INSTRUCTIONS FOR ADMINISTERING THE AUTODESK EXAMS
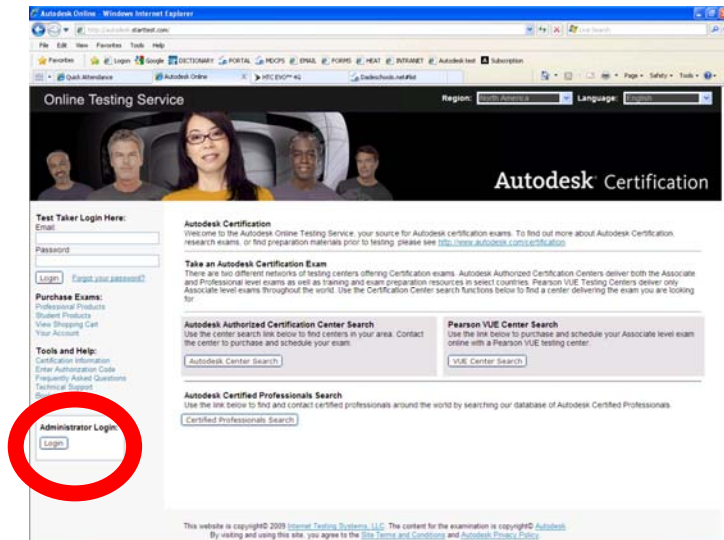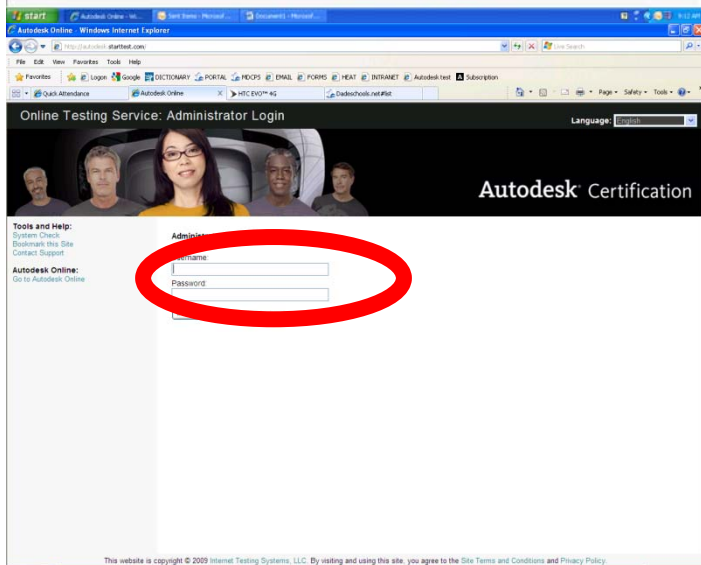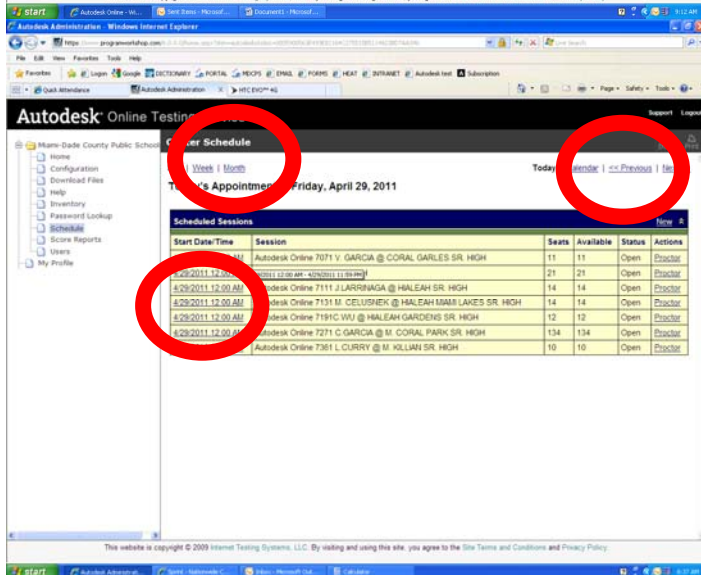

