



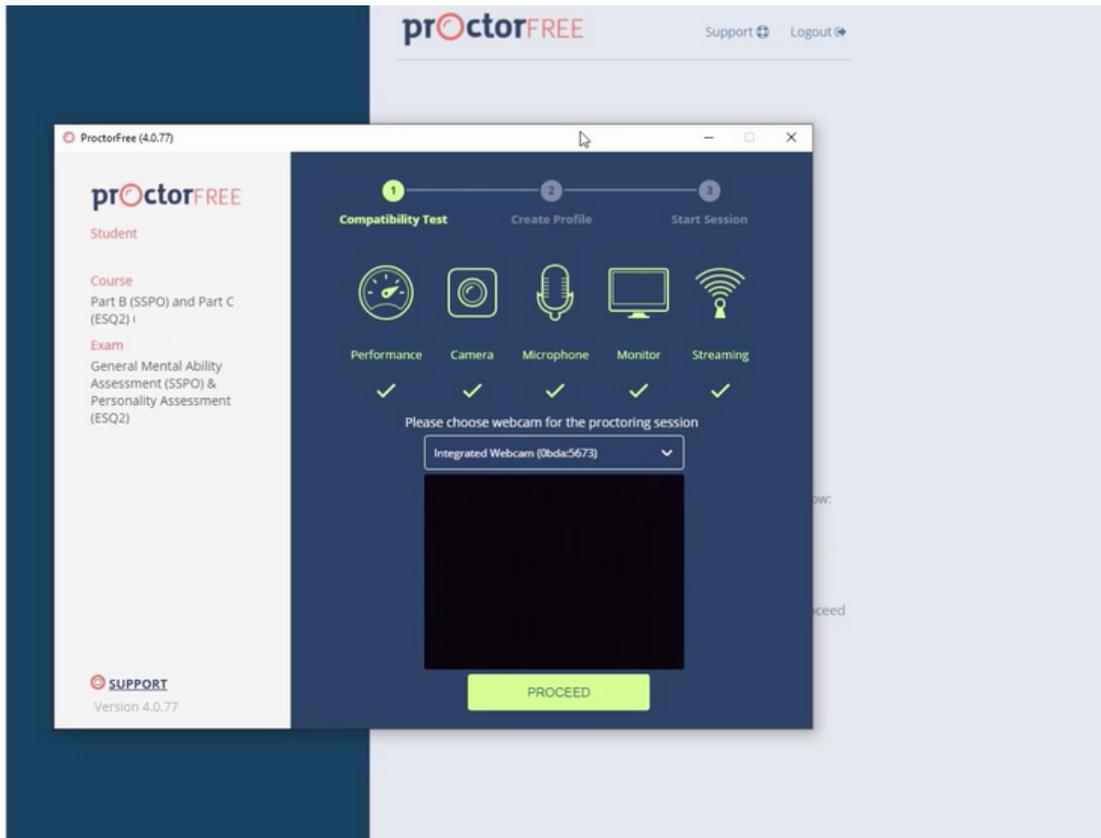
Justice, Management, and Educational Consultants

