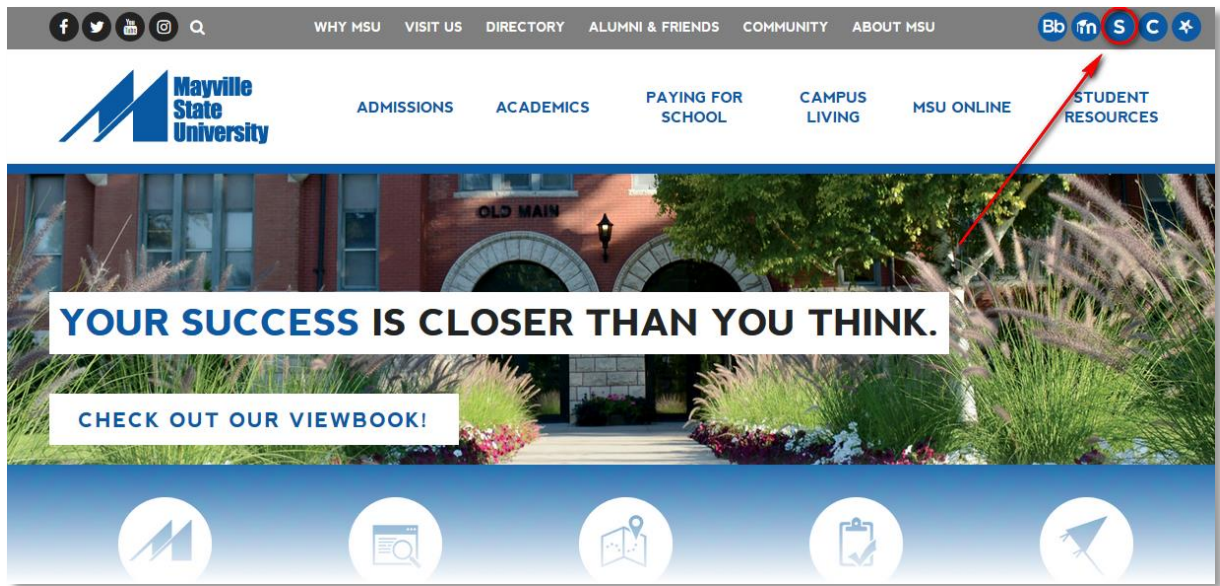


Submit a Proctor

Some classes may require you to submit your proctor for approval by completing and submitting the Office of Extended Learning Proctor Approval Form online. Please follow the steps below to submit your proctor form:

1. Before completing the form, speak to your proctor and gather their professional contact information.
2. Go to the Mayville State website at www.mayvillestate.edu and click on the **S** link at the top of the page.

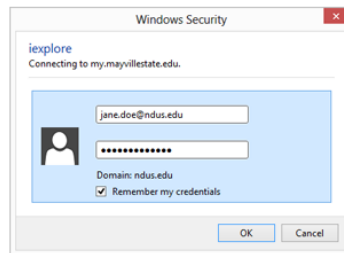


3. You will be taken to the screen shown below. Click the **Continue Login** after you read the information about usernames and passwords here.

To access SharePoint, please follow the instructions below.

If you experience issues logging in with Edge browser, try accessing SharePoint with Chrome or Firefox.

- Your username must be in the following format: **first.last@ndus.edu** or **first.last**
- Your password is the same one you use for Campus Connection, Moodle, and Blackboard.
- Forgot password? Visit <https://helpdesk.ndus.edu/ndusaccount/> for account self-service.

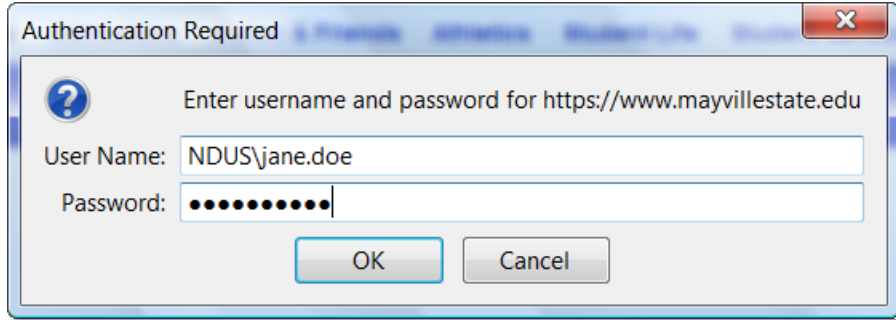


[Continue Login](#)

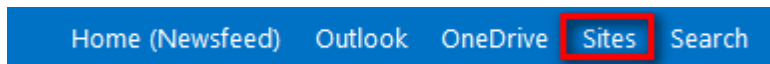
- You will be prompted to enter your **username** and **password**. Your username is the same as your login for ConnectND preceded by NDUS\. Your password is also identical to the password you created in the account claim process and what you use for ConnectND and Bb/Moodle.

