# Instructions for Installing Respondus Lockdown Browser

If you are proctoring an online exam for an NIC student, most likely it will require *Respondus Lockdown Broswer* which prevents testers from accessing other internet or computer resources during the exam process.

While this browser does not need to be installed until the time of the exam, it is recommended that it be installed in advance in case of any technical difficulty.

**Step one**:
Open the following link via the computer you will be using to administer the exam. You may open it with any standard browser such as *Chrome*, *Firefox*, or *Internet Explorer*.

[http://www.respondus.com/lockdown/download.php?id=867914870](http://www.respondus.com/lockdown/download.php?id=867914870)

In many cases you can simply click on the above link in this document but, if this does not work, you can also cut and paste it into your browser's address bar.

**Step two:**
Install the Respondus Lockdown Browser and follow the steps. Your current browser may prompt you to do this, or you may need to locate the install file in your download folder.

If you already have Respondus installed on your computer for your institution you will have the option of installing it as a *second institution*. Please choose this option to avoid any conflict with your currently installed version.

**Step three:**
You should now have a Respondus Lockdown Browser icon on your desktop. Clicking on it will take you to the NIC login page.

Students should log into their account through this link and locate their exam. Once they have done so you will be able to enter the exam password.


**Notes:**
1. When opening Respondus Lockdown Browser you may be prompted to close other background programs. Please click to allow Respondus to close them. If not, Respondus will shut itself down and you will need to open it again.

2. If you are having trouble with the password or have not received the password in a timely fashion, please contact the course instructor directly.

3. If you have trouble installing the browser, please contact the **North Idaho College IT Help Desk** at: **(208) 769-3280** or **[helpdesk@nic.edu](mailto:helpdesk@nic.edu)** for assistance.