

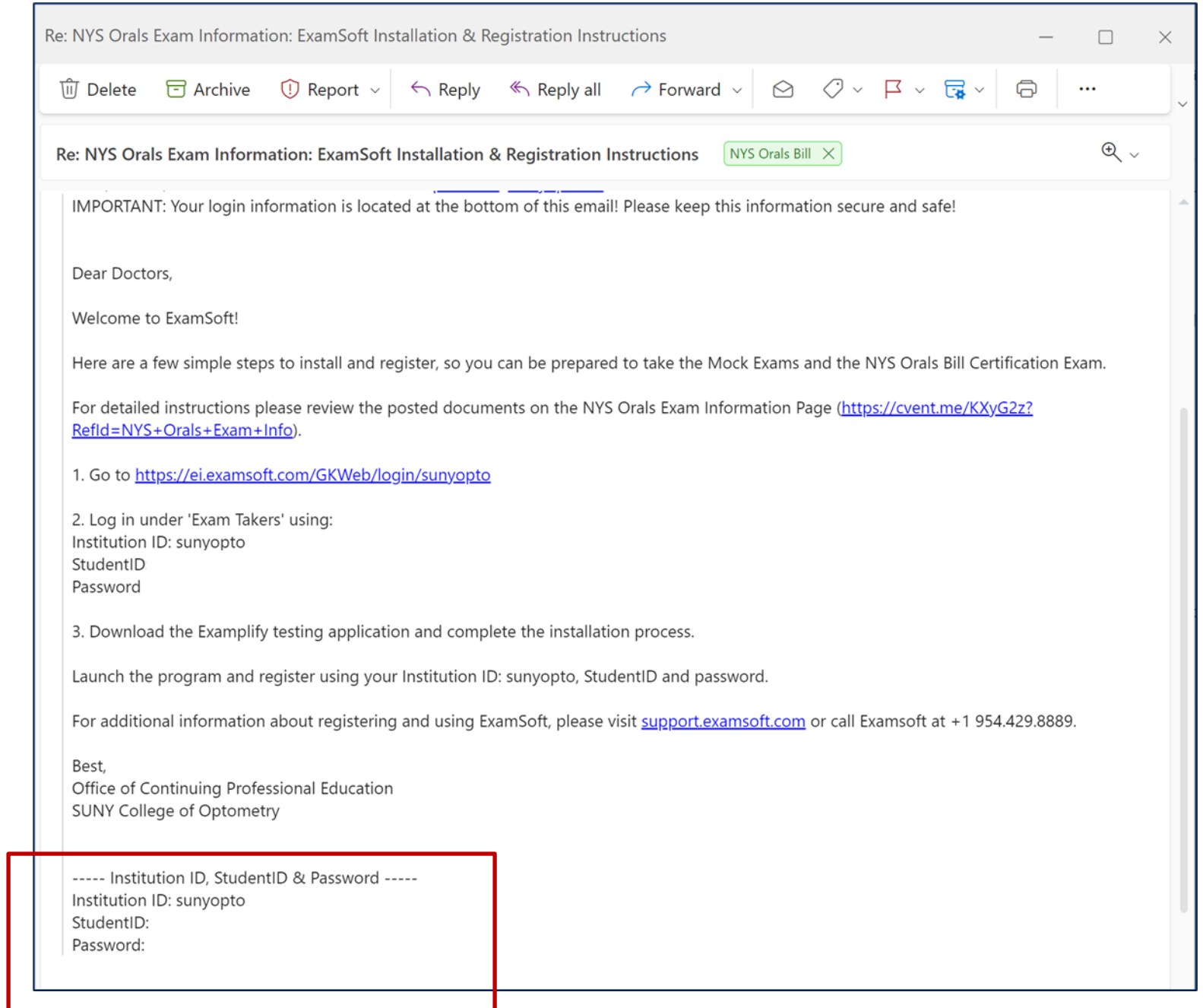
Examsoft Registration Exemplify Installation



ExamSoft Login Credentials

You will receive an email from ExamSoft

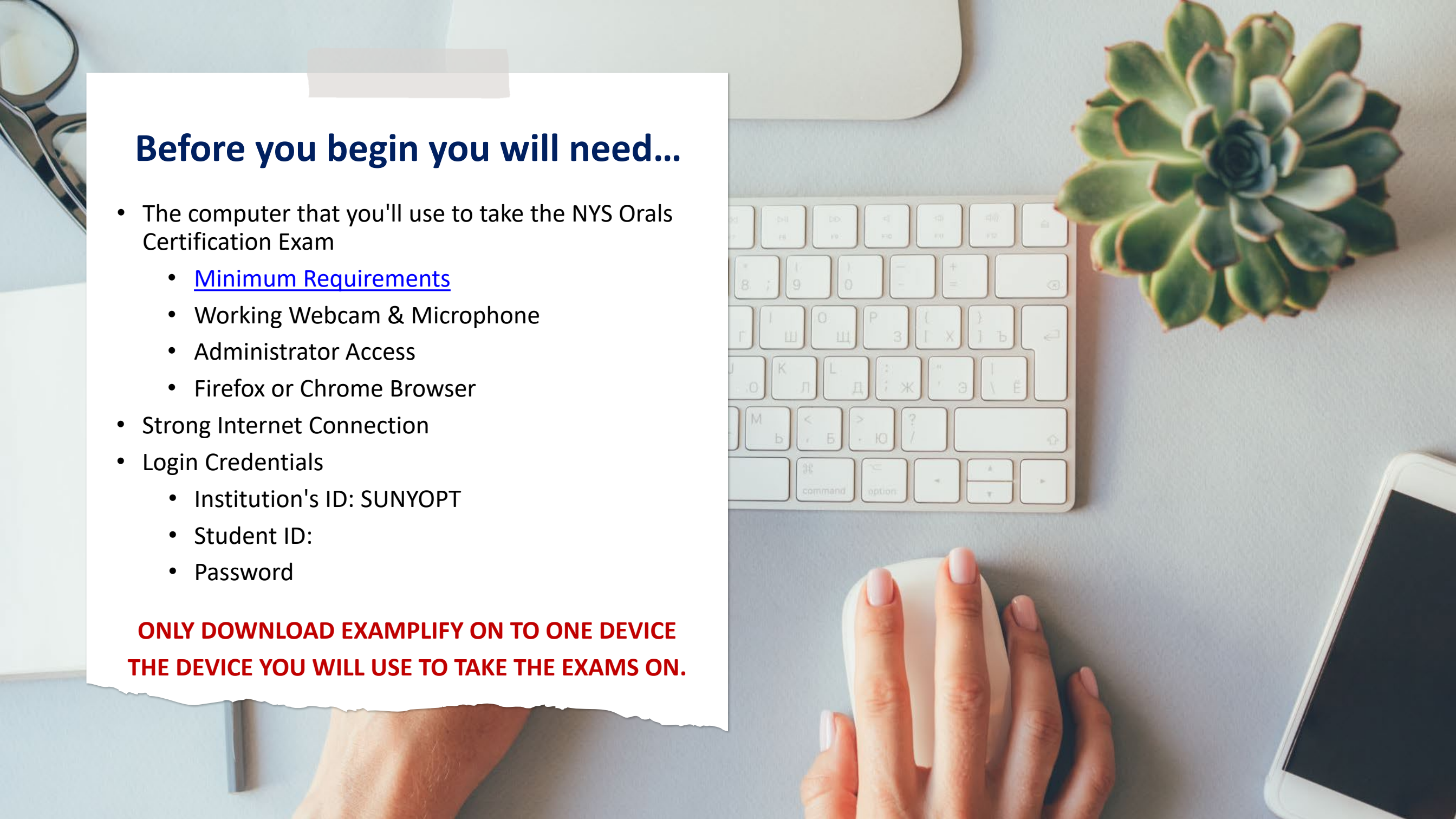
Your Log In information is included at the bottom of the email.