1. CLICK LOGIN AS INDICATED

2. ENTER YOUR USERNAME AND PASSWORD. IF YOU HAVE LOST THIS INFORMATION PLEASE EMAIL ME AND I WILL RESET YOUR PASSWORD.

3. CLICK 4-29-2011 12:00 AM NEXT TO YOUR SCHOOL LOCATION/NAME. I HAVE ADJUSTED THE DATE TO KEEP THE SESSION OPEN UNTIL THE END OF MAY. YOU WILL NEED TO CLICK ON MONTH THEN PREVIOUS TO RETURN TO APRIL'S CALENDAR.
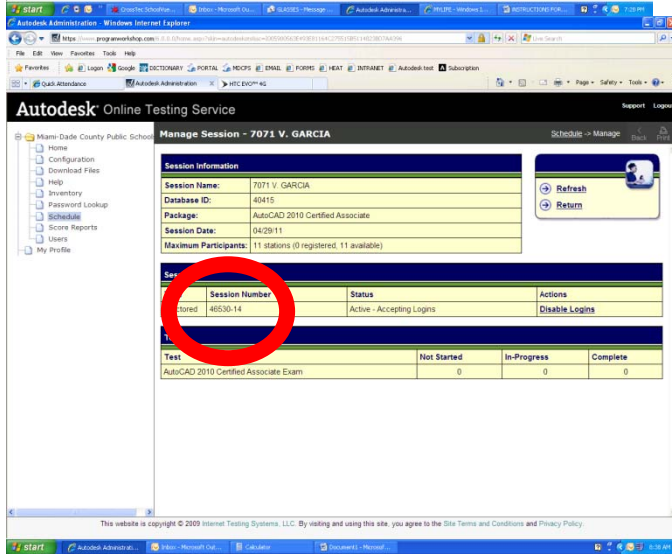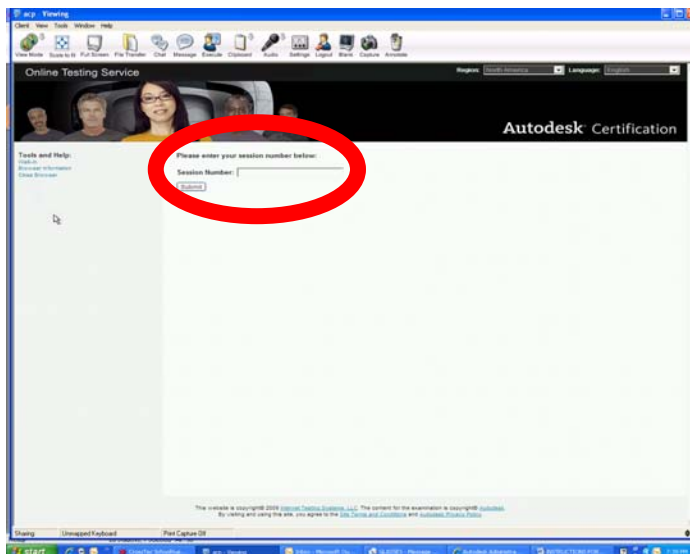
INSTRUCTIONS FOR ADMINISTERING THE AUTODESK EXAMS
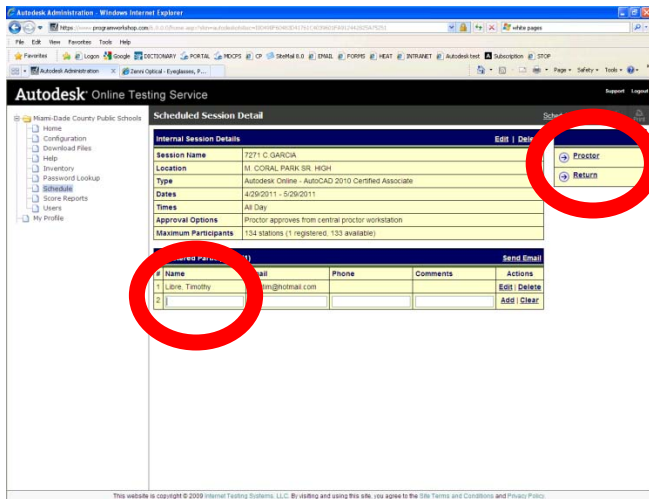
4. ENTER THE NAMES OF THE STUDENTS

LAST NAME, FIRST NAME

CLICK ON PROCTOR

5. GIVE THE STUDENTS THE SESSION NUMBER WHEN YOU ARE READY TO PROCTOR.

6. STUDENTS ARE TO LOG IN USING THE ONLINE BROWSER OFF OF THEIR DESKTOP. THIS SCREEN WILL BE THE FIRST STEP FOR THEM TO ACCESS THE SECURED TEST. GIVE THEM THE SESSION NUMBER FROM YOUR PAGE SO THAT THEY MAY ENTER. **THEY MAY ONLY USE THIS ONCE!!!!!** THEN THEY MAY BEGIN.