

## INSTRUCTIONS FOR USING EXAMSOFT'S EXAMPLIFY

If you are planning to utilize Exemplify exam software to take your exams, we have a few simple steps to install and register Exemplify so you can be prepared to take your upcoming exams:

1. Go to [www.examssoft.com/rwu](http://www.examssoft.com/rwu) using either **Google Chrome** or **Firefox** as your browser.
2. Log in under 'Exam Takers' using:  
User Name: **cmeegan123** (This is your email without domain)  
Password: **0069417** (This is your seven digit Student ID number --found on your student ID card)

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### Getting Started with Exemplify

- 1 Check Your Minimum System Requirements**  
PC Users [↗](#)  
Mac Users [↗](#)
- 2 Install & Register Exemplify**
  1. Click "Download"
  2. Click "Run" when prompted to Run or Save the file
  3. If your browser does not prompt you to "Run" or "Open" the file, Click Save and run the file from the location you saved it to.

**\*Note:** Please make sure you have an active Internet connection when you run the file.

[Help?](#) [Download](#)

[Exemplify Registration Instructions](#) [↗](#)
- 3 Setup Your Notifications**

**SMS/Text Messages**  
This feature will enable sending ExamSoft confirmation messages to your US cell phone using the SMS/Text messaging option provided by your phone carrier. Carrier charges may apply.

Cell Phone Number:  [?](#) Select Carrier...

**Email Notifications**  
The email address listed below is where Exemplify notifications such as registration and upload confirmations will be sent.

Email: cmeegan@rwu.edu

3. Check your minimum system Requirements (software now supports Windows10)
4. Set up your notifications – Email is default but you can add your Cell to receive SMS/Test messaging.
5. Download Exemplify and complete the installation process.

6. The new Exemplify icon will appear like this on your desktop:



## Exemplify Registration Instructions

### Exemplify Registration

- After installation, launch Exemplify and you will be prompted to register.
- When prompted, insert the Institution ID: **rwu** and click "Next". On the following screen, using the login ID and Password you were provided, complete the required fields then click "Sign In".

### Upon Registration Completion

- You will receive an email to confirm your Exemplify registration.
- You will be prompted to download your available exam files. If you would like to download your exam files at a later time, you may exit the application at this time.

**Please be sure to download and take the Mock Exam prior to using your laptop for your exams** so that you'll have time to work out any potential issues in advance. Mock Exam is [HERE](#). Mock Exam Password: **Mock123**