ProProctor™ – General Instructions for Corporate Computers

1. Make sure you are not connected to the company’s VPN.

2. Have the company IT tech add exceptions in the firewall and antivirus. To add exceptions please follow the below steps:

   a. Open Windows Security from the Windows 10 Start Menu. Click or tap the Start button, scroll down to the list of apps that start with the letter W and click or tap the Windows Security shortcut.
b. Click on Virus & Threat Protection. Then click on manage settings under the option Virus & Threat Protection Settings.
c. Scroll down & find the **Exclusions** section, then click on the **Add or remove exclusions**.

![Virus & threat protection settings](image)

- **Real-time protection**
  Locate and stops malware from installing or running on your device. You can turn off this setting for a short time before it turns back on automatically.
  - On

- **Cloud-delivered protection**
  Provides increased and faster protection with access to the latest protection data in the cloud. Works best with Automatic sample submission turned on.
  - On

- **Automatic sample submission**
  Send sample files to Microsoft to help protect you and others from potential threats. We'll prompt you if the file we need is likely to contain personal information.
  - On

![Exclusions](image)

- **Add an exclusion**, then select **Folder**.

![Notifications](image)
e. Add path C:\Users[windows username]\AppData\Local\ProProctor. Note: [windows username] is the account username used to log into machine and user account where ProProctor™ application is installed.

f. On Windows security, click Firewall & network protection and select Allow an app through Firewall.
g. Click **Allow Another app.**

h. Click on the **Browse** option.
i. Browse to `C:\Users[windows username]\AppData\Local\ProProctor\app-20.4.116` and select `ProProctor application` to add firewall exception.
j. Click **OK** to save the changes.

3. If you are testing in a work network, please advise your company IT tech to unblock UDP port 3478 in firewall.