Before you begin you will need...

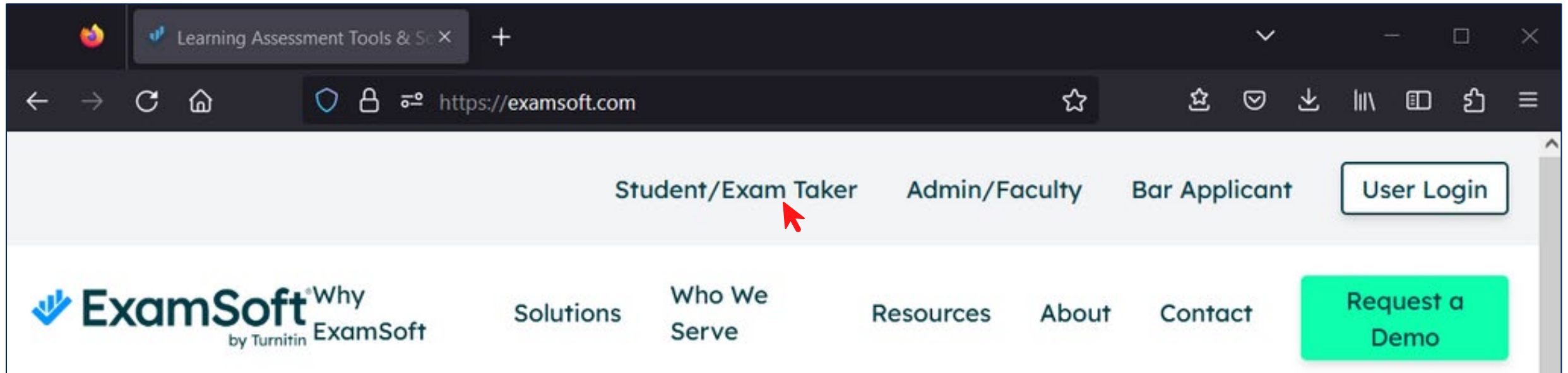
- The computer that you'll use to take the NYS Orals Certification Exam
 - [Minimum Requirements](#)
 - Working Webcam & Microphone
 - Administrator Access
 - Firefox or Chrome Browser
- Strong Internet Connection
- Login Credentials
 - Institution's ID: SUNYOPT
 - Student ID:
 - Password

**ONLY DOWNLOAD EXAMPLIFY ON TO ONE DEVICE
THE DEVICE YOU WILL USE TO TAKE THE EXAMS ON.**



ExamSoft Registration





01

Using Firefox or Chrome

Go to: <https://examsoft.com>

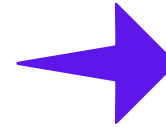
Click
Student/Exam-Taker



Institution

Choose your Institution

Continue



Institution

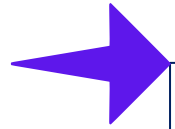
sunyopt

SUNY College of Optometry (sunyopto)

02

Click into the textbox
Choose your Institution

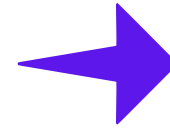
Start Typing
SUNYOPT



 **ExamSoft**[®]
by Turnitin

Institution

SUNY College of Optometry (sunyopto)



 **ExamSoft**[®]
by Turnitin

Institution

Continue

Click into the textbox
SUNY College of Optometry

Click
Continue

 **ExamSoft**
USER PORTAL

Login

 **ExamNow**
Real-time Audience Engagement

Login

03

Under **ExamSoft User Portal** Click
Login



SUNY College of Optometry

Exam Takers

Student ID: ?

Password:

Login

☐ Remember Me

[Lost Student ID or Password?](#)

[Videos](#)

[Support](#)

[Info](#)

Administrators / Faculty

Email:

Password:

Login

☐ Remember Me

[Lost Password?](#)

Minimum System Requirements:

iPad Users

PC Users

[Windows Minimum Requirements](#)

Mac Users

[Mac Minimum Requirements](#)

Exam Taker Information

04

Under Exam Takers

Enter your Student ID & Password

This was emailed to you; it is the same information used to log into Exemplify.

Click **Login**

Getting Started with Exemplify

1

Check Your Minimum System Requirements

iPad Users

PC Users

Mac Users

Check Computer
Requirements

2

Install & Register Exemplify for iPad

1. On your iPad device, open the App Store
2. Search for Exemplify for iPad or ExamSoft to find the application
3. Tap the button to install the app

Install & Register Exemplify

1. Click "Download"
 2. Click "Run" when prompted to Run or Save the file
 3. If your browser does not prompt you to "Run" or "Open" the file, Click Save and run the file from the location you saved it to.
- *Note:** Please make sure you have an active Internet connection when you run the file.

Help?

Download

Please complete the Installation and Registration of Exemplify on the device which you will use to take your exams. You cannot download your exams on multiple devices.

