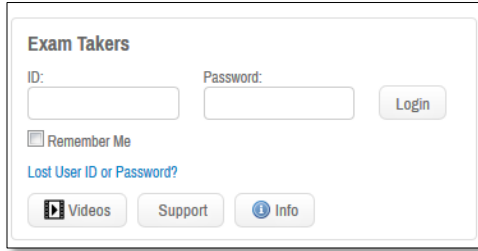
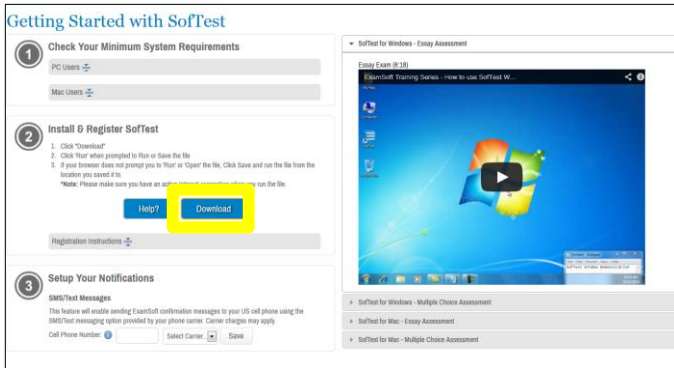


This guide will help you install and register SofTest on the device you plan to use to take your exams.

1. Log in to your institution's home page for ExamSoft using your assigned ID & password.



2. Your institution will notify you if there is a fee. If so, you will need to pay this fee to activate your account. It will appear after logging into the home page.
3. Review the section on **Getting Started with SofTest**:
 - 1) Check your minimum system requirements
 - 2) Click **Download** and follow the onscreen directions to install the software on your computer.
 - 3) Setup SMS/Text notifications as desired.
 - 4) Review the **SofTest Installation video** as needed.



4. Find the SofTest icon on your desktop, and launch SofTest. **You must be connected to the internet to register SofTest and / or download exams.**
5. Register SofTest by entering your Institution ID, and your assigned ID and password in the next window.



Your institution ID is the abbreviation for your institution found at the end of your ExamSoft Portal URL. The institution ID is only necessary for the Mac and Windows versions of SofTest. SofTest-M does not require the Institution ID.

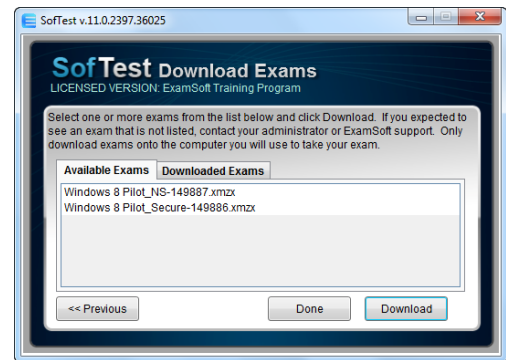
e.g. examsoft.com/esu Institution ID would be "esu".

6. On the SofTest home page, click **Download Exam Files**.
7. If asked again, enter your assigned ID and password and click on **Next**.

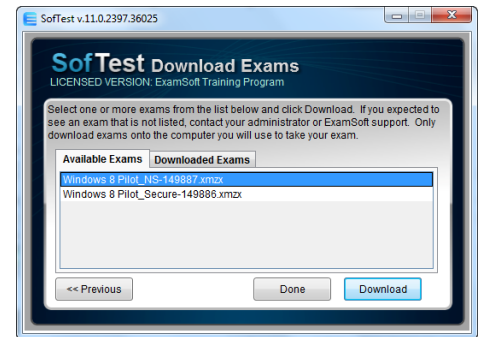


Clicking **Switch User** will take you back to the user login screen.

8. You will find exams under the **Available Exams** tab that are ready to download including a possible practice or Mock Exam.



9. Select the exam name and click **Download** one exam at a time.



10. You will receive an onscreen confirmation, and the exam will now appear under the **Downloaded Exams** tab.
11. Click **Done** when you have completed downloading all exams.



You are now ready to take your exams on this laptop computer. It is highly recommended that you take the mock exam if one is made available to become familiar with SofTest's interface.