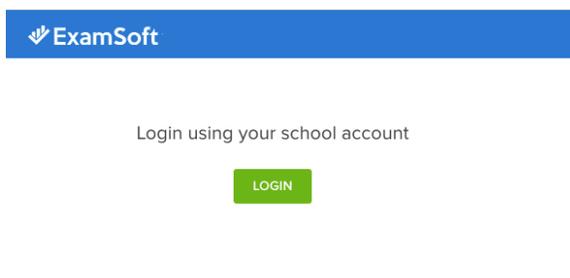# Getting Started with Examplify
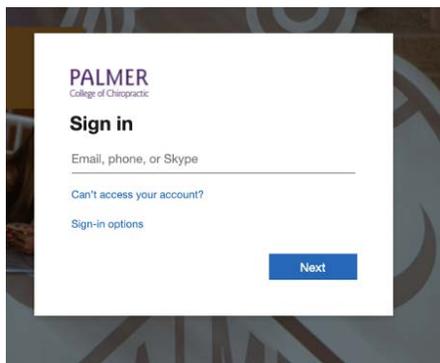
Logging in and Downloading Examplify

If you are on an iPad, download [Examplify from the App Store](#) and skip to step 6

1. Using Chrome or Firefox, access your ExamSoft portal by navigating to the Palmer College unique URL: https://ui.examsoft.io/login?institutioncode=Palmer
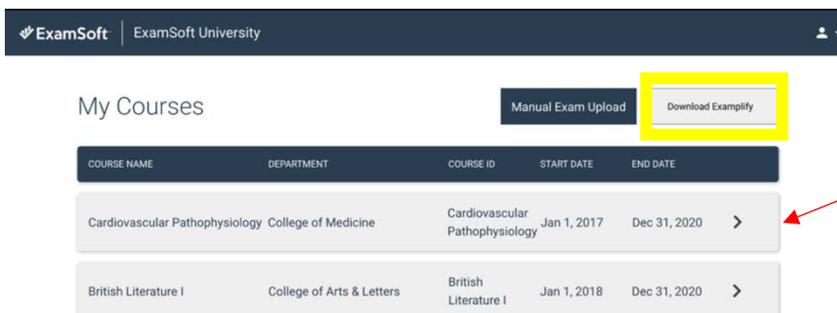

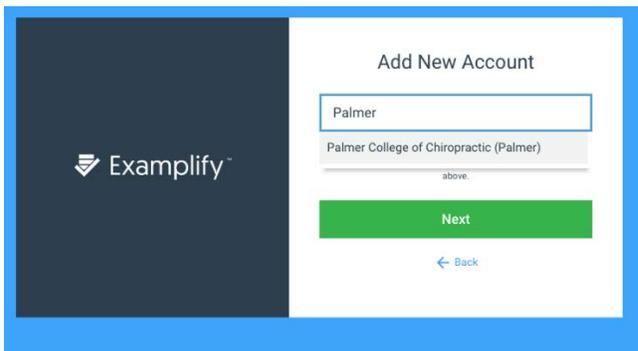2. Log in using your Palmer College credentials.

3. Within the ExamSoft portal, click to download Examplify to your device. Before downloading Examplify, remember to check that your device meets the [minimum system requirements](#).