Exemplify for iPad Registration Instructions

Exemplify Registration Instructions

Read
Instructions

3

Setup Your Notifications

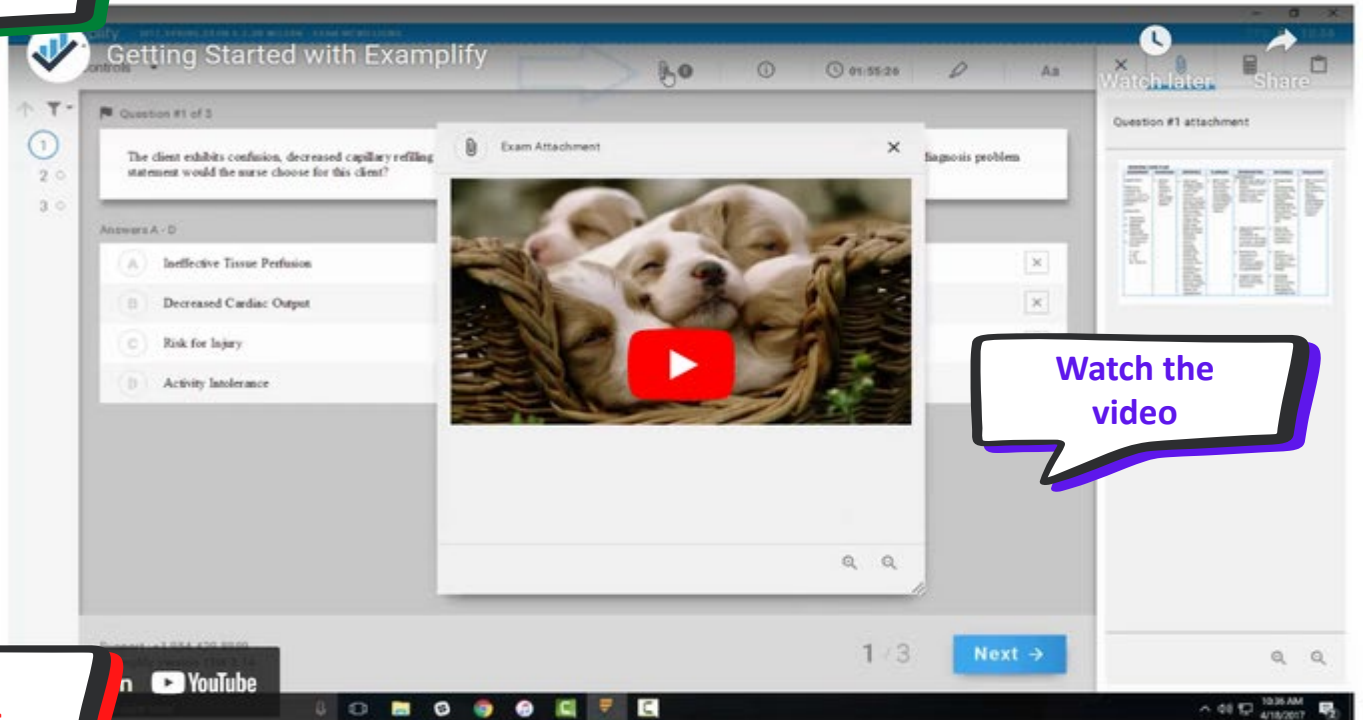
SMS/Text Messages

This feature will enable sending ExamSoft confirmation messages to your US cell phone using the SMS/Text messaging option provided by your phone carrier. Carrier charges may apply.

Cell Phone Number: Select Carrier...

Email Notifications

The email address listed below is where Exemplify notifications such as registration and upload confirmations will be sent.



Watch the
video

DO NOT CLICK DOWNLOAD
USE THE PROVIDED
DIRECT DOWNLOAD LINKS
TO DOWNLOAD EXAMPLIFY

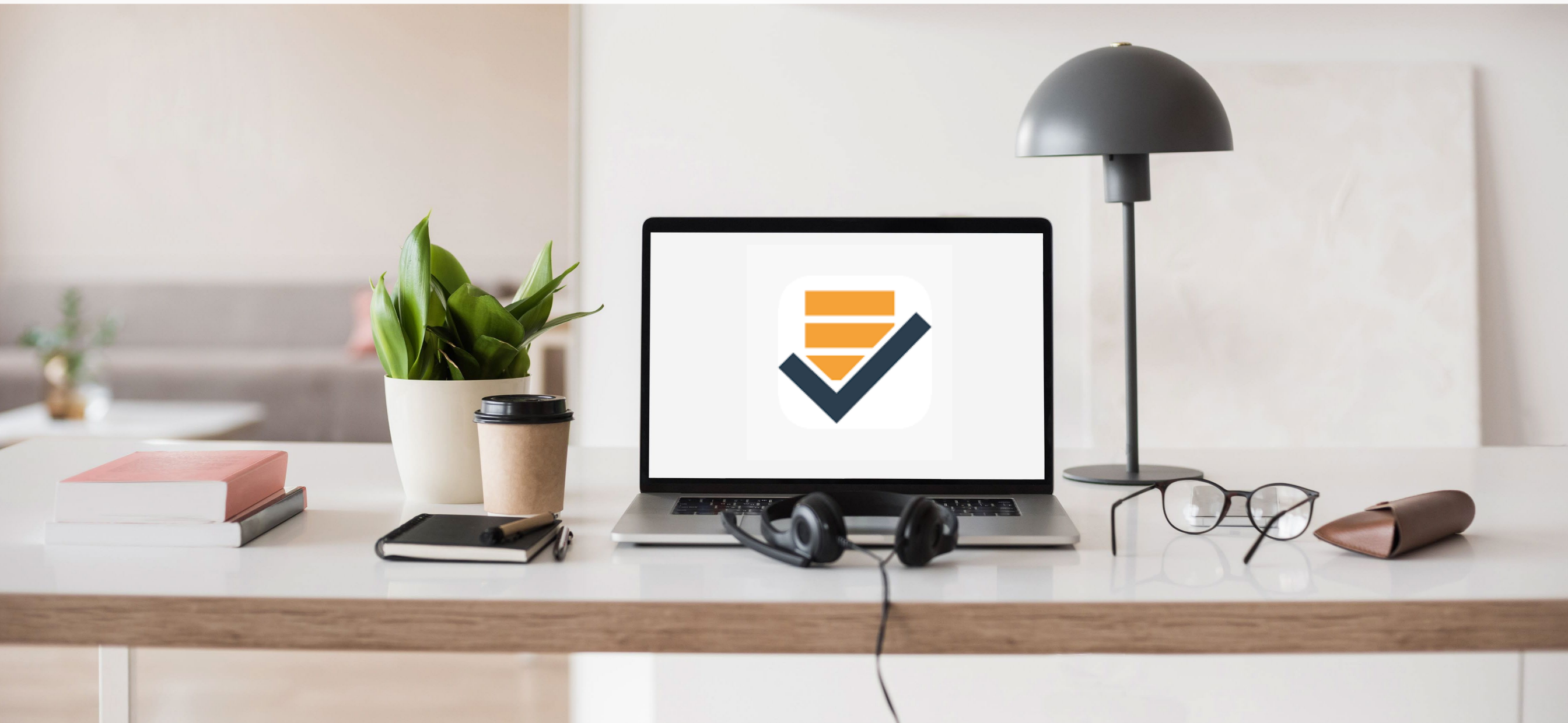


Exam Results will be posted on ExamSoft

When results are available,
you will be notified via
email with instructions on
how to access your grade.



Exemplify Installation



Direct Download Links

01

Use the Direct Download links to download the most updated version of Exemplify.

