## **DSST ProProctor Appointment Scheduling Walk-Through**

- 1. To schedule a DSST appointment through Prometric's Remote Proctoring platform, you will need to visit www.prometric.com/dantes to enter the "DSST/DANTES" landing page on the Prometric.com website.
  - a. If you are starting from www.getcollegecredit.com, you can redirect to the Prometric.com landing page by visiting the "Find a Test Center" tab, and clicking the green button that states "Service Members Take a Remotely Proctored Exam".

Home	DSST Exams	Test Takers	Find A Test Center	Institutions	News & Events	About DSST
Before Yo	u Schedul	e a DSST	Exam			
<ol> <li>Find Out Your S examination.</li> </ol>	chool's Policy Talk	to your academic	advisor, professor or adm	issions office and t	ind out your school's p	policy on credit by
2. Choose Your Es accepted for the	<b>xams</b> Look over our exam.	exam list and dec	ide on the exams you wan	t to take. Double c	heck with your school	to verify credit will be
<ol> <li>Locate a Test C constantly updat</li> </ol>	enter by Searching e our database, sch	Our Database Y	ou can search our databas their credit awarding policie	e below to find an es without prior not	administering school. lice.	Please note that while v
<ol> <li>Take a Remotel Proctored Examination</li> </ol>	y Proctored exam. ' button below.	Eligible military se	ervice members can sched	ule a remotely pro-	ctored exam. Click on t	the "Take a Remotely
Find a Tea	t Cantan a	r Credit	Auronding Inci			
		r Credit-	Awarding Inst	litution		
Find a Tes	eria (e.g. institutio	r Credit-/	Awarding Inst	titution Take a R	Service Memb emotely Proci	ers tored Exam
Find a Tess Enter Search Crit Outside US All Regions Select US State	eria (e.g. institutio	on name or city)	Awarding Inst	titution Take a R Take an	Service Memb Service Membe Service Memb Exam at a Pro Center	ers tored Exam ers metric Test
Find a Tess Enter Search Criti Outside US All Regions Select US State All Items	eria (e.g. institutio	on name or city)	Awarding Inst	titution Take a R Take an	Service Memb emotely Proci Service Memb Exam at a Pro Center ES-funded eligibil	ers tored Exam ers metric Test emilitary service
Find a Tess Enter Search Criti Outside US All Regions Select US State All Items Filter the type of	eria (e.g. institutio	nr Credit-J	Awarding Inst	Take a R Take a R Take an Take an	Service Memb emotely Proct Service Memb Exam at a Pro Center TES-funded eligible	ers tored Exam ers metric Test p military service
Find a Tess	eria (e.g. institutio	n Credit on name or city) nt to find: (634)	Awarding Inst	titution Take a R Take an Take an Ire you a DANT nember?	Service Memb lemotely Proci Service Memb Exam at a Pro Center 'ES-funded eligible etwork has expanded	ers tored Exam ers metric Test e military service ed its footprat with
Find a Tess Enter Search Crit Outside US All Regions Select US State All Items Filter the type of  OANTES Fully- Institutions tha	eria (e.g. institutio	n to find: (534) did (1.461)	Awarding Inst	titution Take a R Take an Take an Ine you a DANT nember? he DSST test m the addition of Pr	Service Memb lemotely Proci Service Memb Exam at a Pro Center 'ES-funded eligible twork has expande ometric Test Cent	ers tored Exam ers metric Test o military service ed its footprint with ers and Remotely
Find a Tess	eria (e.g. institution	r Credit-, on name or city) nt to find: (634) dift (1,461) (1,169)	Awarding Inst	titution Take a R Take an Take an Ing you a DANT nember? The DSST lest in the addition of the Procefored Exam	Service Memb lemotely Proct Service Memb Exam at a Pro Center ïES-lunded eligible etwork has expand ometric Test Cent is operated by Pron	ers tored Exam ers metric Test a military service ad its footprint with ers and Remotely netric, a leading
Find a Tess Enter Search Criti Outside US All Regions Select US State All Items Filter the type of DANTES Fully-1 Institutions tha Locations that	eria (e.g. institutio	nt to find: (634) (1,169)	Awarding Inst	titution Take a R Take an Take an Take an Take an Take addition of Pr Troctored Exam	Service Memb emotely Proci Service Memb Exam at a Pro Center ES-fundod eligible etwork has expand ometric Test Cent is operated by Pror elivery services.	ers tored Exam ers metric Test e military service ed its footprint with ers and Remotely netric, a leading

