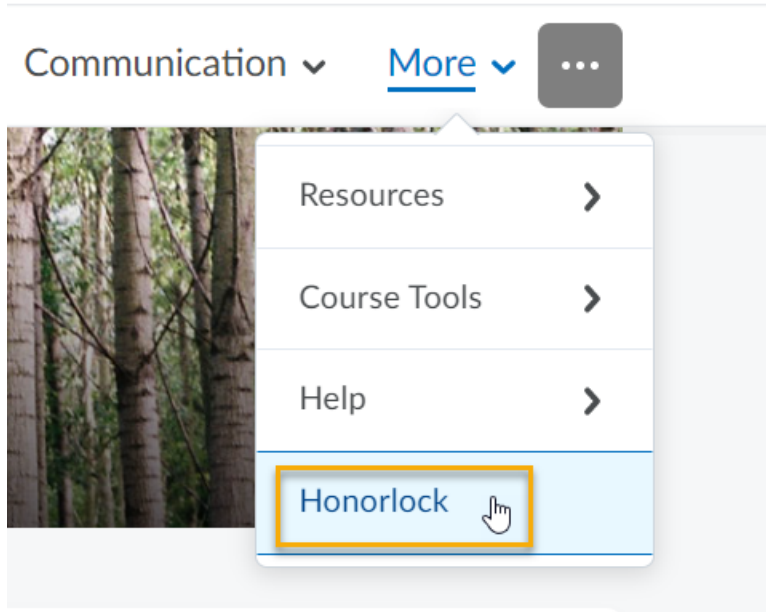# Using Honorlock in NS Online

Please note that all steps listed here must be completed *before the first day of the semester.*

Enabling Honorlock

1. Click on "Honorlock" in your course toolbar. It is most likely under the "More" menu:

   NOTE: If Honorlock does not appear, please email heather.rippetoe@nscc.edu to let her know to add Honorlock to the toolbar.

2. Click the "Enable" button for the exam for which you wish to enable Honorlock.
3. Click the boxes to enable any additional features not already enabled (indicated by a green checkmark).
4. Scroll to the bottom and click "Enable."

Receiving the Bypass Pin:

When using Honorlock as an online proctoring platform associated with your assessment, you will also need to register the assessment with the Testing Center. More on how to do this is available in the next section. However, prior to Testing Center registration, you will need to acquire the Bypass Pin associated with your assessment from Honorlock:

To do this, contact Honorlock via their live chat (click here for the Honorlock support page and then click the blue BEGIN LIVE CHAT button) or by phone at +1 (844) 243-2500.

You will need to have the following information on hand to receive the bypass pin for your assessment:

   - Your institution (NSCC)
   - Your course code, section, and semester (ex. ASTR 1010 N40, Spring 2021 *or* 14721.202110)

○ The title of the assessment for which you are requesting the pin

Please note that each assessment will require an individual pin, so if you are using Honorlock in conjunction with the testing center for multiple assessments throughout the semester, it will benefit you to request all of the pins at once.

Registering with the Testing Center

Once you have received your Bypass Pin, you will need to register with the Testing Center. To do that, follow the instructions provided here in the [Faculty Guide for Register Blast](#).

How do I view student results?

Test sessions are automatically available after students finish the proctored session. You can view these sessions in the Honorlock application in NS Online.

After Honorlock's human proctors review them, they will send detailed reports that are easy to read. These reports will make a note of any incidents, and each incident will include a timestamp for the test session recording so that you can review it yourself and determine whether you need to address it.