Examplify Instructions Clearing Registration and Re-Registration

This guide will help you clear your registration and re-register Examplify on the Windows or Mac device you plan to use to take your exams.

Clearing Registration and Re-registering

- 1. Double click on Examplify and log in.
- 2. Click the arrow next to **Home Menu**.
- 3. Select **Settings** from the drop down menu.

Examplify Examplify		ANGIE DARWIN - G00026059 - SOUTH TI	EXAS COLLEGE OF LAW HOUSTON - LEGACY - E	XPIRATION: 08/	31/2018	
		My Exams	Exam History			
Preferences	78.0200					
License Agreement	757200	MockExam_BarPractice20Q				
Send Log Files	tice20Q	Exam Number: 999999)		Exam File Downloaded	~
Settings	tice20Q_16	start this exam	e exam password to	2	Start Exam	
Help					Upload Answer File	
Switch Account	20162017	Exam Password				
Logout						
	_	Sta	art Exam			

4. Click the green **Clear Registration** button.

Sack to Dashboard	Settings	
lear Registration	Clear Registratio	n
	This function will clear all registered users from the current application	Pending and previously uploaded answer files will remain on this system. It is recommended that you use the Remove Exam Download feature (via the dashboard) for any downloaded but untaken exame prior
	Clear Registration	to clearing registration.

5. When the "Are you sure" box pops up, click Clear Registration.

Back to Dashboard	Settings	
	Clear Registratio	n
	Clear Registration	answer files will remain on this system. It is recommended that you
	Are you sure you want to clear the registration from this copy of Examplify?	use the Remove Exam Download feature (via the dashboard) for any downloaded, but untaken, exams prior to clearing registration.
	Clear Registration	

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- 6. When the "**Registration Cleared**" box pops up, click the **Ok** button.
- 7. Once Examplify closes, launch the application and log in again.
- 8. Once you log in to your account, enter your Institution ID: STCL

Add New Account
Enter an Institution ID
Enter the Institution ID sent to you via email or find your institution above.
Next
FORGOT INSTITUTION ID
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- 9. Enter your User ID and Password.
 - Your user ID is your Student ID (Gxxxxxxx)
 - Your password is your birthdate in 6-digit format (mmddyy)

🕏 Examplify	LOGIN	15:27
De	emo - ExamSoftUniversity Genera	L
	Account details	
	User ID	
	Password	
	Sign In	
	FORGOT USER ID/PASSWORD?	
	← BACK	

10. Click Sign In to complete registration.