2. Once you have arrived on the Prometric.com DSST/DANTES landing page, you will select the "Schedule" icon found under "Remotely Proctored Exam".





## DSST ProProctor Appointment Scheduling Walk-Through

3. Review the DSST exam information page. Before selecting the arrow to move forward, read the page thoroughly to ensure you understand important information specific to completing DSST exams as a "DANTES-funded test-taker".

Schedule Appointment	Test Sponsor: DSST
Please note: Civilian and Non-eligible military test takers CANNOT take an exam at a Prometric test center or via Remote Proctor.	Program Name DANTES
Preparing for a Remotely Proctored Appointment	
Military service members need to provide their Common Access Card (CAC) and one valid government- issued identification card at the time of check in. You will not be able to sit for the exam without providing the CAC.	
<ul> <li>Prepare your environment: You must remove all personal items from the testing area except a surface to place your compute camera and microphone, a chair, the computer itself and your government issued photo identification.</li> </ul>	
<ul> <li>What time to plan to launch your Exam: Be prepared to launch your remote Exam 30 minutes before your scheduled appointment time to allow time for check-in procedures.</li> </ul>	
Preparing for a Test Center Appointment	
<ul> <li>What to Bring to the Testing Center</li> <li>Military service members need to provide their Common Access Card (CAC) and one valid government- issued identification card at the time of check in. You will not be able to sit for the exam without providing the CAC.</li> </ul>	
The identification document must be in Latin characters and contain your photograph and signature. All $ullet$	
<ul> <li>(</li> </ul>	

- 4. Review the Personal Data Privacy Disclosure and Consent page. Read the statement and click "I consent" when you are ready to move forward.
- 5. The next page will ask if you have been pre-approved for testing accommodations. Select yes or no based on your status.
  - a. Visit www.prometric.com/test-takers/arrange-testing-accommodations for more information on testing accommodations.
  - b. The "Test Selection" drop down menu will appear. Click "Select a Test" to see the list of DSST exams and select your desired title. Click the green arrow to move forward once the exam is selected.

Pro Scheduler		English   PROMETRIC
Schedule Appointment		Test Sponsor: DSST
Exam Selection Pre-approved Testing Accommodations ©	~	Program Name: DANTES
Test Selection	^	
Select a Test         Select a Test         Aristory Of The Vietnam War         Aristory         Business Emics And Society         Computing & Information Technology         Criminal Jusice         Emics In Technology         Foundamentals Of Collage Algebra         Fundamentals Of Collage Algebra         Businey Three Sovet Union	,	
Introduction To Business	•	
DANTES		2

DoD VolEd

## DSST ProProctor Appointment Scheduling Walk-Through

6. Select the time zone you will be testing in. Click the dropdown bar to view all options and select your current time zone. Then click the small icon box below the bar to confirm the selection and use the green arrow to move forward.

Pro Scheduler Language English	PROMETRIC
Testing Location Time Zone Select the time zone you will be testing in	<b>Test Sponsor:</b> DSST <b>Program Name:</b> DANTES
in which you will be testing, please change before proceeding. Test time and time zone offset will automatically adjust for daylight/summer time once you Reserve your Test time.	Exam Name: A History of the Vietnam War
(GMT -5.00) Eastern Time         ✓         ✓         ✓         I confirm this is the time zone I will be testing in.	Test Center Location: Remotely proctored
<ul> <li>(</li> </ul>	

 Select the date range you would like to search for your appointment. Note that you will only be allowed to select up to a two-week time period between the "start date" and "end date". Once you have your date range, select "Find available times".

