This guide will help you to refresh your exam number or to change devices.

Removing an Exam Download

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

1. Open Examplify.

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

Home Menu 👻	My Exams	Exam Hi	story	
Mock Exam 2 Exam file downloaded	Mock Exam 2			
	Please enter the exam start this exam.	password to	 Exam File Downloaded Remove Exam Download Start Exam 	~
	Exam Password		3 Upload Answer File	
	Exam Details	m	Exam Settings	
	Instructor Posting ID # Exam Type Time Limit	980469 Secure No Limit	Spell Check Copy & Paste Calculator Highlighting Backward Navigation	OFF ON OFF OFF
C Refresh Exam List	٥	1998-2017 ExamSoft World	wide, Inc. All Rights Reserved .	UN

3. Select 'Remove Exam Download'.

lome Menu 👻	My Exams	Exam Hi	istory	
Mock Exam 2 Exam file downloaded	Mock Exam 2			
	Please enter the exam start this exam.	n password to	Exam File Downloaded Remove Exam Download Start Exam	~
	Exam Password		3 Upload Answer File	
	Start Exa	im	Proceeding of the second s	
	Instructor		Spell Check	OFF
	Posting ID #	980469	Copy & Paste	ON
	Exam Type	Secure	Calculator	OFF
	Time Limit	No Limit	Highlighting Declaration	OFF
Of Defrech Event List		1998-2017 ExamSoft World	wide Inc. All Pichts Reserved	UN

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



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

V Examplify	DANIEL BURROWS - DBURROWS - EXAMSOFT ONBOARDING - LEGACY - EXPIRATION: 05/01/2019		
Home Menu 👻	My Exams Exam History		
Mock Exam 2 Ready For Download	Mock Exam 2 Download this exam file for your exam. Only dow exams to the computer to take the exam.	to prepare vnload you will use 3 Upload Answer File	2
	Download Ex	am	
C Refresh Exam List	© 199	98-2017 ExamSoft Worldwide, Inc. All Rights Reserved .	

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

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.

		My Exams	Exam History				
Preferences	70000						
License Agreement	78P20Q	MockExam_BarPractice20Q					
Send Log Files	tice20Q	Exam Number: 99999	9 a avam password to		Exam File Downloaded	~	
Settings	tice20Q_16	start this exam		2	Start Exam		
Help				(3)	Upload Answer File		
Switch Account	20162017	Exam Password					
Logout							

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

K Back to Dashboard	Settings			
Clear Registration	Clear Registratio	Clear Registration		
	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		
	Clear Registration	to clearing registration.		

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

Sack to Dashboard	Settings	
	Clear Registratio	n
	re ar Are you sure you want to clear the registration from this copy of Examplify?	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, exams prior to clearing registration.
	Clear Registration	
	Cancal	

- 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 Institution ID • Enter the Institution ID sent to you via email or find your institution above.
Add New Account Enter an Institution ID Institution ID Enter the Institution ID sent to you via email or find your institution above.
Add New Account Enter an Institution ID Institution ID Enter the Institution ID sent to you via email or find your institution above.
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Enter the Institution ID sent to you via email or find your institution above.
you via email or find your institution above.
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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)

10. Click Sign In to complete registration.