# EEGC 2020 Online exam Registration guide







You have been registered by your National Society to take the European Exam in General Cardiology (EEGC)

This presentation will explain how to schedule your exam session.

### **Step 1** *Automatic notification*



Once registered by your National Society, you will receive a message from the ESC with the dedicated link to book your exam slot.



 $\rightarrow$  In case you didn't receive it <u>one month</u> before the exam date, please contact your National Society.

 $\rightarrow$  Please check your **spam folders** if you didn't receive this email.

### **Step 2** *Click on the link*

#### Click on the link provided in the email.



ESC European Society of Cardiology

- If you already have a ProctorU<sup>®</sup> account, click on 'Sign in and accept with existing user account'
- If you do not have a ProctorU<sup>®</sup> account, click on 'Sign in and accept with new user account'

#### Step 3a New account

#### Create your ProctorU<sup>®</sup> account:

	Ũ
	Create an Account
Enrollments	
Institution *	, CAIW
Name	
First name *	
Last name *	
Account	
Username *	



• Fill in all mandatory fields, and click on "Create Account"

If the Institution is not filled in by default, please select "CYIM" in the dropdown list

#### Step 3b With existing ProctorU<sup>®</sup> account



Sign in to your ProctorU<sup>®</sup> account:

ProctorU
Sign in to Your Account
Username or Email
Password
□ Stay signed in?
Sign In
Login with Single Sign-On

• Indicate your Username/Email and password, and click on "Sign In"

# Step 4 Schedule your exam session

#### **Schedule Session**

Select a Dat	te		
← м	larch 2021 →	Please select a date and time on the left. Once you have selected a date and time, please click Submit.	
Su Mo Tu	u We Th Fr Sa		
28 1 2	3 4 5 6		
7 8 9	10 11 12 13		
14 15 16	5 17 18 19 20		
21 22 23	3 24 25 26 27		
28 29 30	0 31 1 2 3		• By default, the date indicated is
4 5 6	7 8 9 10		the exam date – You cannot
Select a Tim	ne		modify it
<b>^</b>	<b>^</b>		
08 :	00 AM		
$\checkmark$	$\checkmark$		
	Submit		
Exam			
This exam is a	available from		
Tuesday Marc - Tuesday Mar CET	:h 9, 2021 8:00AM CET rch 9, 2021 12:00PM		
Exam Name			
European Exa	m in General		



#### **Step 4** *Schedule your exam session*



Select the time when you would like to take the exam – The exam can be taken <u>anytime</u> during the

time slots indicated (between 8AM CET and 12PM CET for EEGC 2020)



Once you submit the time, all available slots will appear on the right part of your screen.

# **Step 4** *Select a time slot to finalise registration*

• Click on 'Select' to validate your time slot choice



• Click on 'Schedule' to confirm your choice





SELECT

#### **Step 5** *Confirmation*



After having scheduled your session the following screen will appear to confirm successful booking:

our order was success	ful!				Print Receipt My Sessions
Session	Institution	Date & Time	Туре	Price	Payment Information
European Exam in General Cardiology 2020 (EEGC) – 9 March 2021	CYIM	03/09/2021 10:00AM CET	Live+	\$0.00	Payment Method Credit on Account
Total			\$0.00		
		Reschedule	2		

You will also receive a confirmation email from "noreply@proctoru.com"

Reservation confirmation	
noreply@proctoru.com To ● Stephanie THIBAULT	5
() Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.	
**Important Update** Please make sure that you are using the current version of Chrome and have downloaded the ProctorU Chrome extension available at http://bit.ly/proctoruchrome.	
Hello Stephanie Thibault!	
Thank you for scheduling an exam with ProctorU.	
Here are the details of your reservation:	
European Exam in General Cardiology 2020 (EEGC) – 9 March 2021	
СҮІМ	
2021-03-09	
10:00AM (CET+0100)	