

Exemplify Instructions

Remove Downloaded Exams, Clearing Registration and Re-Registration

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 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.

Exemplify DANIEL BURROWS - DBURROWS - EXAMSOFT ONBOARDING - LEGACY - EXPIRATION: 05/01/2019 43% 08:03

Home Menu ▾ My Exams Exam History

Mock Exam 2
Exam file downloaded

Mock Exam 2

Please enter the exam password to start this exam.

Exam Password

Start Exam

Exam File Downloaded ✓
Remove Exam Download

Start Exam

Upload Answer File

Exam Details

Instructor	-
Posting ID #	980469
Exam Type	Secure
Time Limit	No Limit

Exam Settings

Spell Check	OFF
Copy & Paste	ON
Calculator	OFF
Highlighting	OFF
Backward Navigation	ON

Refresh Exam List

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3. Select 'Remove Exam Download'.

Exemplify DANIEL BURROWS - DBURROWS - EXAMSOFT ONBOARDING - LEGACY - EXPIRATION: 05/01/2019 43% 08:03

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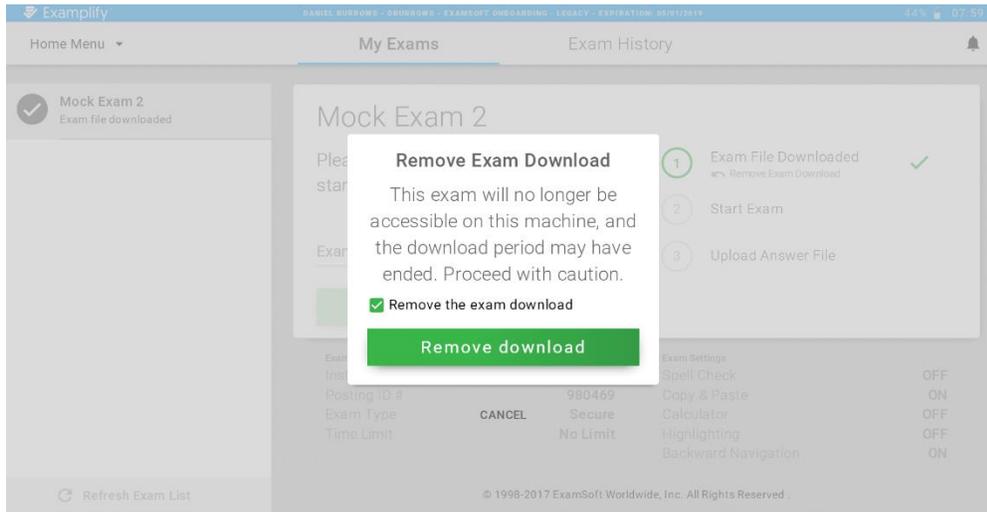
Refresh Exam List

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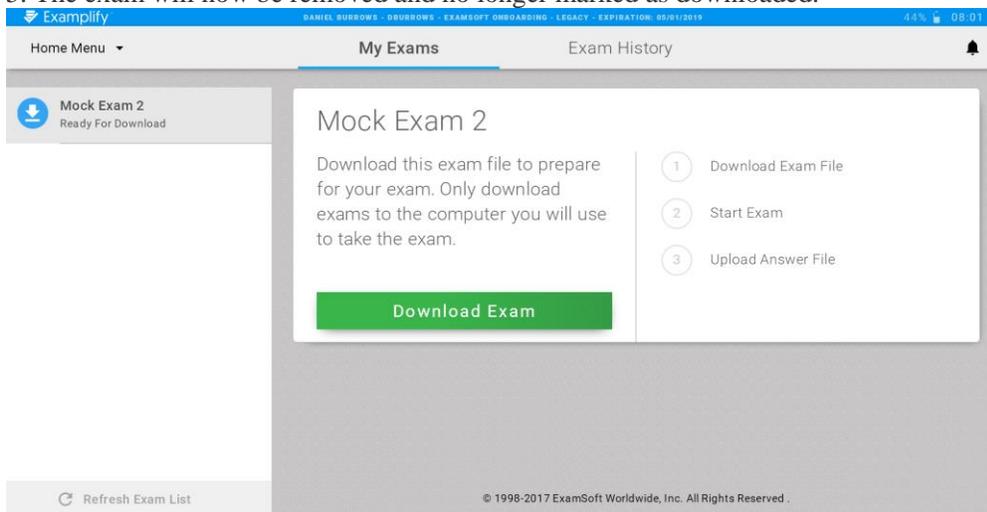
4. From the next prompt, make sure to check the box for 'Remove the exam download', and next select the green 'Remove Download' button.