==NOTE: Please do not attempt to access your exam at this point. All exams are taken within Examplify, after downloading the software to your device.==
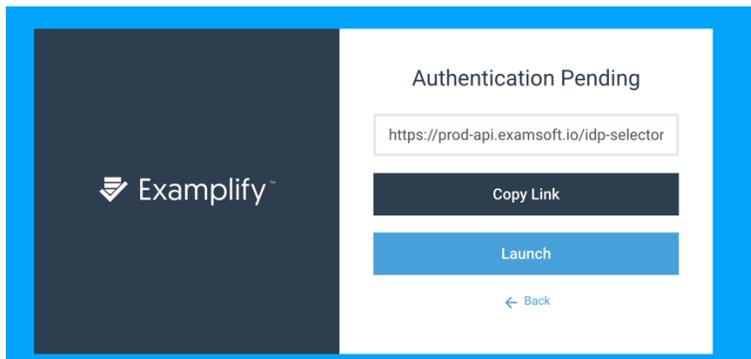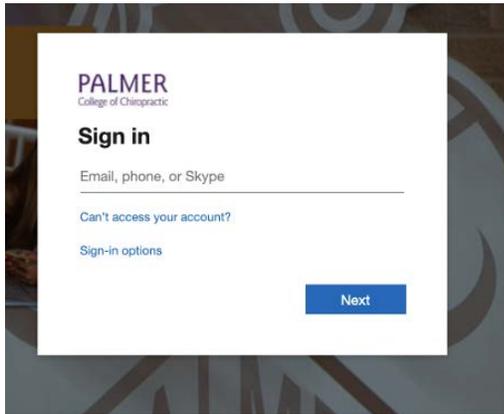
4. Once the download is complete, install Examplify.

5. Once the installation is complete, launch Examplify.

6. Start typing the name of your institution, Palmer, and then select from the dropdown menu. Click the green **next** button.

7. If your browser does not launch automatically, you may see this screen. Give it a moment, and if it does not launch, you may prompt it to do so by selecting Launch.
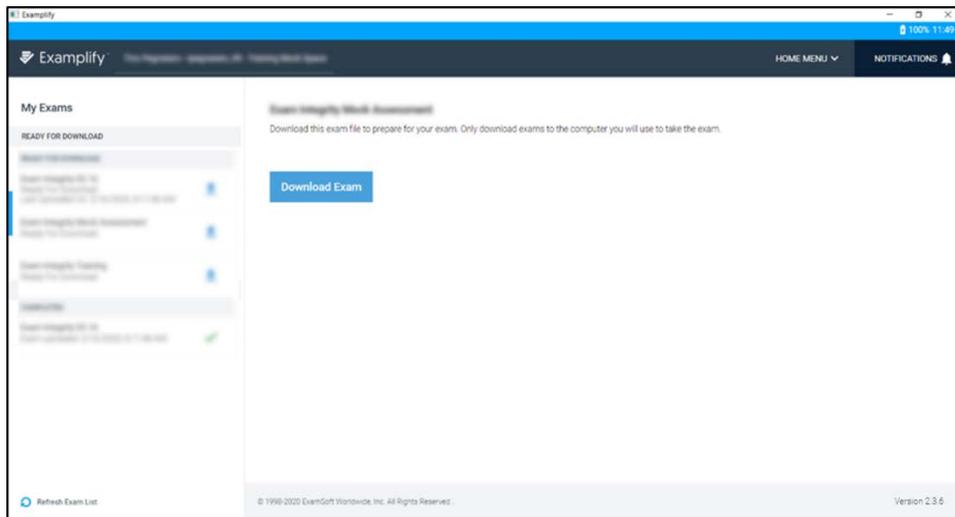

8. Selecting the Institution ID will launch an internal Palmer College page, prompting you to log in with your campus credentials.

