

Requirements for Online Notary and Electronic Notary Students

- Student must have Computer with webcam, microphone, internet connection, and Google Chrome web browser (Smartphones, tablets, and Chromebook will not work).
- Quiet place to actively participate in the online class (without interruption)
- Student must provide a live video connection through the whole class and participate via chat, video, and verbal responses.
- Must have the current Notary Manual required for your class:
 1. All notaries must own the 2016 edition of the North Carolina Notary Public Manual and it must be purchased prior to the start of class (ISBN: 978-1-56011-851-0).
 - You will be required to show the manual to the instructor during the online class.
 - The manual is available for purchase at our college bookstore or in an e-version available from the UNC School of Government. **Warning:** A counterfeit manual is being sold online. If purchased online make sure it is the ISBN number above.
 2. The Electronic Notarization Manual is required for the Electronic Notary class and will be provided. An email will be sent (to your Forsyth Tech email address) about a week prior to the class date with instructions for how to download this manual.
 - Must provide a clear copy/photo of your current state or federal government issued photo ID (Driver's license or Passport). Must upload this into Blackboard prior to class.
- Must provide your Social Security Number
- Must have access to a printer for handouts and the Notary Application.

IMPORTANT:

- All class communication and instructions will be through your Forsyth Tech email, not your personal email.
- You must use your Forsyth Tech login to access course.
- **For help with set up contact the Help Desk at** 336-734-7395.
- The class lecture will be held live through **Zoom** with our course materials through Blackboard.
- To take the exam you must download *Respondus Lockdown Browser*. Download the *Respondus Lockdown* software before the start of class.
- Here is the link: <https://download.respondus.com/lockdown/download.php?id=495742315>

You must have a valid (current) state or federal government issued photo ID, the required book, as well as a web camera, speakers, and microphone on your computer **OR YOU WILL NOT BE ALLOWED** to take part in the **ONLINE** course. Google Chrome is the preferred browser.

Additional instructions will be emailed to **1 week prior to class which will explain assignments that must be completed BEFORE the day of class. You WILL NOT be allowed to take the online class if you have not completed ALL assignments. Additionally, you WILL NOT be admitted to class late. Students who do not have the required materials or are not able to access the course should contact Nell Perry at nperry@forsythtech.edu**