[Exemplify Windows Installer Direct Download Link](#)

Required Permissions:

- Microphone for audio recording
- Camera for video recording
- Screen recording

[Guide to set up permissions on Windows](#)

[Exemplify Mac OS X Installer Direct Download Link](#)

Required Permissions:

- Microphone for audio recording
- Camera for video recording
- Full disc access
- Screen recording
- Background Items

[Guide to set up permissions on Mac](#)

Exemplify Registration

- After installation, launch Exemplify and you will be prompted to register.
- When prompted, type in the institution ID: [sunyopto](#) and click [Next](#). On the following screen, using the login ID and Password you were provided, complete the required fields then click “Sign In”.

Upon Registration Completion

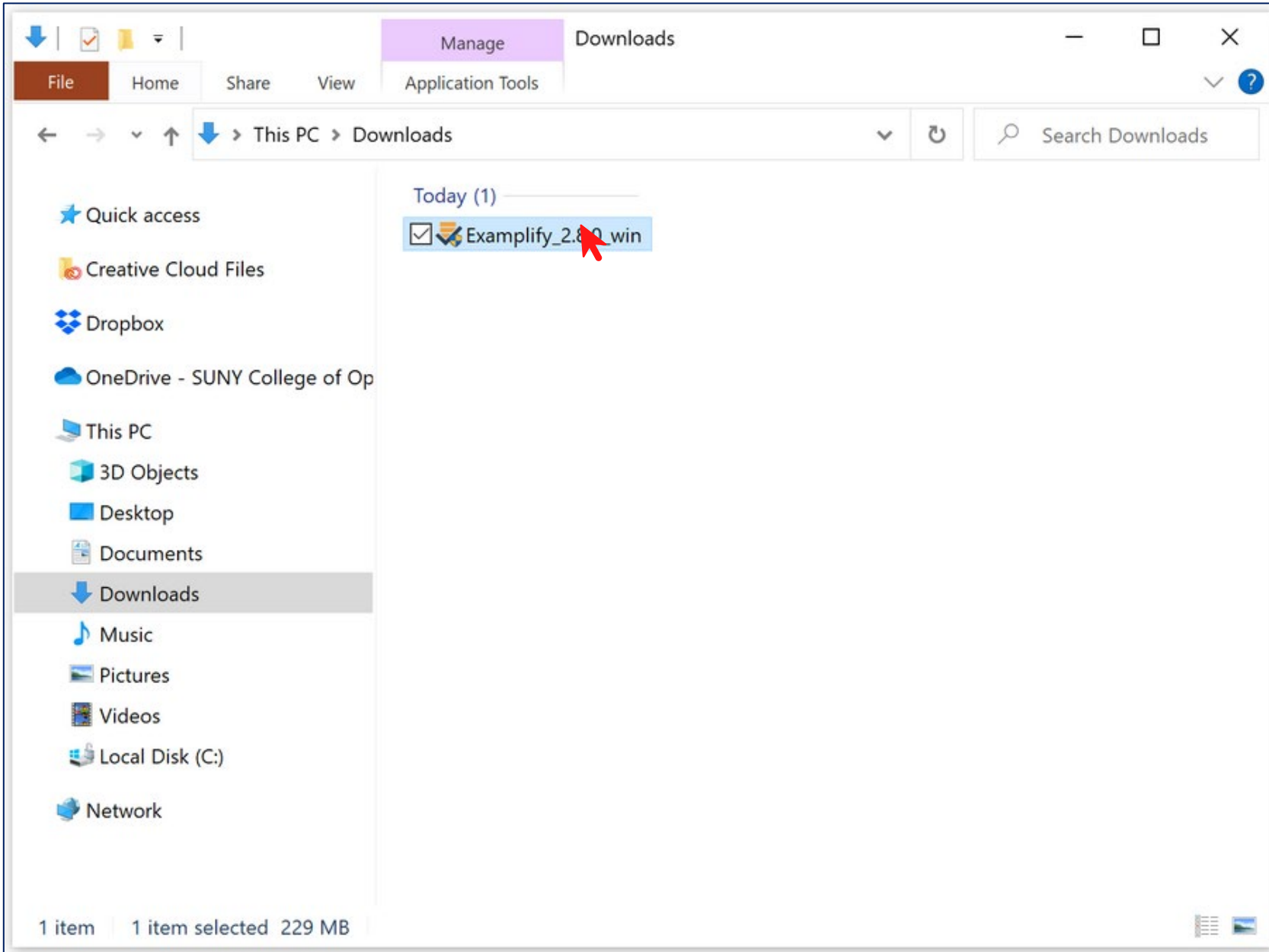
- You will receive an email to confirm your Exemplify registration.
- You will be prompted to download any available exam files.