Example Username: NDUS\jane.doe

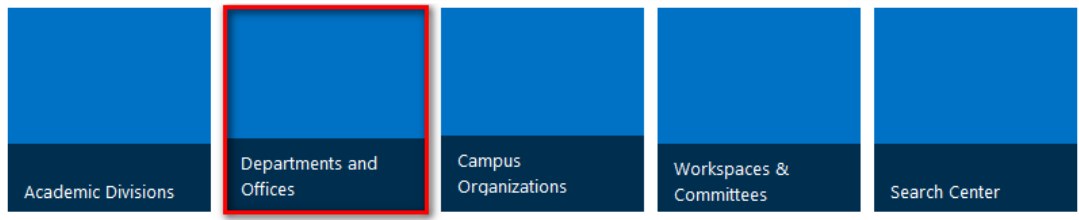
Example Password: Comets2019



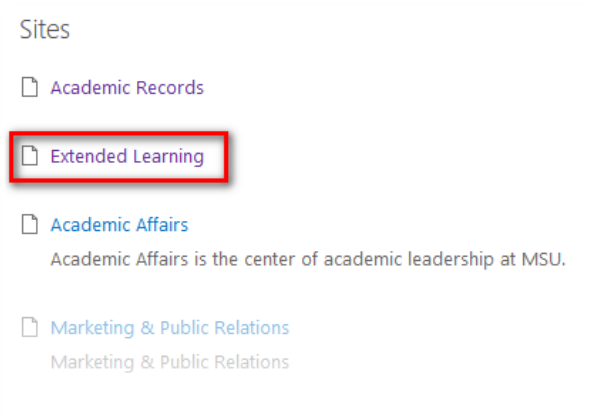
- Click **OK**
- Once in Sharepoint, click **Sites** in the top right menu navigation.



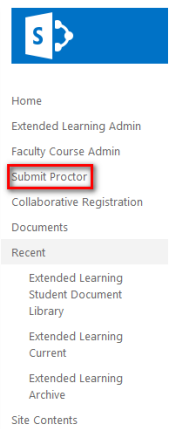
- Click **Departments and Offices**.



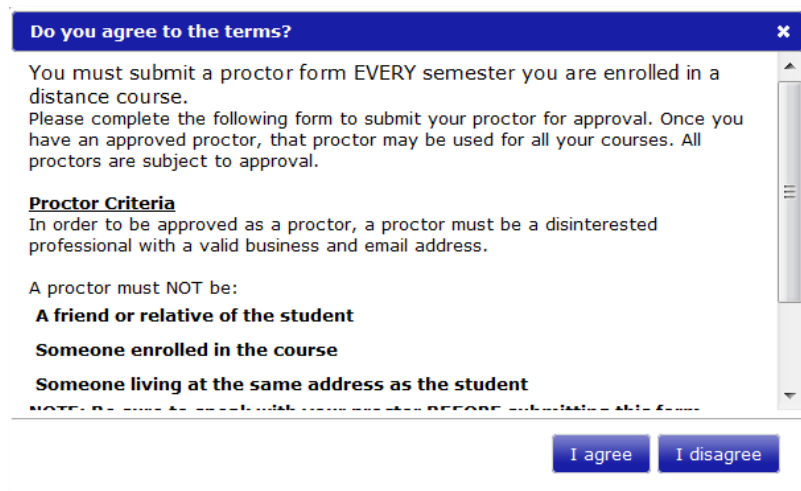
- Click **Extended Learning** from the site list.



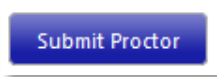
9. Click Submit Proctor on the left-hand menu.



10. A pop-up window will appear with proctor criteria. Read through the terms and click either **I Agree** or **I Disagree** (if you do not agree, you will not be able to submit your proctor info).



11. Fill out the online form with your proctor information. Be sure you fill in all blank fields. Once you have completed the form, click **Submit Proctor** at the bottom of the page.



Your Proctor Approval Form must be submitted *at least* 10 days prior to your first exam.

Your proctor will be contacted to verify their information and their desire to serve as your proctor. If he or she cannot be contacted for verification, your proctor will not be approved. Once you have an approved proctor, that proctor may be used for all your distance courses for the **current semester only**. All proctors are subject to approval. **You must submit your proctor for approval at the beginning of each semester you are enrolled in Mayville State courses.**