9. Once your credentials are entered, select Sign In.

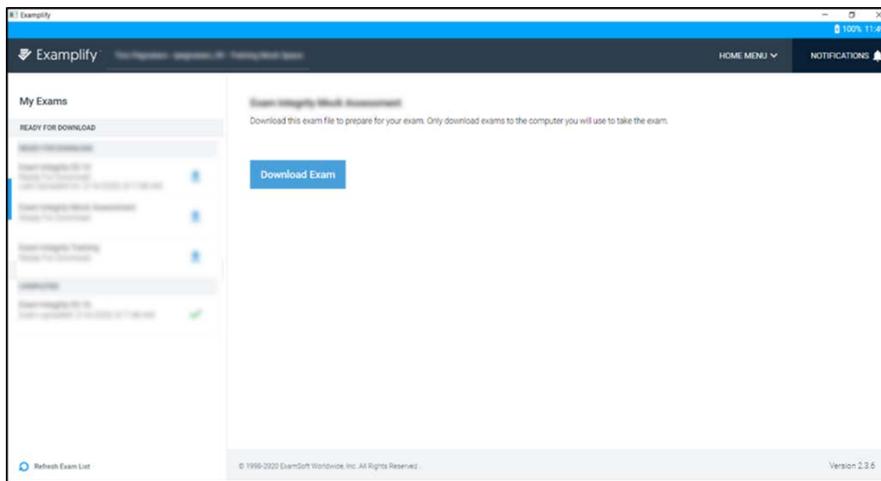10. You may now download exams that have been available to you.
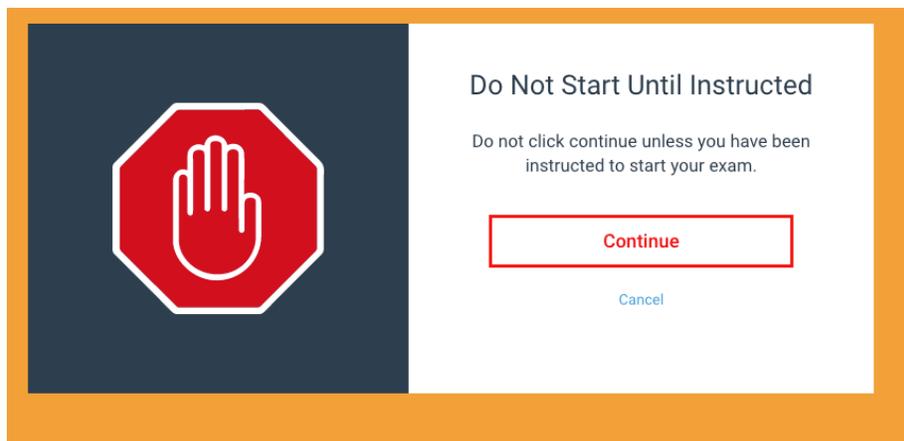

Version 2.3.12

Starting an Exam

1. If you have antivirus software on your device, please remember to disable before the start of every exam. You can re-enable after you finish the exam: How to Disable Antivirus.

    NOTE: Please make sure you have saved all your work and closed all other programs on your device. When you begin your exam, any open or running files and programs will be automatically closed. Failure to do so may result in lost work.
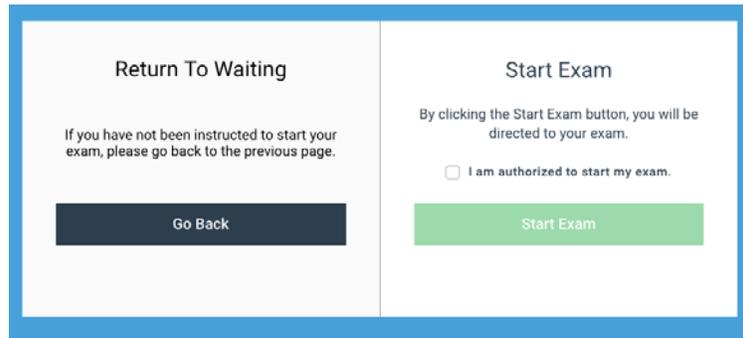
2. Download an exam by selecting the assessment. You may then click the blue download arrow or click Download Exam.