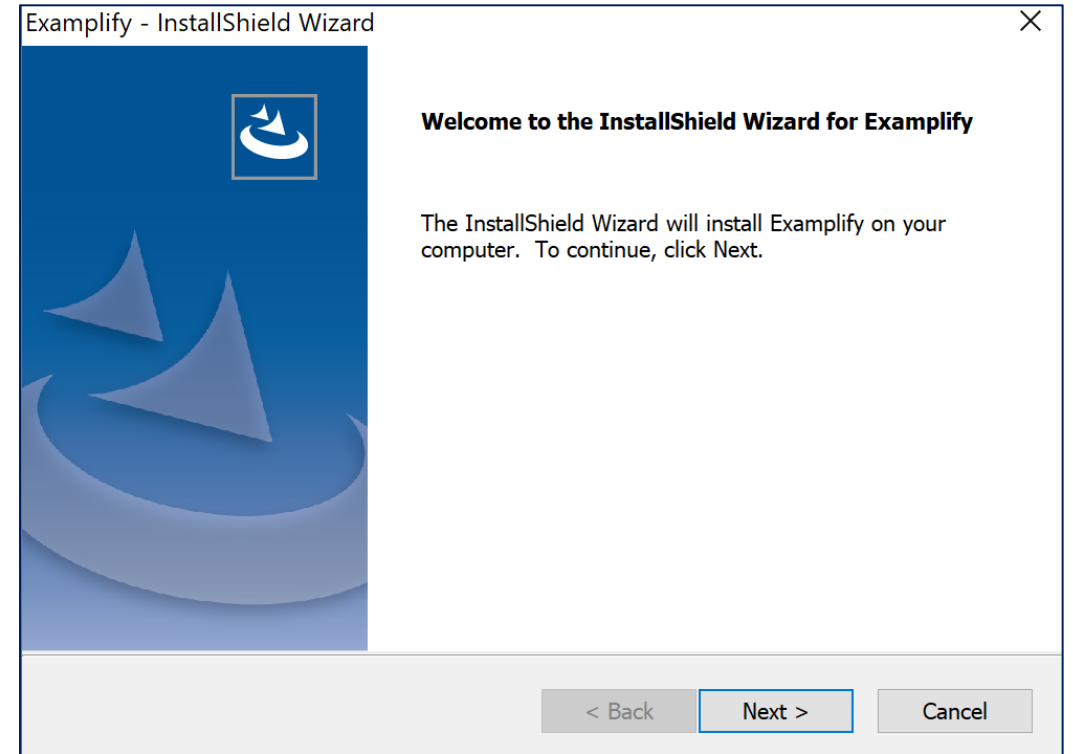
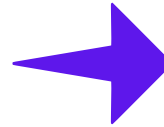
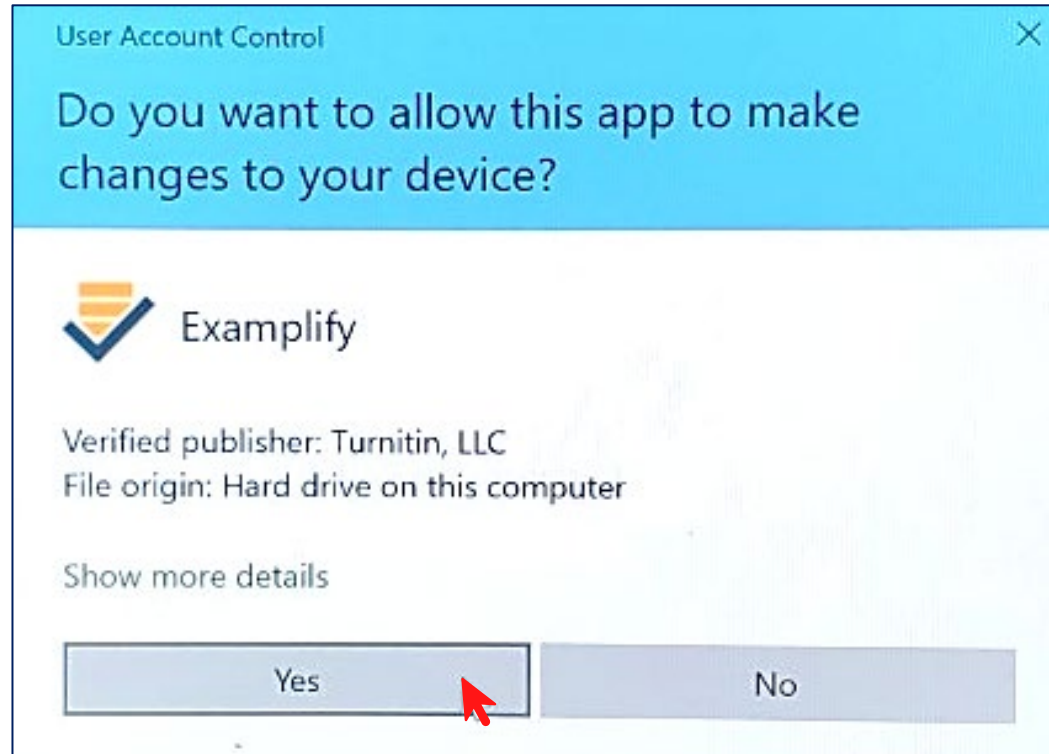
02

Go to your computer's
Downloads Folder

Find **Exemplify**

