INSTRUCTIONS FOR USING EXAMSOFT'S EXAMPLIFY

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

1. Go to www.examsoft.com/rwu using either **Google Chrome** or **Firefox** as your browser.
2. Log in under 'Exam Takers' using:
   User Name: **dpeterson123** **(This is your email without domain)**
   Password: **0069417** (This is your seven digit Student ID number --found on your student ID card)

3. Check your minimum system Requirements

4. Set up your notifications – Email is default but you can add your Cell to receive SMS/Text messaging.

5. Download Examplify and complete the installation process.

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

Examplify Registration
- After installation, launch Examplify 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 Examplify 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.
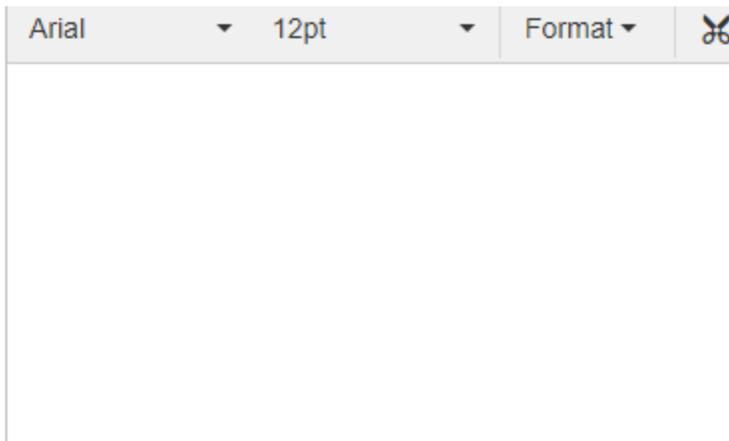
Please be sure to download and take the Mock Exam prior to using your laptop for your exams so that you'll have time to work out any potential issues in advance. Mock Exam is HERE. Mock Exam Password: **rwu123**

Examplify provides a word count for essay questions just below the answer area.

It includes:

- Number of words in the current answer

Arial	▼	12pt	▼	Format ▼	✂

Essay Answer 📄 **0** /↑00000 characters

To see more information, you can click on the paper symbol next to the character count. This window provides the total number of words, characters, and characters without spaces for the essay response. If text is selected in the current question, Examplify provides the same information for the text that is selected.