3. Once the exam has been downloaded, you may enter the Exam Password once it has been provided to you by your instructor. *Note: iPad users will need to turn off Wi-Fi and enable* **Airplane Mode.** *Select* **Yes** *when the* **Confirm App Self-Lock** *message appears.*

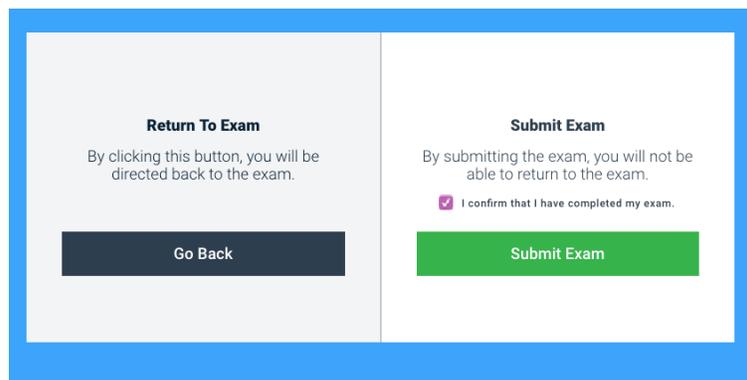4. After entering the password, you will be asked to wait until you have been instructed to begin.

5. When ready to begin, check the box next to "I am authorized to start my exam" and select the green Start Exam button. For further information on taking an exam, click here.

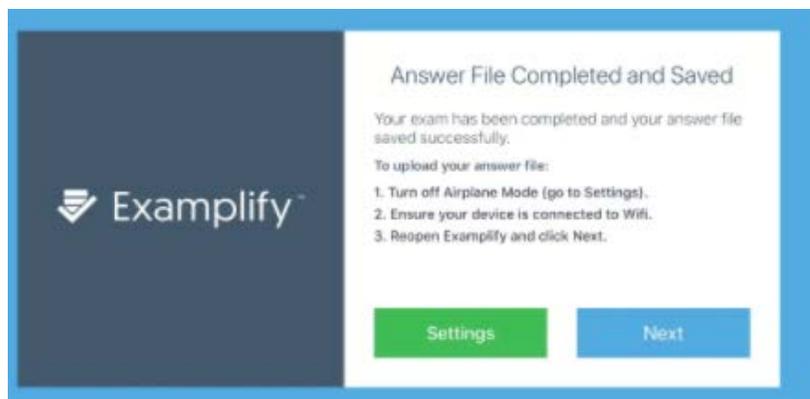6. Once you have answered all questions, select Finish in the bottom right-hand corner. You will then be asked to confirm that you are ready to submit your assessment.
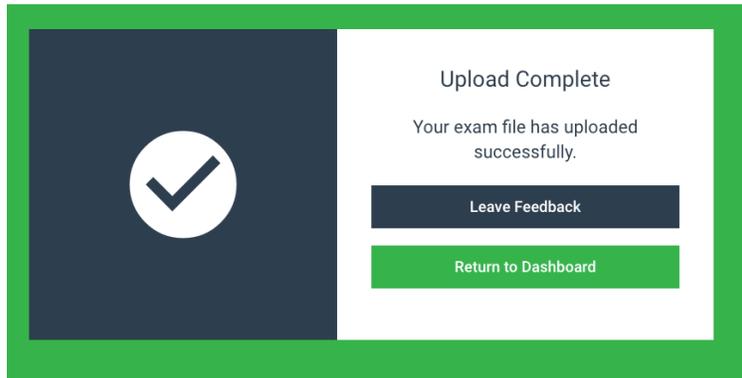

Note: On iPad, when the **Answer File Completed and Saved** *message appears, follow the on-screen instructions to turn off Airplane Mode and reconnect to Wi-Fi. After your device reconnects to Wi-Fi, select* **Next**, *and follow any additional on-screen prompts to upload your exam. Keep Examplify open until you see confirmation that the exam uploaded successfully.*

7. Your answer file will be prepared and uploaded. You will then see a new green screen.

8. Congratulations, you have submitted your exam!

Viewing Your Exam Results

If your instructor has released the final scores in ExamSoft, follow these steps to view the results.

1. Using Chrome or Firefox, access your ExamSoft portal by navigating to the Palmer College unique URL: https://ui.examsoft.io/login?institutioncode=Palmer and log in using your Palmer College credentials.

2. Select the course and then click the **Completed** tab. Select the **View Results** button from the assessment to see your score. *If the button does not appear, this means that the results have not been released.*