Double click **Exemplify**
to launch the
Installation Wizard.

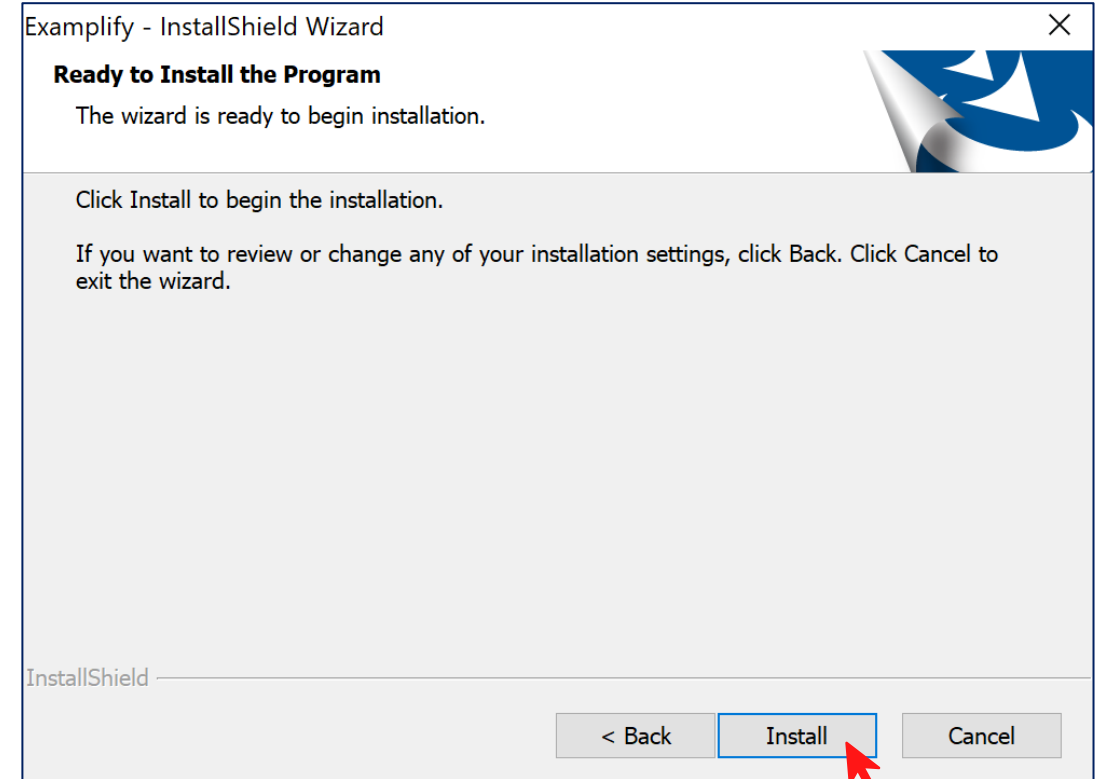
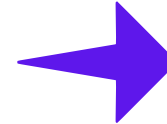
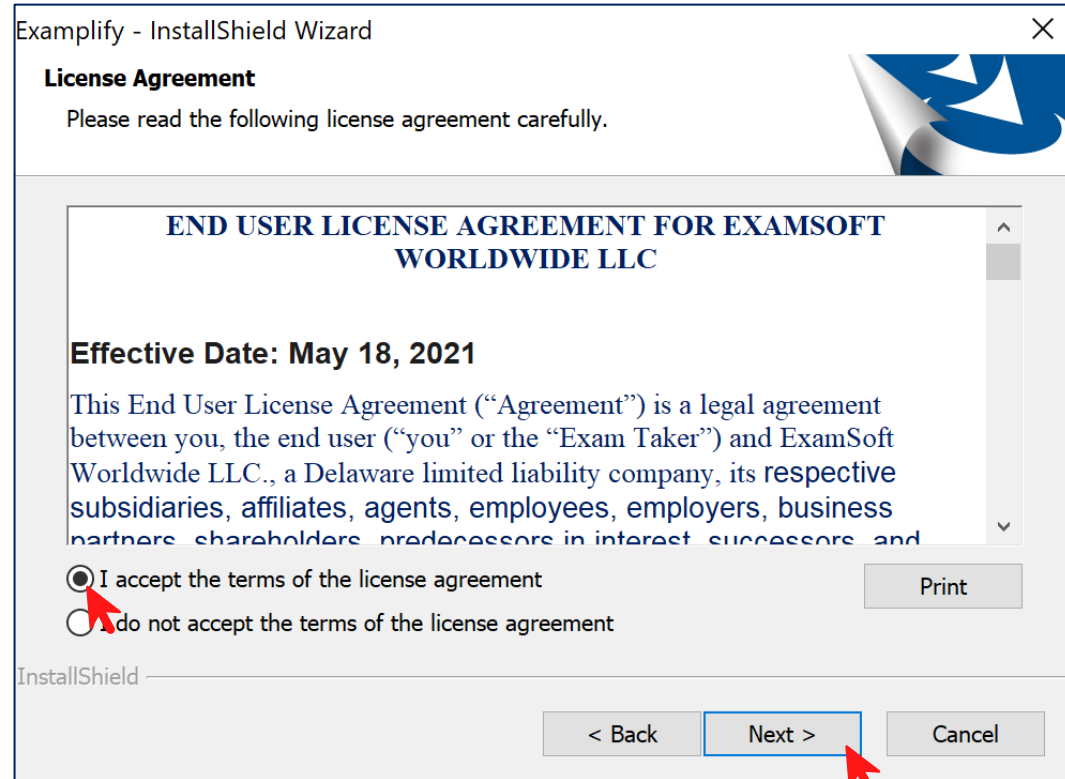