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



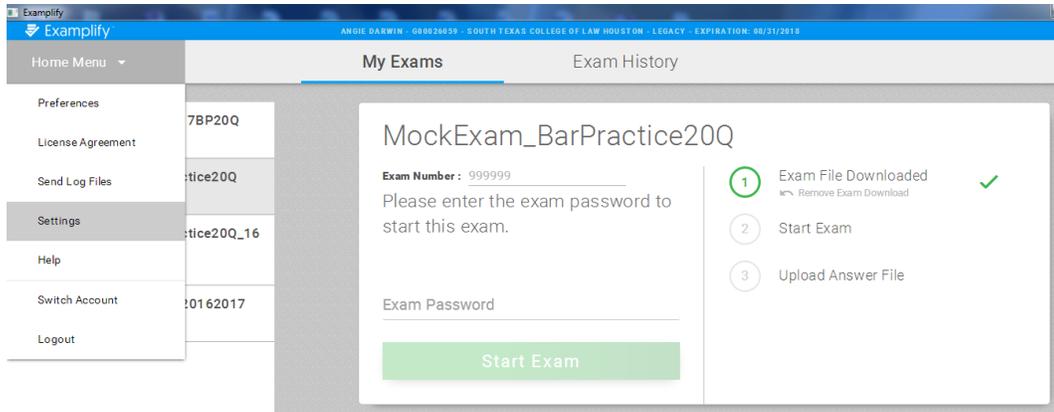
6. Once you have cleared your registration and re-registered, these exams will be available to download again.

Exemplify Instructions

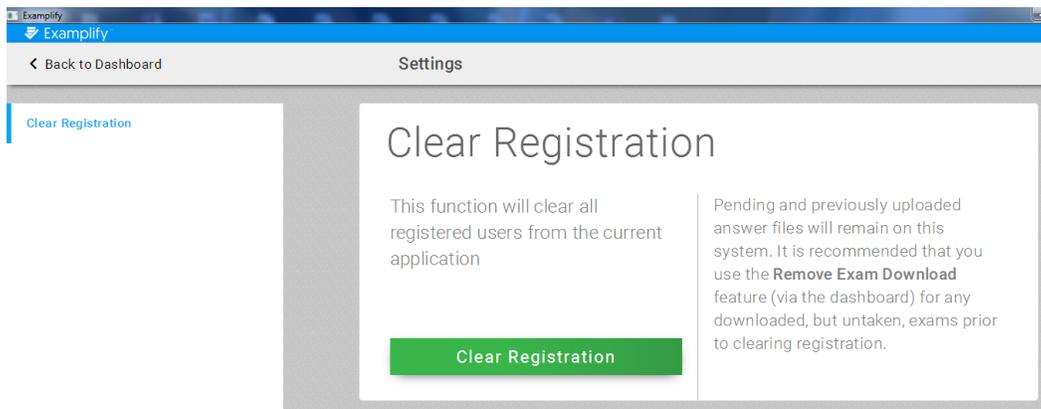
Remove Downloaded Exams, Clearing Registration and Re-Registration

Clearing Registration and Re-registering

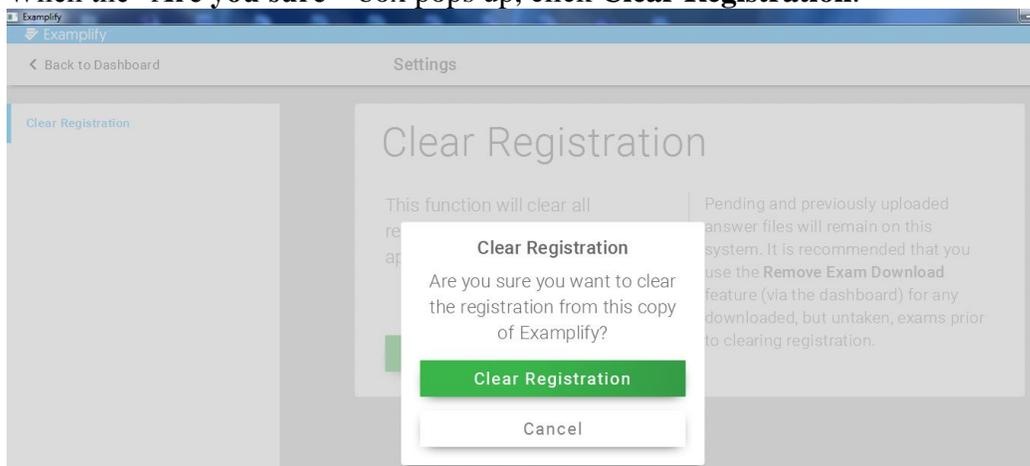
1. Double click on Exemplify and log in.
2. Click the arrow next to **Home Menu**.
3. Select **Settings** from the drop down menu.



