

Exemplify Instructions

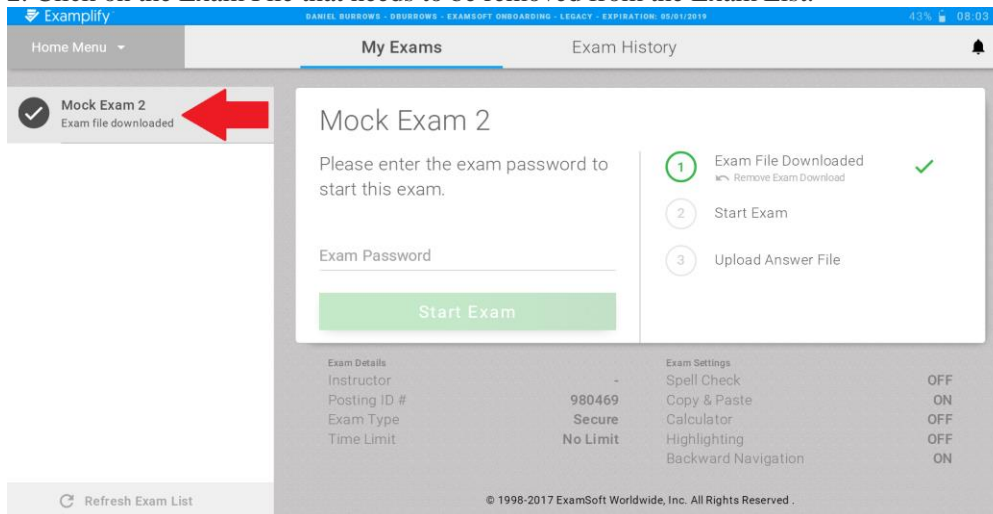
Remove Downloaded Exams, Clearing Registration and Re-Registration

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

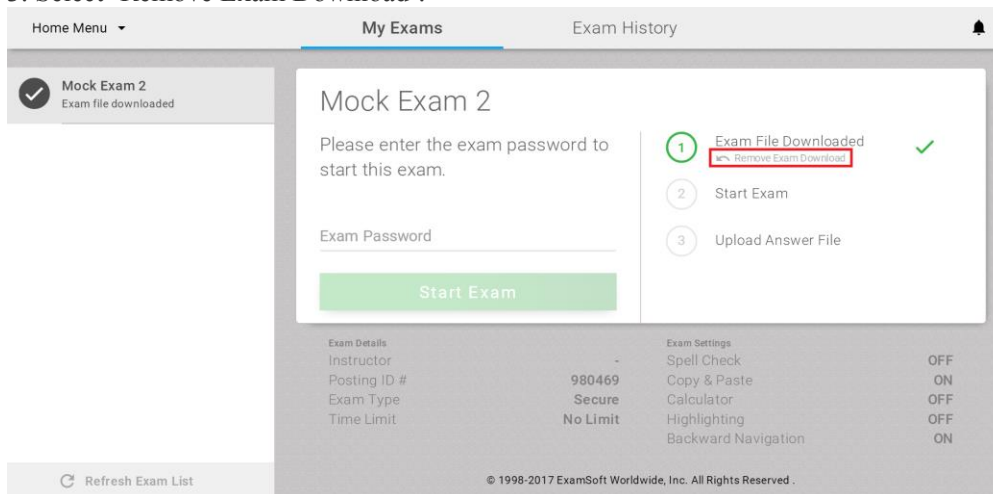
Removing an Exam Download

If your semester final exam number is not populating in Exemplify, and you have already downloaded your final exams, you must remove the downloaded exams prior to clearing your registration.