03

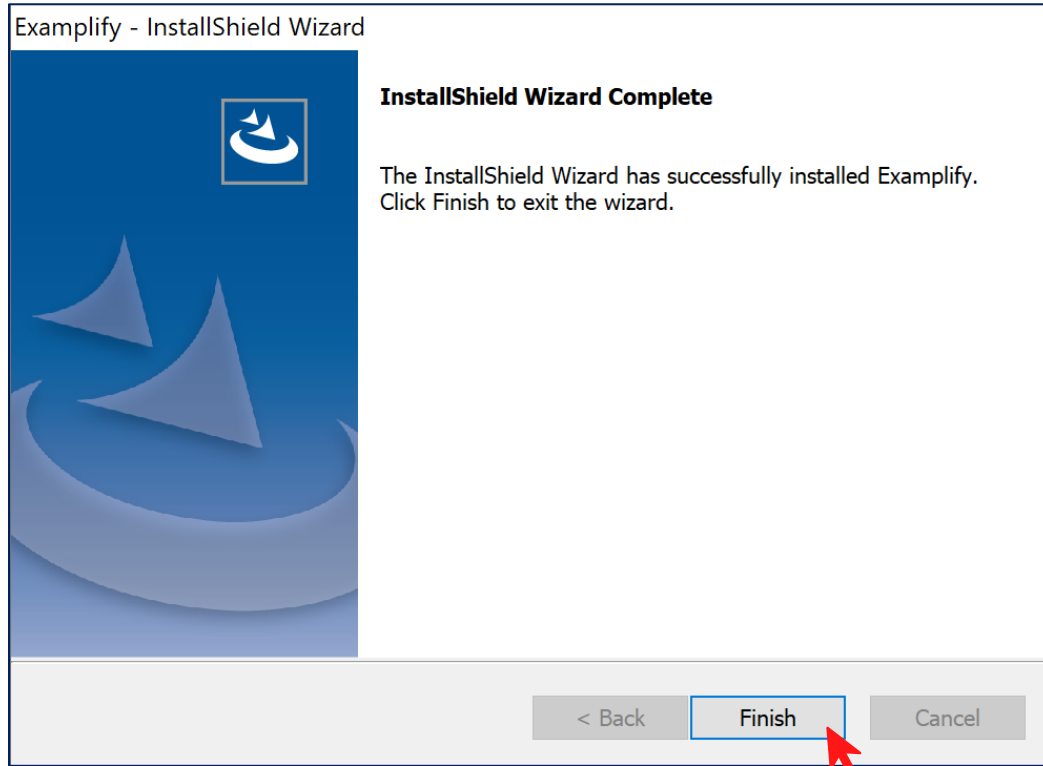
Click
Yes

Click
Next



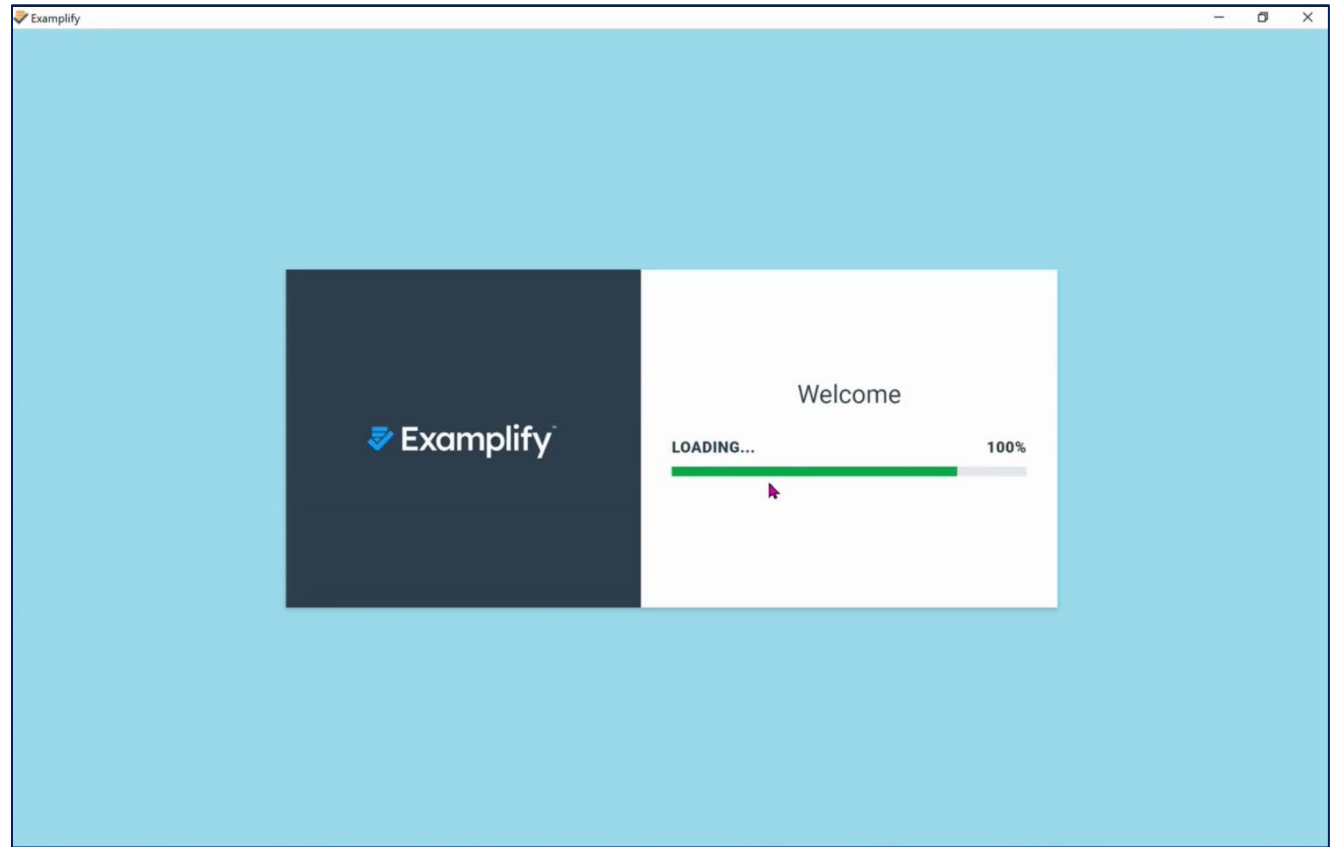
Select
I accept the terms
Click
Next

Click
Install



Click
Finish

**Locate the Exemplify icon on
the computer desktop/in
programs**



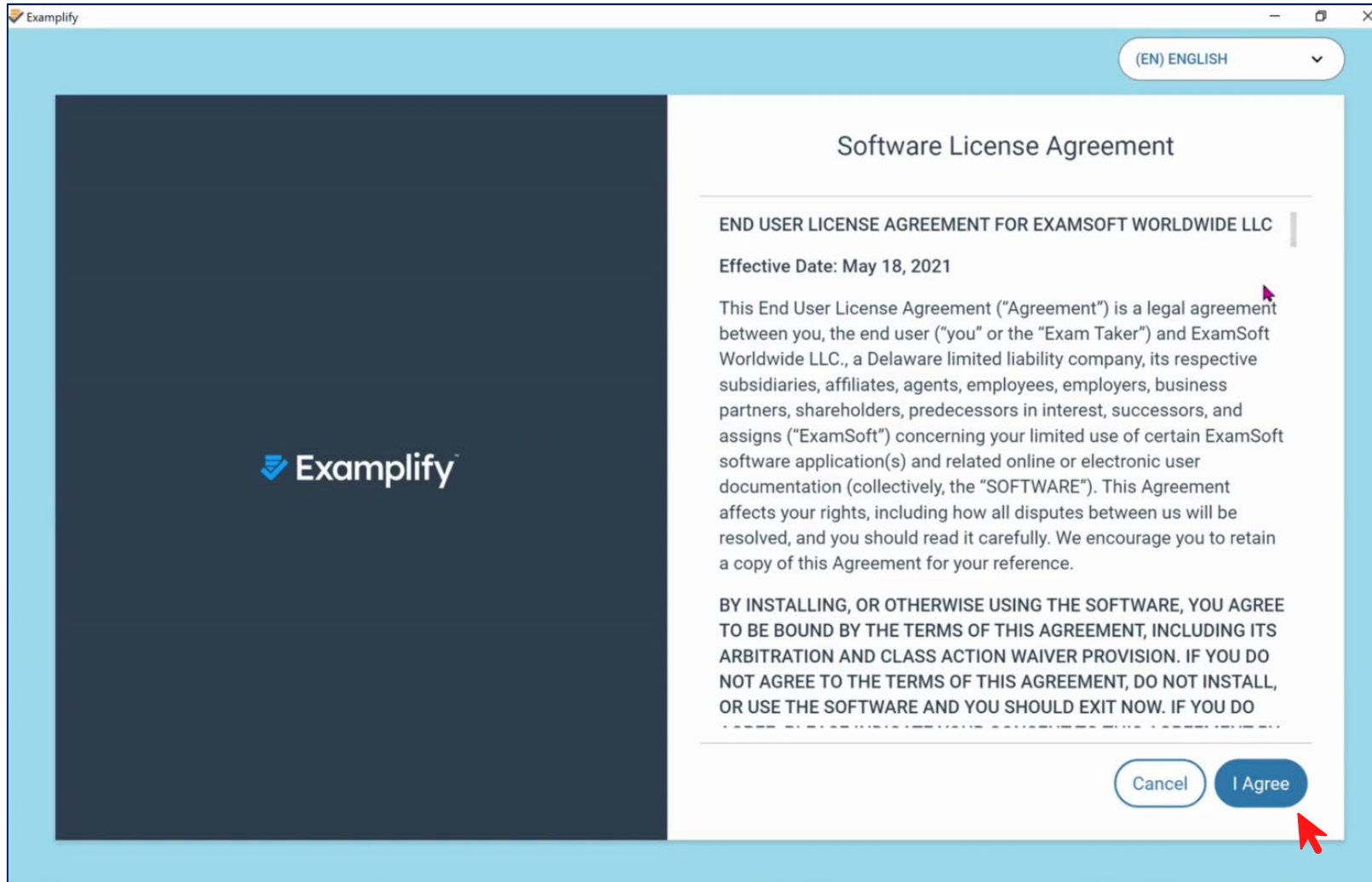
04

Double click on the icon **Exemplify** to open the program

05

**Scroll through the
Software License
Agreement**

Click I Agree



06

Under Institution
Type in: **SUNYOPT**

Select: **SUNY College
of Optometry Student**

Click **Next**



Add New Account

Institution

SUNY College of Optometry (sunyopto)

