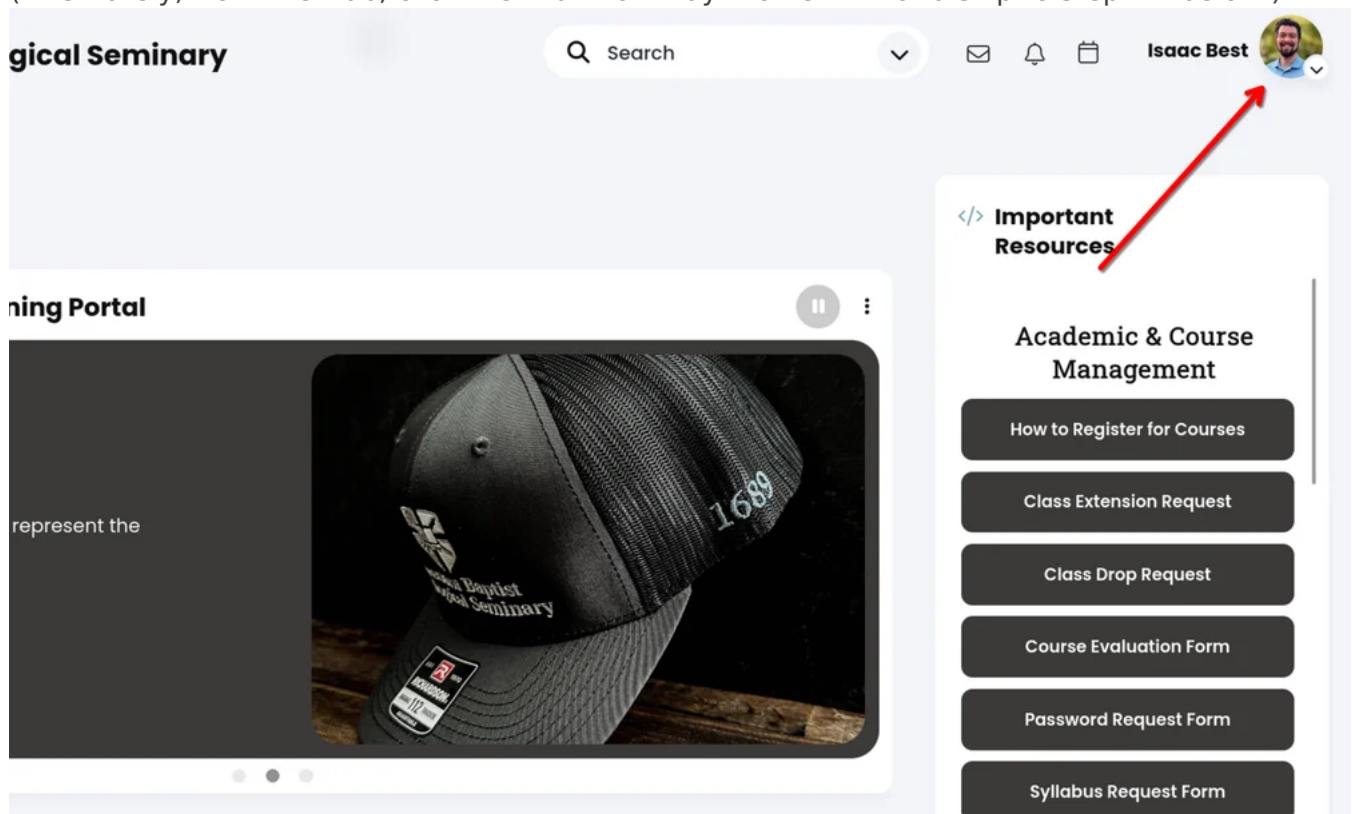


Adding Proctors in Pathway

Proctor details must be entered in Pathway to request quiz/test passwords in the Hub. This article details how to enter/register proctor information in Pathway.

This guide assumes you are using a laptop/desktop.

1. From the Pathway homepage, click your username/profile picture in the upper right. Do not click the little arrow.
(Alternately, from the Hub, click the "Edit Pathway Profile" link and skip to step #4 below.)



2. You will be taken to your profile page. Click the "Edit" button on the right.

Student

Isaac Best

Covenant Baptist Theological Seminary
Student ID: 2602

[Edit](#)

Enrolled Groups Completed

Account

- Joined Jan 11, 2021
- Last activity 2 minutes ago
- [Login credentials](#)
- [Force logout](#)

3. Select "Info" in the pop-up.

Edit

Picture
Change your picture

Description
This is the description that people see when they visit your profile page.

Password
Select a different password.

Info
Edit your account info, such as your name, birthdate and email...

Social media
Social media settings

4. Scroll to the bottom of the page to the section titled "Proctor Information". Enter your proctor's information in the Proctor 1 boxes. If you have a backup proctor (or two) enter that information in the other boxes.

chases

otos

ntors

ends

Country

United States



Proctor Information

Proctor 1 - Full Name

Nehemiah Coxe



Proctor 1 - Email Address

pastorcoxe@pettyfrance.church



Proctor 2 - Full Name

William Kiffin



Proctor 2 - Email Address

wkiffin@brokenwharfe.org



Proctor 3 - Full Name



Proctor 3 - Email Address



Save

5. Click Save. Your proctors are now registered in Pathway. Please note that you will not receive a confirmation or approval notification.

Note: Make sure each proctor's email address is entered correctly or the password emails will not be delivered.

Revision #3

Created 2026-05-07 14:00:52 UTC by Isaac Best

Updated 2026-05-07 15:18:02 UTC by Isaac Best