1. Open Exemplify.
2. Click on the Exam File that needs to be removed from the Exam List.



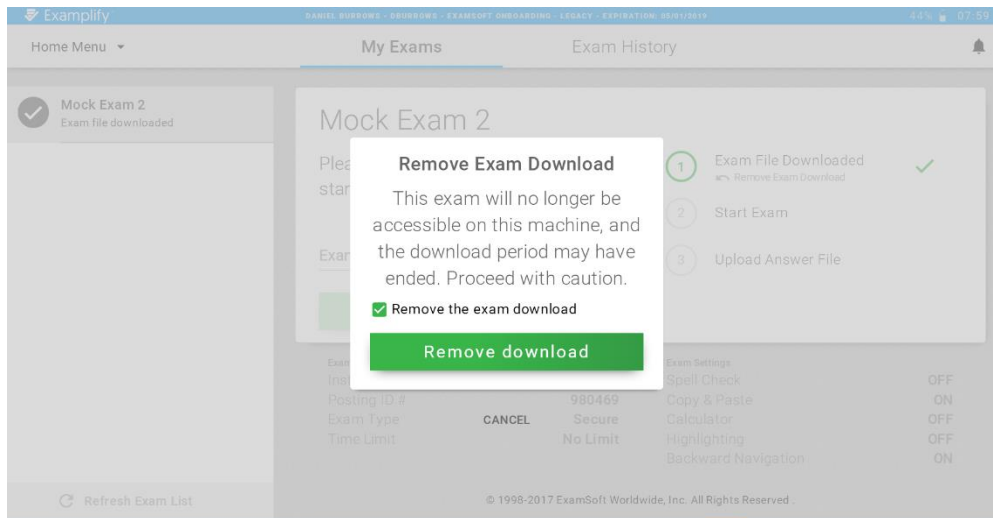
3. Select 'Remove Exam Download'.



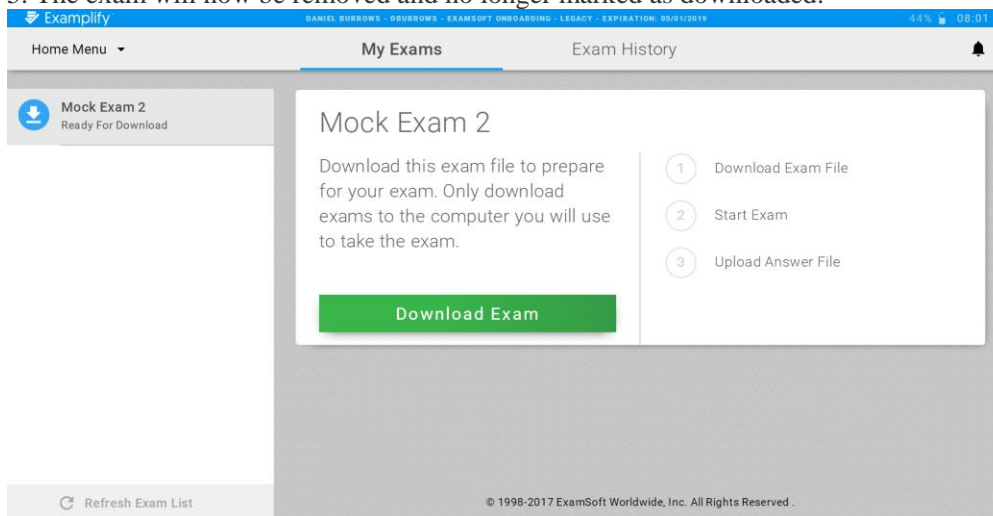
4. From the next prompt, make sure to check the box for 'Remove the exam download', and next select the green 'Remove Download' button.

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5. The exam will now be removed and no longer marked as downloaded.