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



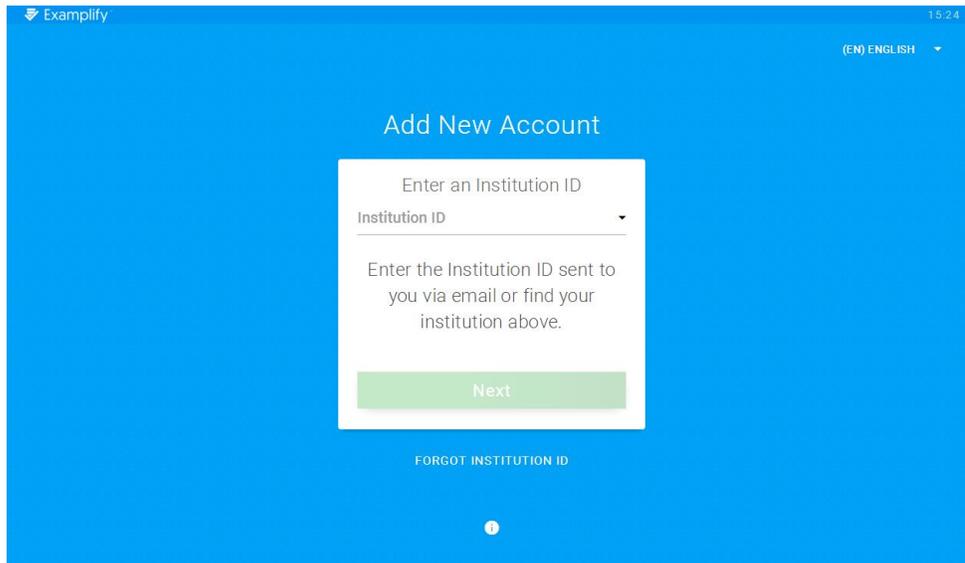
5. When the “Are you sure” box pops up, click **Clear Registration**.



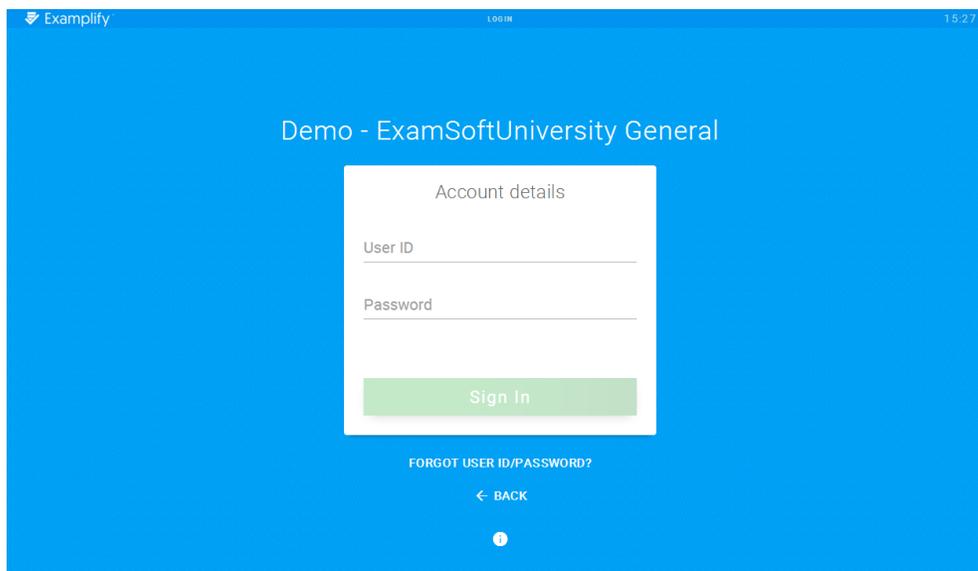
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6. When the “**Registration Cleared**” box pops up, click the **Ok** button.
7. Once Exemplify closes, launch the application and log in again.
8. Once you log in to your account, enter your **Institution ID**: STCL



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.