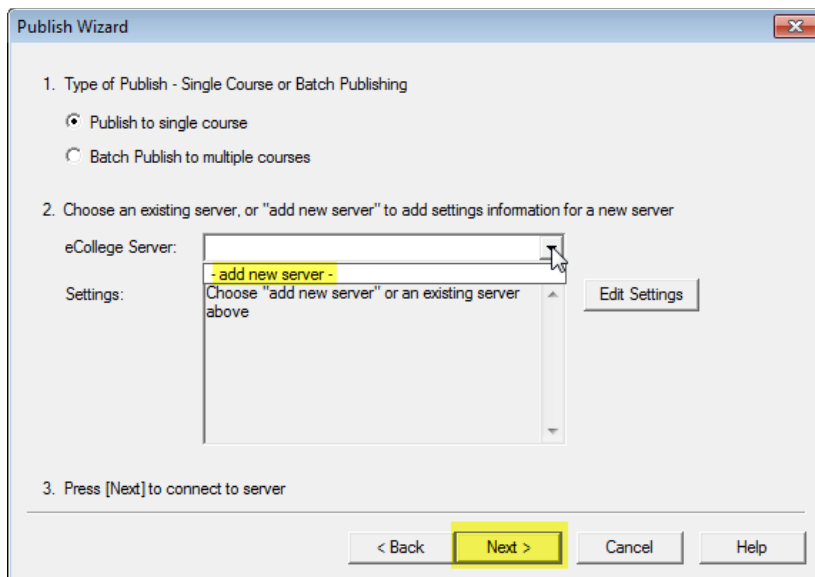


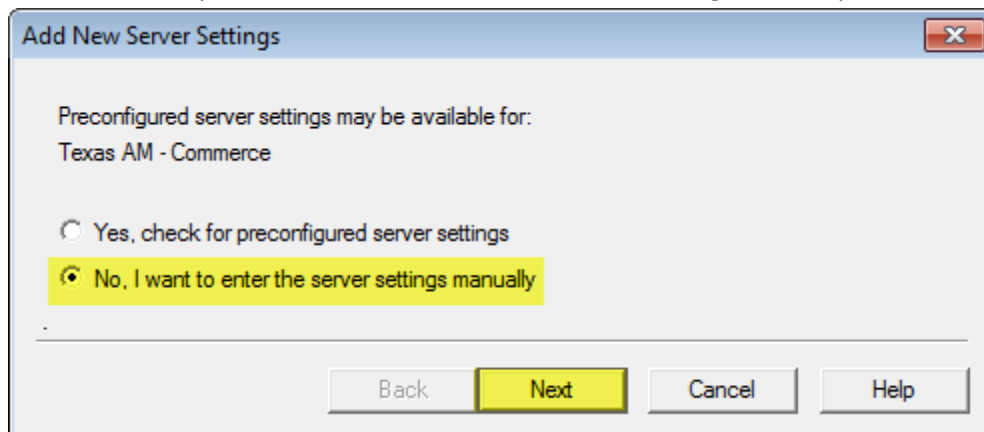
Respondus-Establishing Server Connection

This describes a one-time setup for establishing a server connection for Respondus.

1. Select Preview and Publish, then Publish to eCollege
2. Select Publish Wizard.
3. Under question number 2 scroll down to **“add new server”** in front of eCollege Server



4. Select the radio button option **“No, I want to enter the server settings manually”** and click next



5. Under option 2 type: <http://online.tamuc.org>
6. Click on **“Extract”** under number 3 (you should see online.tamuc.org appear)

7. Under number 4 in the description field type **“TAMUC eCollege”**

8. In the fields for **“User name”** and **“password,”** enter your CWID and the same password that you use to access eCollege via MyLeo (if you wish not to be asked for a user name and password each time, check the box next to the text: **“Remember my User Name and Password.”** Only select this option if this is your personal computer and cannot be accessed with other individuals.)
9. Click on OK.