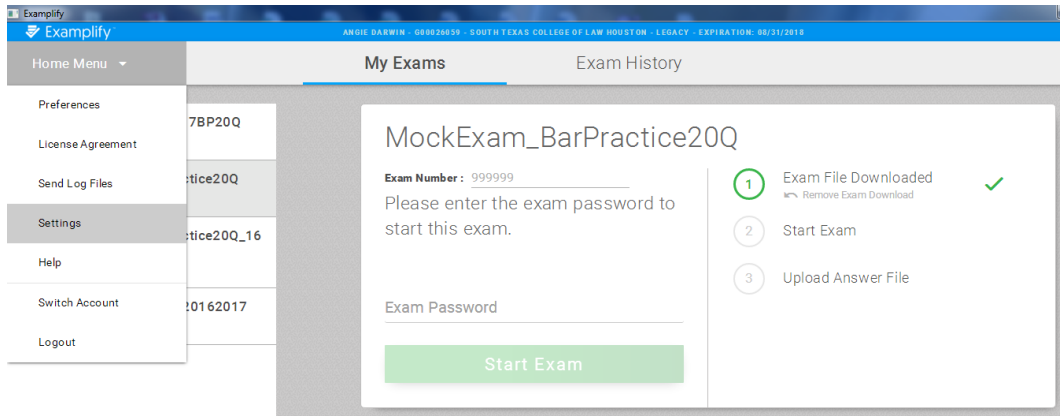
6. Once you have cleared your registration and re-registered, these exams will be available to download again.

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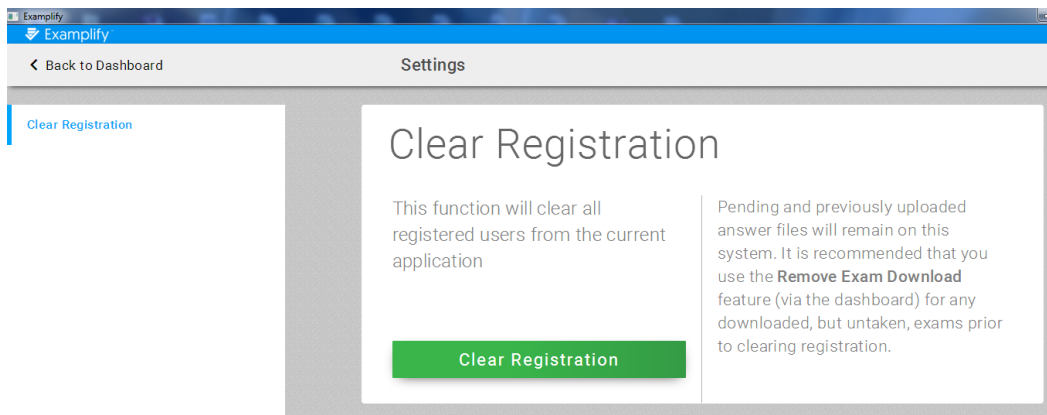
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Clearing Registration and Re-registering

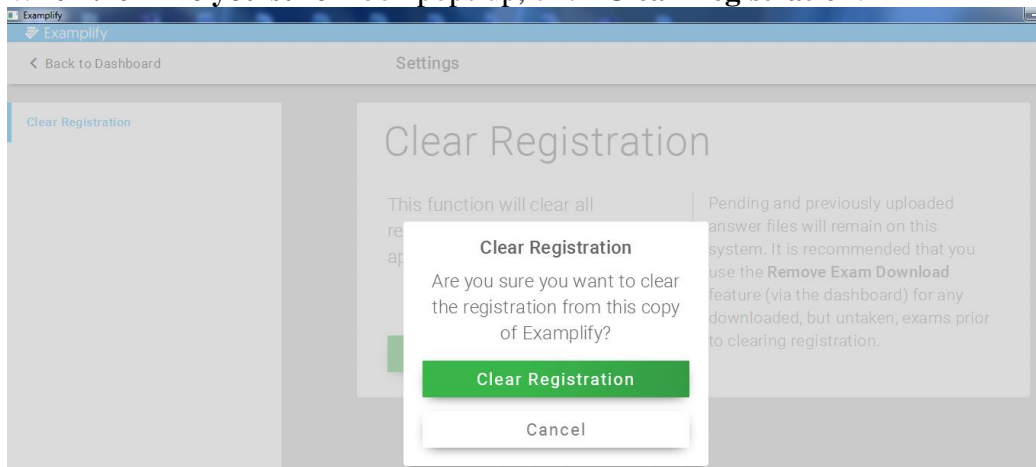
1. Double click on Exemplify and log in.
2. Click the arrow next to **Home Menu**.
3. Select **Settings** from the drop down menu.



