

Getting Started with Exemplify

This guide will help you install and register Exemplify on the Windows or Mac device you plan to use to take your exams.

1. Log in to examssoft.com/stcl using your assigned ID (G#) & password (DOB in 6-digit format). These credentials can be found in your welcome email. In case you have trouble finding the email that has your Student ID and password, there is a shortcut you can use to change your password. Click on the link that says "Lost Student ID or Password?" Enter your Student ID number or email address. The system will send an email to your STCLH email account with a link that will allow you to reset your password. Reset your ExamSoft password, then log in normally.



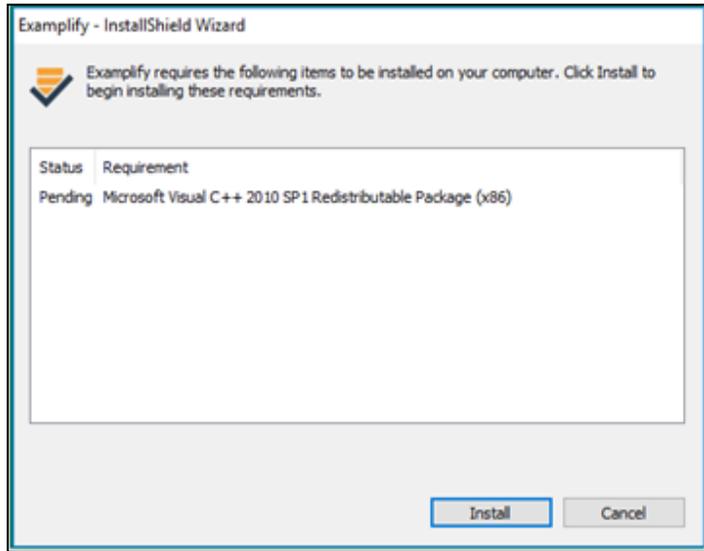
2. Once you log in to your account
 - Review Minimum System Requirements
 - Click **Download**. If you receive a message that Windows protected your computer, you will need to expand the text by selecting "More Info", and run the executable by selecting "Run Anyway".
 - Setup SMS/Text notifications as desired
3. **Run** the installer file. Once the installation is finished, you will be able to launch the application from your Desktop or App dock.



4. Launch the application. **You must be connected to the internet to register your copy of Exemplify and/or download exams.**

5. Installing Visual C

On a Windows computer, you may get a pop up window that looks like this:

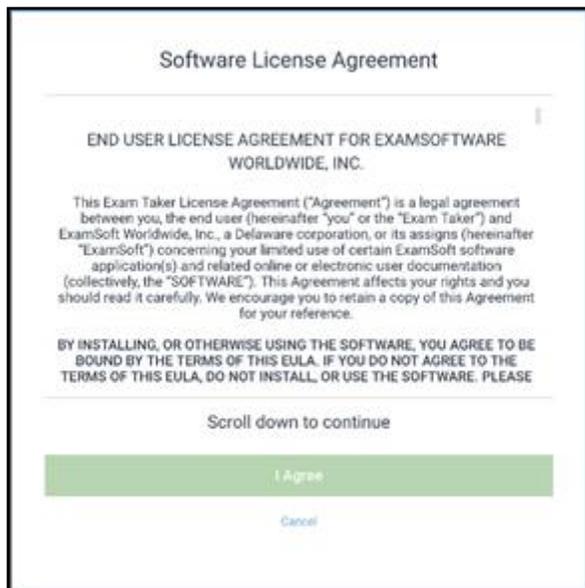


If you get this, it just means that you need to install this module. Your computer may need to reboot after the installation. So save everything you are working on, then click on Install, and let the program install.

6. If you run Exemplify for the first time, there are a couple of set up steps.

- Software License Agreement

Scroll all the way to the bottom, and then click I Agree (you have to scroll all the way to the bottom, or it won't let you agree)



- Add New Account Screen.

In this field, you will enter "STCL" for the Institution ID

Exemplify 16:24 (EN) ENGLISH

Add New Account

Enter an Institution ID

Institution ID

Enter the Institution ID sent to you via email or find your institution above.

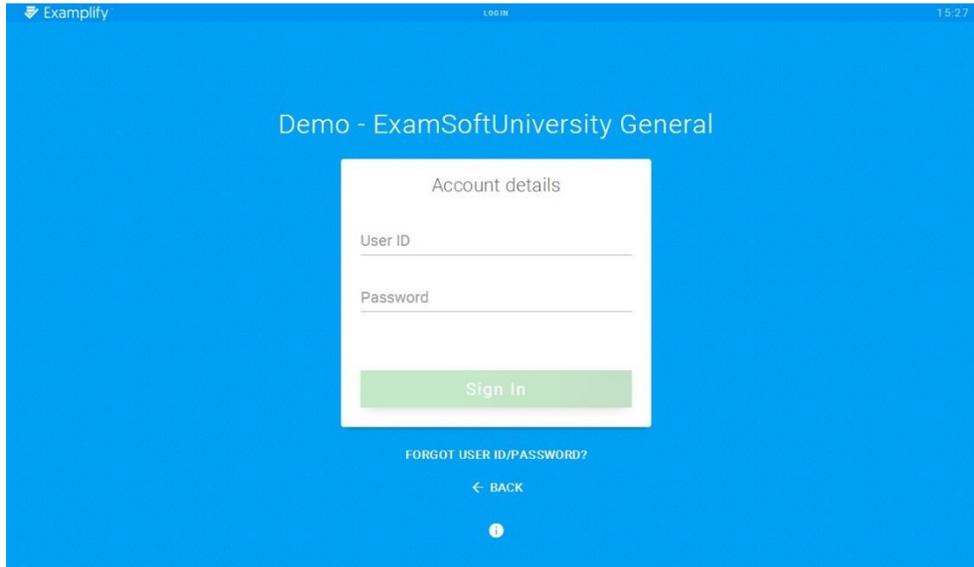
Next

[FORGOT INSTITUTION ID](#)

Exemplify Instructions

7. Enter your **User ID** and **Password**.

- Your user ID is your Student ID (Gxxxxxxxx)
- Your password is your birthdate in 6-digit format (mmddy)



8. Click **Sign In** to complete registration. You may now download exams.