Pro Scheduler_	Language English V	ROMETRIC
Testing Location Time Zone A History of the Vietnam War (GMT -5.00)Eastern Time	ne Remote Proctored Exam	Test Sponsor: DSST Program Name: DANTES
Start Date          03/12/2021 <ul> <li>End Date</li> <li>03/26/2021</li> <li>Note: You must select an end date that is within 2 weeks of the selected start date.</li> </ul> Find available times		Exam Name: A History of the Vietnam War Test Center Location: Remotely proctored
$\overline{\bullet}$	Reserve Test time	



8. A list of appointment dates/times between your date range will appear on the right side of the page. Select your desired time and then click "Reserve Test Time".

Business Ethics and Society (GMT -5.00)Eastern	Time Remote Proctored Exam
Start Date 03/24/2021	Eastern Time
End Date	MAR 9:00 AM Select
04/07/2021	Wednesday, 24 MAR 2021
Note: You must select an end date that is within 2 weeks of the selected start date.	Eastern Time
Find available times	MAR 9:30 AM Select
	Wednesday, 24 MAR 2021
	Eastern Time
	MAR 10:00 AM Select
	Wednesday, 24 MAR 2021
	Eastern Time
	MAR 10:30 AM Selected
	Wednesday, 24 MAR 2021
	Eastern Time
	MAR 11:15 AM Select
	Wednesday, 24 MAR 2021
	More Times

Review the Biometric Collection Disclosure statement and select "I Consent" to move forward.
 Complete the "Profile" section and input all required personal information.

Reserve Test time

Pro Scheduler	Language You have 05:59 minutes to complete your appointment English	
	Profile The name used to schedule your appointment must exactly match the name shown on your identification. At a minimum, the identification must be a valid, government-issued ID that	Test Sponsor: DSST Program Name: DANTES
	shows your name in the English alphabet, your signature and your photograph. Additional identification policies may apply. Please check with your sponsoring organization for details. * Indicates required field	
	* First (Given) Name Matt	Test Center Location:
	Middle Name	Test Date: 24 MAR 2021
	* Last (Family) Name ZZDemo	Test Time: 10:30 AM Eastern Time (GMT -4.00)



 $(\boldsymbol{\langle})$ 

**11.** Review Appointment Verification and select "complete appointment" to reserve your date and time. You will be sent a confirmation email and given an appointment confirmation number that can be used to reschedule or cancel your appointment if needed.

Pro Scheduler	You have 05:23 minutes to complete your appointment	Language t <mark>English v</mark>	PROMETRIC
Appointment Verification	w and click 'Complete Appointment' to complete you	ır	<b>Test Sponsor:</b> DSST <b>Program Name:</b> DANTES
transaction.			Exam Name:
Personal Details			Business Ethics and
Name: Matt ZZDemo Address: 123 Fake Street Email:			Society Test Center Location:
Appointment Details			Test Date:
MAR Eastern Time on Wed	, 24 MAR 2021 (10:30 AM - 1:00 PM)		24 MAR 2021
24 Exam: Business Ethics and Time 10:30 AM - 1:00 PM Date Wed, 24 MAR 2021	Society		Test Time: 10:30 AM Eastern Time (GMT -4.00)
	Total Duration: 2 h	nr. 30 min.	
Payment Details			
		Price	
1. Exam: Business Ethics and Socie	ty		
Exam fee:		\$00.00	
Prometric has a firm commitment t specific personal identifying inform	o protecting your privacy. We will not disclose, to third ation about you without your permission.	parties, any	
By clicking the "Complete Appoint to payments, reschedules, cancell organization.	ment" button below, you agree to all terms and conditi ations, refunds and other policies set forth by your	ions related sponsoring	
$\checkmark$	Co	omplete Appointment	