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



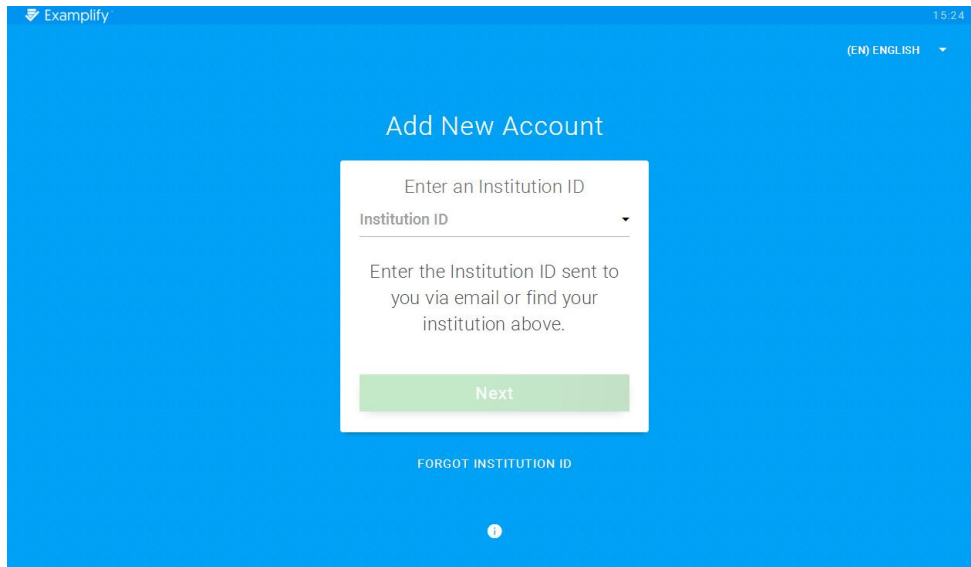
5. When the “Are you sure” box pops up, click **Clear Registration**.



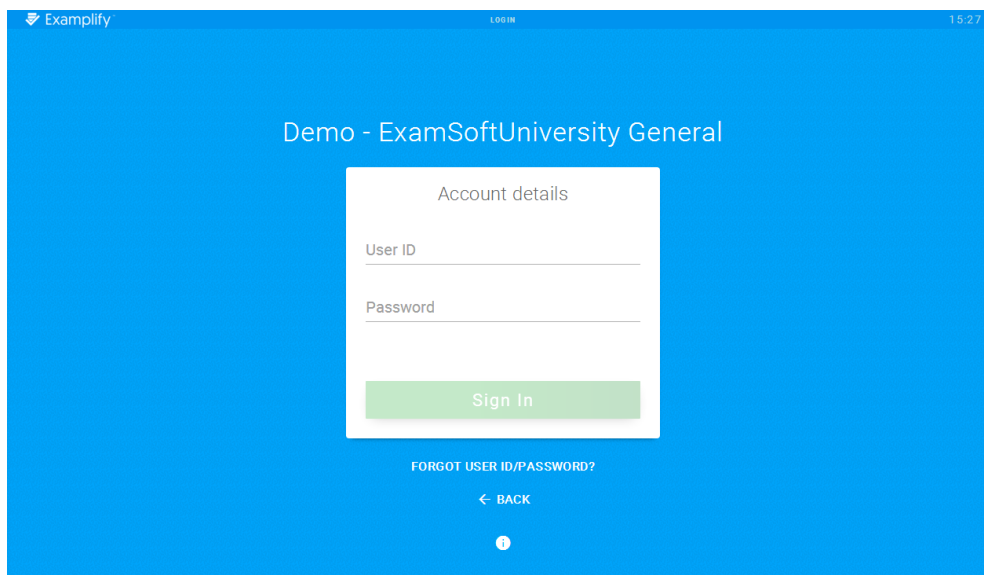
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6. When the “**Registration Cleared**” box pops up, click the **Ok** button.
7. Once Exemplify closes, launch the application and log in again.
8. Once you log in to your account, enter your **Institution ID**: STCL



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)



10. Click **Sign In** to complete registration.