Student Payment Screenshots for Honorlock

Students will be prompted to pay for Honorlock when they take the first "real" exam (one for a grade, not the practice quiz) in a course. Exams can be delivered via Canvas or a third-party provider (Examples MindTap, Connect, Knewton, etc.). There is a difference in how you access the exam, but the payment process and screens are the same. Additionally, you will have to purchase Honorlock for each course that it is required. **Check your syllabus and Canvas course to see if it is required.**

1. Once you have completed your room scan, you will see the following window in which to pay for Honorlock. By default, this is a per exam screen. You will need to click on the Payment Options link.
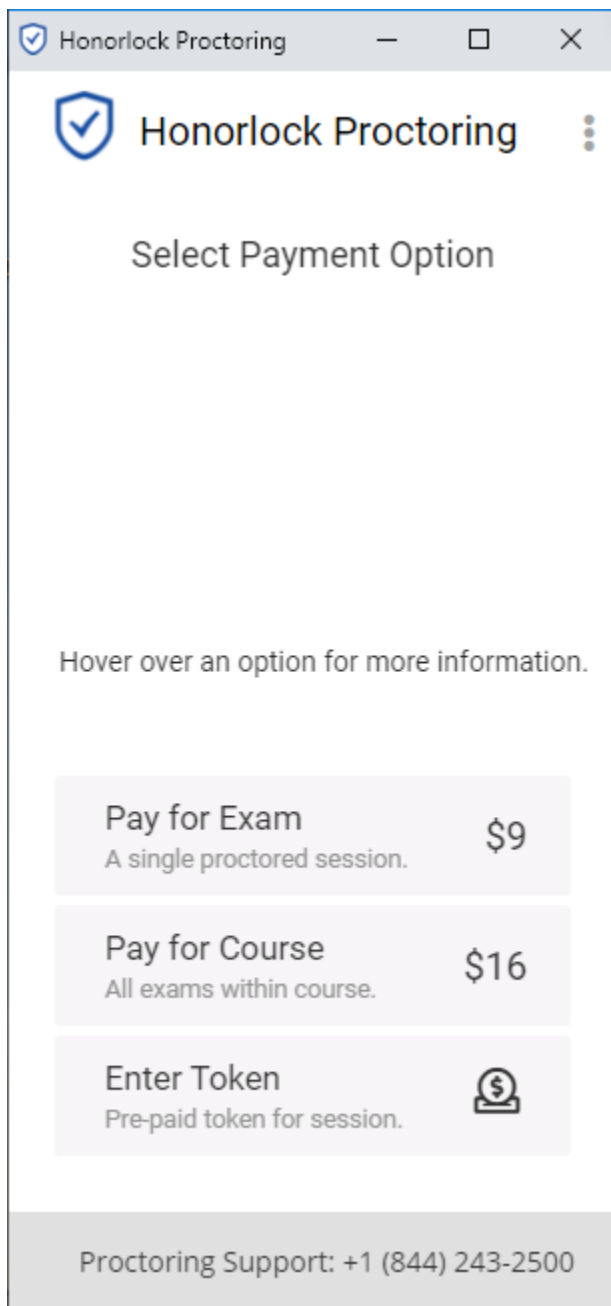
2. In the following window, you will select the appropriate payment option.

   If you are going to pay online within your course with a credit or debit card, select the Pay for Course. This is a $16 fee and will allow you to take as many exams as the instructor requires in your course with Honorlock. See Step 3.

   If you purchased Honorlock from the VC Bookstore for $17, select Enter Token. See Step 4.

3. Once you have clicked **Pay for Course**, you will see the following window.

   This method will give unlimited Honorlock exams within this one course.

   You will only do this process on the first real (one for a grade, not practice) exam. All future exams in this course will skip over the billing/payment screens.
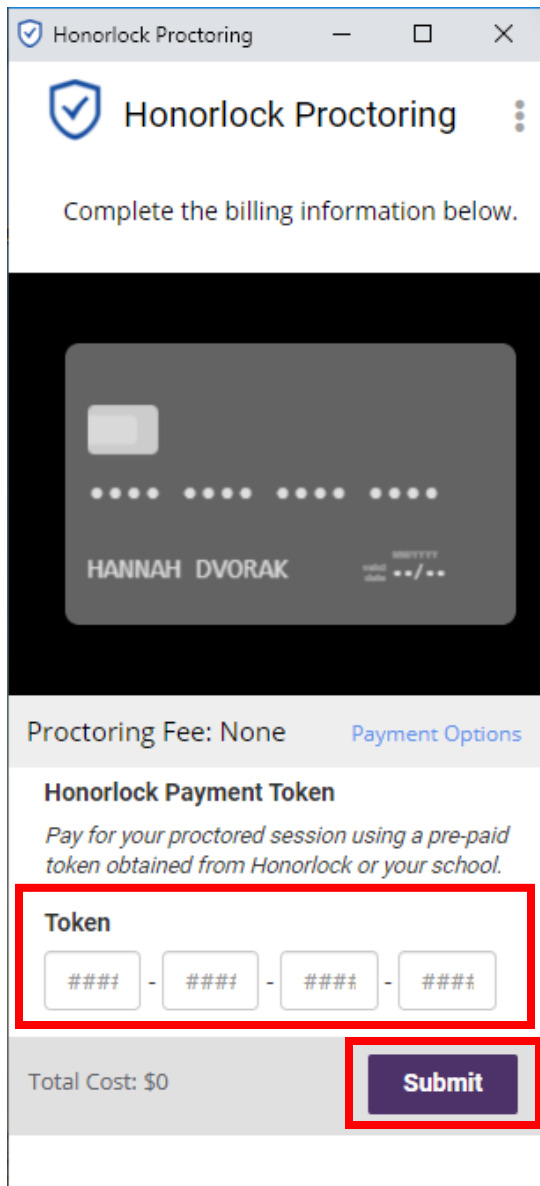
   Enter your credit card information and click pay.

4. Once you have clicked **Enter Token**, you will see the following window.

   Please note that each Token code is valid for one exam and you will have received 5 tokens. Please keep these in a secure location as they cannot be replaced in the event that you lose or destroy them. If you have more than 5 exams that require Honorlock in your course, you will need to contact your instructor to let them know that you purchased Honorlock from the VC Bookstore. We will get you the additional codes that you need for that course. If you have fewer than five exams that require Honorlock in your course, the extra codes will expire at the end of the Fall semester.

   You will repeat this process for each exam that requires Honorlock.

   Enter one of your Token codes and click submit.