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.

Exam Takers

ID: _____   Password: _____   Login

☐ Remember Me

Lost User ID or Password?

▶ Videos   Support   ⓘ Info

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.**
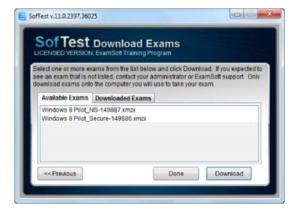
5. Register SofTest by entering your assigned ID and password.

6. On the SofTest home page, click **Download Exam Files**.

7. If asked again, enter your assigned ID and password and click on **Next**.

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.