← Back

Next



Add New Account

Institution

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

← Back

Next

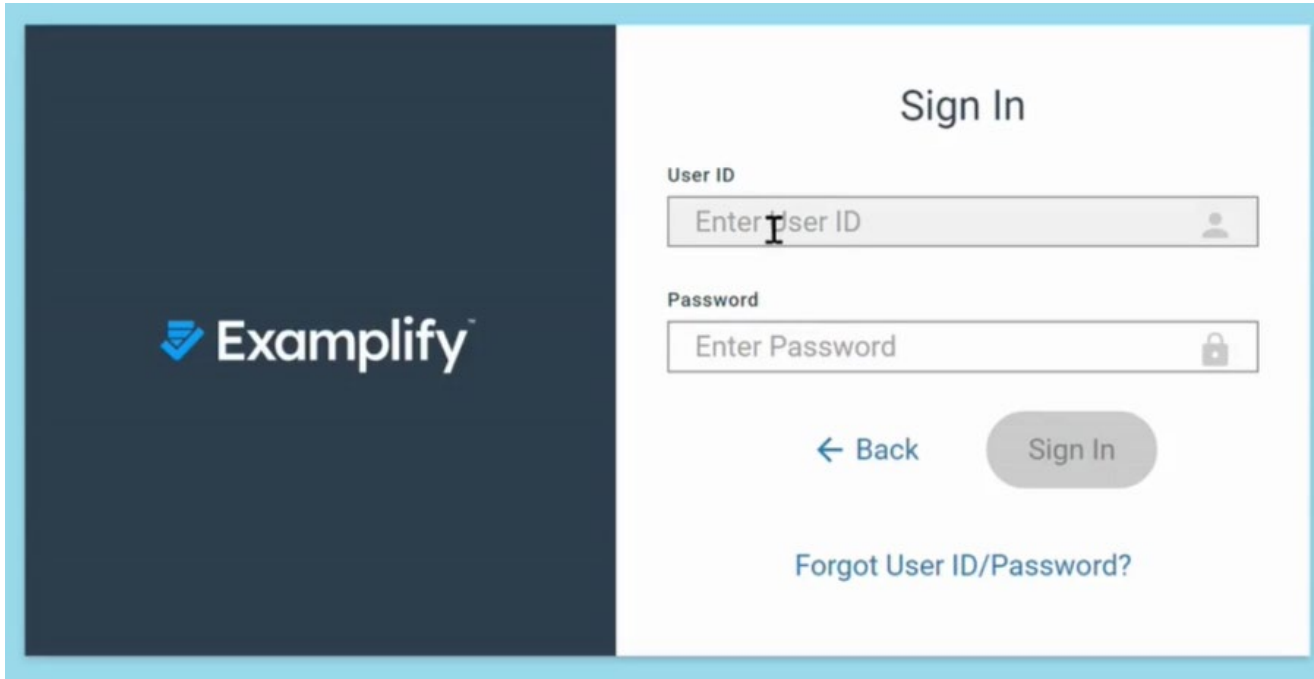
07

Enter your User ID (Student ID) and Password.

*This was emailed to you; it is the
same information used to log into
ExamSoft.*

Click **Sign In**

Click **Refresh Exam List**



The image shows the Examplify Sign In interface. On the left is a dark blue sidebar with the Examplify logo. The main area is white and titled 'Sign In'. It contains two input fields: 'User ID' with a placeholder 'Enter User ID' and a user icon, and 'Password' with a placeholder 'Enter Password' and a lock icon. Below the fields are two buttons: a blue 'Back' button with a left arrow and a grey 'Sign In' button. At the bottom is a link 'Forgot User ID/Password?'.

You Have No Exams

You do not currently have any exams available. Please try refreshing your exam list or contact your institution for more information.

Refresh Exam List

Ready for Download

When an Exam is available for download it will show here.

➤ Click **Download Exam**

Downloaded

Downloaded exams will show here.

Completed

Submitted exams will show here.

Refresh Exam List

If you received a notification that an exam is ready for download and it does not appear under **Ready for Download**, click on the **Refresh Exam List**.

The screenshot displays the Examplify web application interface for a user associated with SUNY College of Optometry. The interface is divided into two main sections: 'My Exams' on the left and a detailed view of a specific exam on the right.

My Exams Section:

- READY FOR DOWNLOAD:** A card for 'Mock Exam NYS Orals Bill' is highlighted with a purple border. It shows 'Ready For Download' and a download icon. A red arrow points to the 'Download Exam' button next to it.
- DOWNLOADED:** A card for 'Mock Exam' is highlighted with an orange border, showing 'Exam File Downloaded'.
- COMPLETED:** A card for 'ExamIDMonitorParDar' is highlighted with a green border, showing 'Exam uploaded: 4/22/2020, 9:54:50 AM' and a green checkmark.
- Refresh Exam List:** A button with a circular arrow icon is highlighted with a pink border at the bottom of the 'My Exams' list.

Mock Exam NYS Orals Bill Detail View:

- Instructions: 'Download this exam file to prepare for your exam. Only download exams to the computer you will use to take the exam.'
- DOWNLOADING:** A progress bar is shown at 100% completion.
- Cancel Download:** A button is visible below the progress bar.

The interface includes a top navigation bar with the Examplify logo, a search bar, and links for 'HOME MENU' and 'NOTIFICATIONS'. The bottom of the page contains copyright information: '©2023 ExamSoft Worldwide LLC, All Rights Reserved.' and 'Version 3.3.0 Expiration 06/30/2023'.

Examplify

100% 19:44

Examplify

SUNY College of Optometry

HOME MENU

NOTIFICATIONS

My Exams

DOWNLOADED

Mock Exam

Exam File Downloaded

Mock Exam NYS Orals Bill

Exam File Downloaded

Mock Exam NYS Orals Bill

Please enter the exam password to start this exam.

Exam Password

Enter Exam Password

Enter

Remove Exam Download

Exam Settings

Secure

5 minutes

WiFi Off

Navigate

ExamID

ExamMonitor

Exam Details

Instructor

Chitolie

Posting ID #

2849017

Exam Tools

Spell Check

OFF

Copy & Paste

OFF

Calculators

OFF

Highlighting

ON

Refresh Exam List

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Version 3.3.0 Expiration 06/30/2023

ExamID & ExamMonitor

Ensure that all downloaded exams have the **ExamID** & **ExamMonitor Tiles**.

If the **tiles** are **NOT** displayed:
DO NOT proceed with the exam.

Contact The Office of Continuing Education via Email with **SUBJECT LINE: EXAMSOFT ISSUE.**

Exemplify

100% 19:44

Exemplify

SUNY College of Optometry

HOME MENU

NOTIFICATIONS

My Exams

DOWNLOADED

Mock Exam

Exam File Downloaded

Mock Exam NYS Orals Bill

Exam File Downloaded

Mock Exam NYS Orals Bill

Please enter the exam password to start this exam.

Exam Password

Enter

[Remove Exam Download](#)

Exam Settings

Secure

5 minutes

WiFi Off

Navigate

ExamID

ExamMonitor

Exam Details

Instructor

Chitolie

Posting ID #

2849017

Exam Tools

Spell Check

OFF

Copy & Paste

OFF

Calculators

OFF

Highlighting

ON

Refresh Exam List

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Version 3.3.0 Expiration 06/30/2023

Exam Password

Once you receive the password you may start the exam.

Exit out of all running programs prior to clicking *Enter* (to start).

Mock Exam Password: **MOCKEXAM1**

****The password for the NYS Orals Certification Exam will be sent out on the date of the exam, a few minutes before the exam start time. Once you receive it, you *MUST* start the exam.**

On the day of the NYS Orals Certification Exam, we will host an open Zoom Call so if you have any difficulties you can speak with us directly.