refer to: “Computer Fraud and Abuse Act” (1986) and also, by the “Electronic Communications Privacy Act”.

3. El acceso de los usuarios al sistema no es transferible y está terminantemente prohibido permitir acceso a personas no autorizadas. Usted como persona autorizada es responsable de salvaguardar la integridad del proceso en todo momento.

The system access is not transferable and is prohibited to allow access to non-authorized persons. As an authorized person, you are responsible to safeguard the integrity of the process at any moment.

4. Usted entiende y se compromete en caso de que su información de contacto cambie, deberá actualizarla en el sistema de forma inmediata. Dicha información no será compartida con ninguna entidad y solamente será utilizada por la Oficina de Estudios a Distancia de la Universidad Interamericana de Puerto Rico - Recinto de Ponce para poder contactarle y autorizarle como Custodio.

You understand and accept that in case that your contact information changes, it should be updated on the system immediately. We respect your privacy and your information will never be shared with any external organization and it will only be used by our Distance Learning Office of the Inter American University of Puerto Rico to establish communication with you and authorize you as a Proctor.

Step #1
To complete your application
Press the following link: Proctor System Access
To access the system after you complete your application press: Proctor Access
As soon as you access the system the application form will reflect on your screen.

**IMPORTANT NOTICE**

In order to consider your application, you (Proctor) must provide an official email account/address of your employer. This email address will be used to access our system.

When you complete this step and press the **Register** button, the system will automatically display the following page.
Proctor System Access

Welcome to our Distance Learning Proctoring System

Thank you for your willingness to serve as a proctor for InterAmerican University of Puerto Rico - Ponce Campus. The support of people like you is essential to the successful completion of our students academic goals.

Indicate the email account your provided in your application and the authorized password provided by the Distance Learning Program Administration.

NOTE: If you confront any difficulties, press the “Forgot Password” link; after you indicate you email address press “Forgot”. The system will automatically send to your email address a temporary password which you will use to access the system. It's recommend to change the temporary password as soon as you access the system.
The following is a description of the options available on the system:

1. **Edit Personal Info:** All your personal information must be completed in order to receive an approval of the application by the Distance Learning Administration.

2. **Change Password:** For password updates.

3. **Add Student:** This option will allow you to select the academic term and complete the petitionary (student) information.

4. **Request Exam Password (Course):** To select the official term and section of the student as established on the Tuition Form.

5. **View Course List & Password:** To verify the status of the approval of your application and password submission for the petitionary’s (student) courses.

6. **Logout**
**STEPS:** Update your personal information

Welcome, Proctor

Your already access the System for Distance Learning - Exam Proctoring.

IMPORTANT NOTICE: If this is your first time accessing the system, complete the following information in order to process and approve

Press Edit Personal Info if you need to add or update the existing information.

The system will immediatly display the following page.

The system will confirm your submission and update your contact information. The Distance Learning Administration will receive a notice indication that you registered in our system.

Press Home to return to the initial page.
**STEPS:** Submit petitioners (student) information and request passwords.

Welcome, Proctor

Your already access the System for Distance Learning - Exam Proctoring.

IMPORTANT NOTICE: If this is your first time accessing the system, complete the following information in order to process and approve your request. Press "Edit Personal Info" to submit your data.

[Edit Personal Info] [Change Password] [Add Student] [Request Exam Password (Course)] [View Course List & Password] [Logout]

This is a password protected area only accessible to proctors.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Proctor USA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work:</td>
<td>Inter American University of PR</td>
</tr>
<tr>
<td>Position/Title</td>
<td>Administrative Support</td>
</tr>
<tr>
<td>Address:</td>
<td>104 Parque Industrial Tunga Rd1 Mercedes PR 00715-1502</td>
</tr>
<tr>
<td>Phone:</td>
<td>787-284-1912 Ext:2113</td>
</tr>
<tr>
<td>Fax:</td>
<td>787-843-0103</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:proctorusa@yahoo.com">proctorusa@yahoo.com</a></td>
</tr>
<tr>
<td>Email (secondary):</td>
<td><a href="mailto:proctorusa@yahoo.com">proctorusa@yahoo.com</a></td>
</tr>
</tbody>
</table>

Proctor, Thank you for access our System

The following page will appear.

**Step #5**

Press Add Student

Select the term stated in the Tuition Form

Complete the students information and press the Update button.
The system will confirm the registration or submission of the petitioners (students) information.

**Step #6**

Press the **Request Exam Password** link to request the password for the petitionary’s (student) courses.

Select the term of the stated on the students Tuition Form and press **Submit**.

Select the students name and the **Select** button.
Immediately the system will display the complete registration info of the student. After you verify the information you can add each course.

Select the section that appears on the official Tuition Form of the student and press the Add CRN button (you will repeat this step for each course).

Instantly you will receive a confirmation of the registration. This information will indicate the actual status of the application submitted for the term and student selected.

If you wish to add additional sections, use the drop down arrow, select and press the “Add CRN” button.
YOU MUST COMPLETE THE FOLLOWING STEPS:

This final process will immediately notify the Distance Learning Administration that you have completed and submitted your application.

Select the term and press the Submit button.

The system will reflect the courses that you've added.

After you complete these steps Press the “Finish the Request” and automatically the system will send a confirmation to the Distance Learning Administration indicating that you've completed this process and wish to be the proctor of the student.

Press the Finish the Request button.
The following page will confirm that your registration was successfully completed.

Request Completed

Home | Logout

Your request for the following student: P00000000 is being processed and notified to our Distance Learning Office. We will contact you via e-mail in order to provide instructions or another procedures required. Once again, thanks for access our system.

Step #10

*After you complete the entire process you should wait for the final decision.* The Distance Learning Office will send an email confirming this process and indicating the specific procedures to access the password list or view the status of your application approval.

To exit the system press “Logout”.
Steps: Password and Approval Status View

1. Access the system using your username (email address) and password.
2. Press the “View Course List and Password” link on the option menu.
3. Select the Term and press the “Submit” button.
4. Select the Name of the Student and press the “View Course List & Password” link.

The following is an image of the page displayed for proctors applications approved. This page indicates the courses not approved and the approved with their authorized passwords.

**Summary: Courses Requested / Passwords**

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**Step 1:**
- Press the following button to notify us that you have finished your request.
- **By pressing this button, you certify that the information provided is valid and correct.**
- Also, you certify that the student presents a recent photo ID and his/her official registration form for the academic term selected.

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**Remember**
Your request will be on pending status until you have completed the authentication process and you have “Certify your request”.

*If you forgot to “Certify your request” press the button*

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If you confront any technical difficulties or have any questions please contact us:

custodios@interponce.edu

Thank you for using our system!