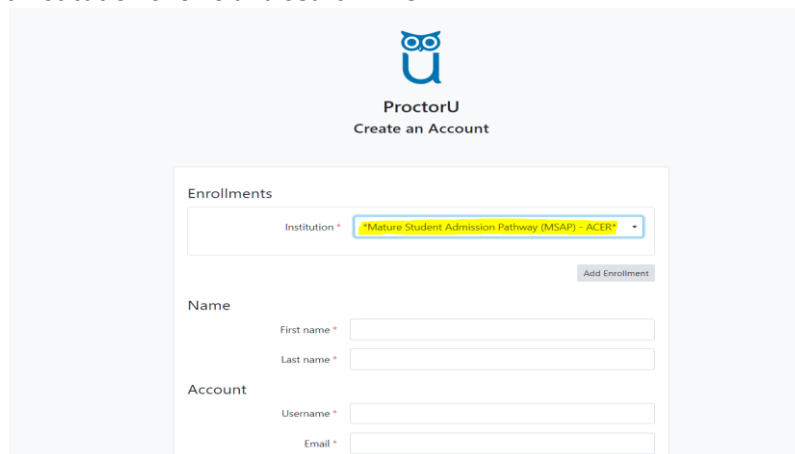


How to create your ProctorU account and schedule your test.

1. [Create](#) an account with ProctorU (please use link provided here, do not go to the main ProctorU page). Enter your details and 'Create Account'.

Please ensure the institution is ***Mature Student Admission Pathway (MSAP) – ACER*** refresh your page if a different institution shows and search "MSAP".



You MUST use the same email address to create your ProctorU account as you used to register with ACER.

If you already have a Proctor U Account but it was not created for sitting a MSAP Ireland Test, please do the following:

[Log in](#) to your ProctorU account. Click on the drop-down list next to your name in the top right-hand corner. Click on 'account settings'. Scroll to the bottom of the page and under enrolment click on 'add enrolment'. Select ***Mature Student Admission Pathway (MSAP) – ACER***. Click on 'update account'. Once you have done this, go back to the 'home page' of your ProctorU account.

2. **Perform the Equipment Test** from the link in you ProctorU account, using the computer that you intend to sit the test with at the location that you will be doing the test from. It is your responsibility to ensure that your computer meets the minimum technical requirements and passes the above tests. This is to avoid unnecessary delays/issues on your test day. If you encounter any issues, please contact ProctorU support via the chat function in your ProctorU account.
3. **Schedule your test session.** Click on the 'Schedule New Session' button. Select ***Mature Student Admission Pathway (MSAP) – ACER*** as the institution. Select for 'open ended' for 'term'. Select the relevant module combination for 'select your exam' (i.e. Module 1 & 2 / 1 & 3 (2 hour session) or 1, 2 & 3 (3 hour session)). The module combination that you are required to sit is detailed on your admission ticket in your [ACER user account](#)).

Your test session can be scheduled to take place during the time periods available. Please ensure you select the correct time zone for your location.

On test day, login to your Proctor U Account (not your ACER User Account). Please download and read the [MSAP Ireland Online Test Step-by-Step Guide](#) from the website before test day.

*** During the pre-test procedures, candidates may experience a 30 minute to 1 hour wait time to connect to a proctor during peaks scheduling times (this does not count towards your test time). ProctorU will do everything possible to keep their wait times as low as possible but cannot guarantee low wait times.***