ID Guide

*How to correctly submit
your identification through
the ProctorFree system*

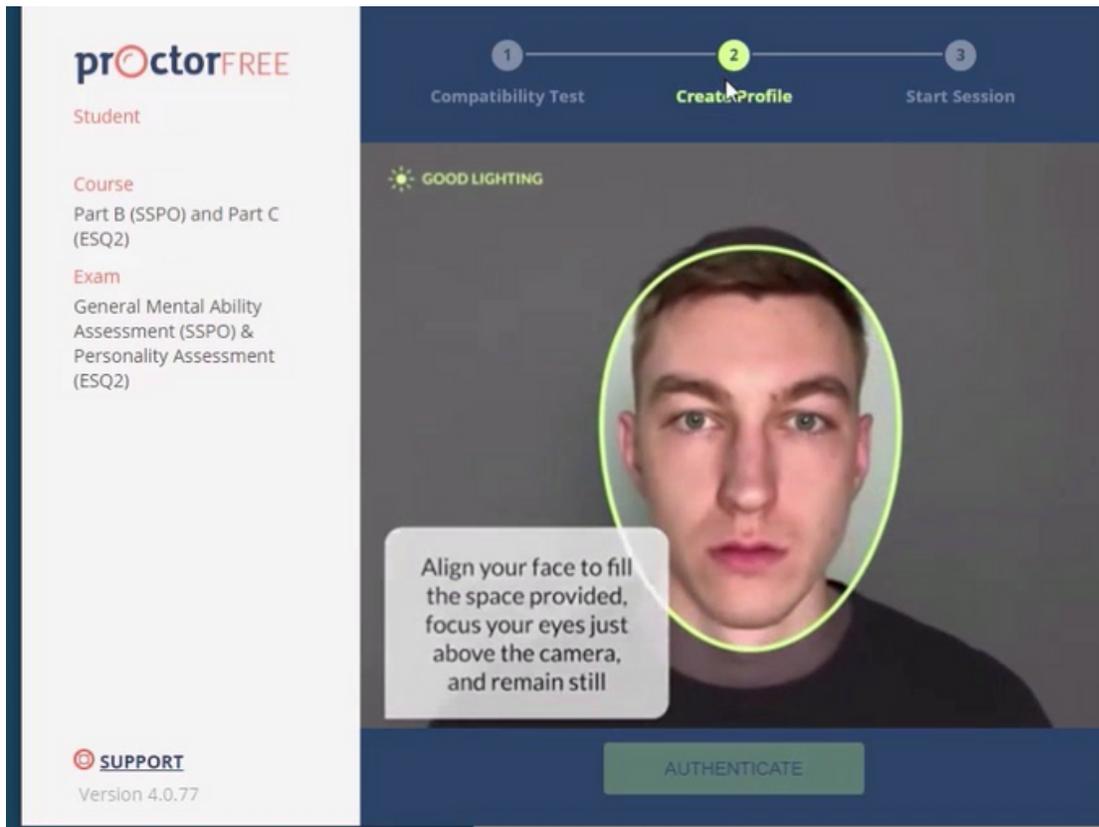


Step 1



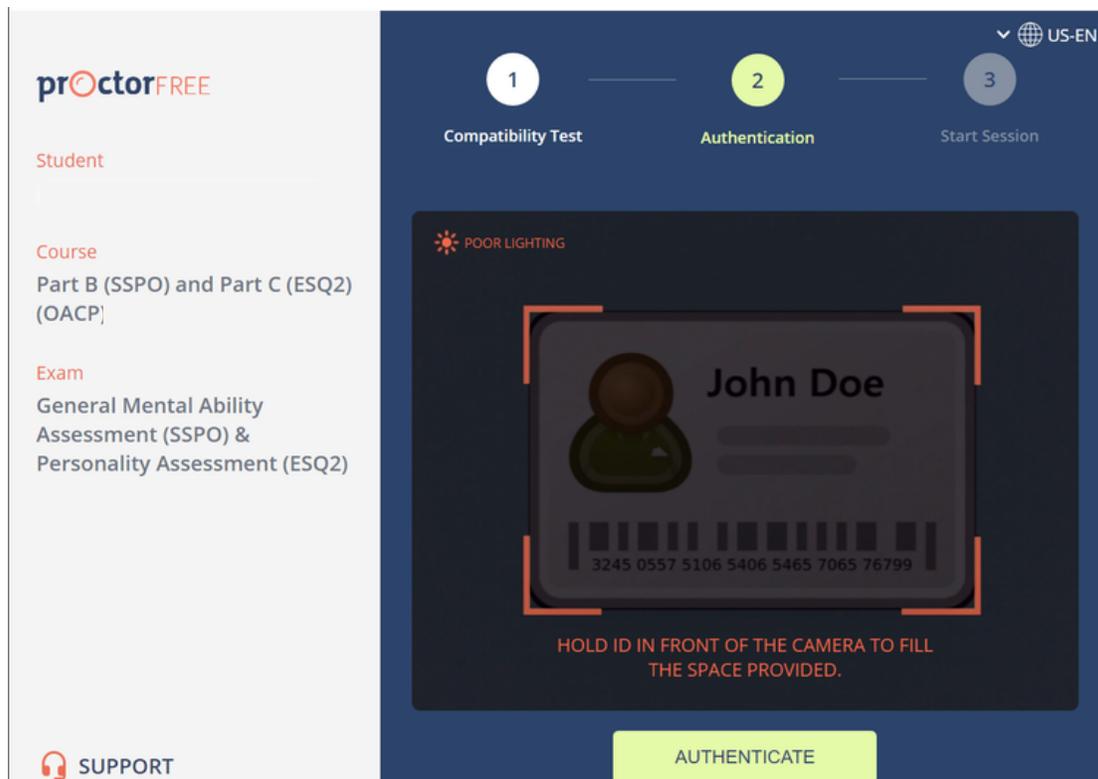
Start by logging into the ProctorFree system through your web browser and clicking on the exam link. This will launch ProctorFree, and a compatibility test will be conducted on your device. After the compatibility test succeeds, you will be able to authenticate your identification on your profile.

Step 2



You will first be prompted to authenticate your face in the circular space provided. Ensure that you position your face correctly and there is adequate lighting to ensure successful authentication.

Step 3



After this succeeds, the screen that follows is where you will hold a piece of government-issued photo identification to your web camera and fill the rectangular space provided.

Step 4



Once the authentication of your face and your identification have cleared, your profile has been successfully updated.

After completing steps 1 through 3, please close all windows of both SIGMA and ProctorFree as our team will then cross-reference the information and process your file to receive your certificate.

Please do not click the link to begin the test a second time as you may incur a financial and a disciplinary penalty.