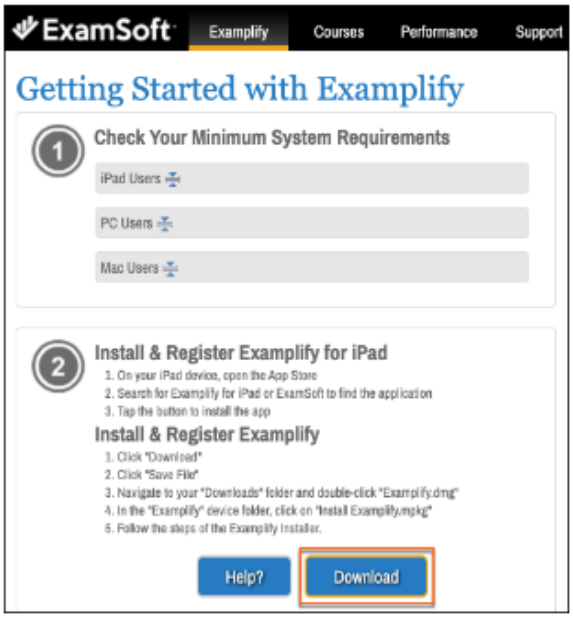
Student Portal Access Instructions

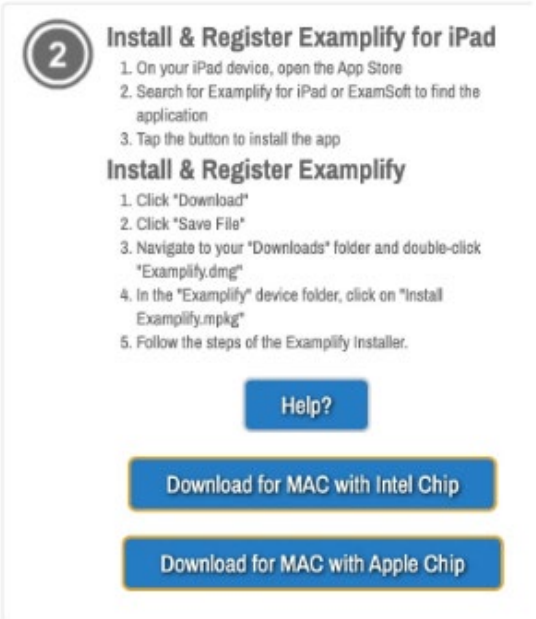
You can access the ExamSoft Portal for any of the following reasons:

(1) To download the Examplify testing application on your laptop, and/or
(2) To manually upload an assessment - only if you have trouble automatically uploading at the completion of your assessment *(all tasks related to completing an assessment will typically take place within the Examplify application)*

1. Once your account has been created by your Institution's Administrators, you may access your Student Portal using this link: [https://ei.examsoft.com/GKWeb/login/ottawalaw] . Select Login and you will be prompted to login via your institution's authentication portal. Please use **Chrome or Firefox browsers** to access this portal, and do not use a mobile phone.

2. Once logged in, this is where you will download the Examplify application. **Download Examplify** to the device you will use to write your exams **using Chrome or FireFox**. Before downloading Examplify, remember to check that your device meets the minimum system requirements! You will see one of the following two options, depending on your version of Examplify:





3. Once you've downloaded, Installed and paid the annual fees for Examplify, please see the **Examplify Setup Instructions** found on page 2 of this document. *With future operating system releases, please confirm that ExamSoft has announced Examplify support for the new operating system prior to updating.*

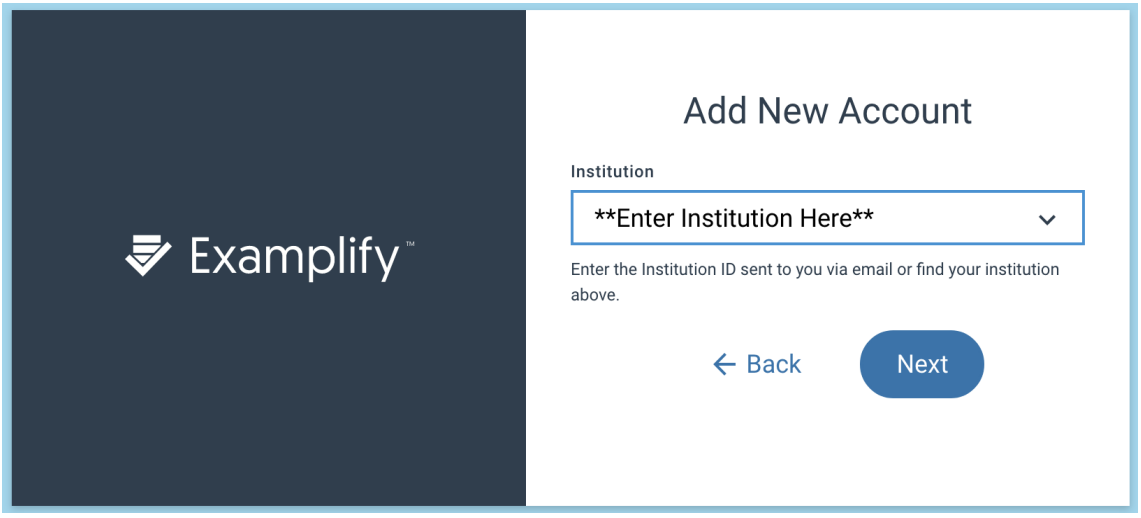
For technical support, contact ExamSoft at 1-866-429-8889 (ext. 1) or visit Examplify support. Visit the Get Sarted with Examplify – Video Guide for quick answers. For additional support, contact uOttawa's Common Law Section at clawacad@uottawa.ca.

Examplify Setup Instructions for Students

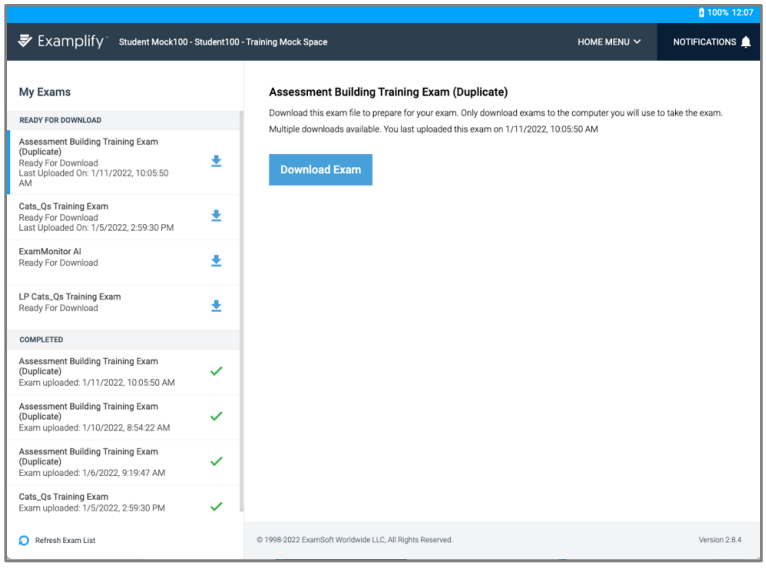
1. Locate the Examplify application and double-click the logo to **launch** Examplify.



2. In the field **Add New Account**, begin typing your institution's code [ottawalaw] and then select it from the dropdown menu. Click the **Next** button. You will then be prompted to login with your institution's authentication window.



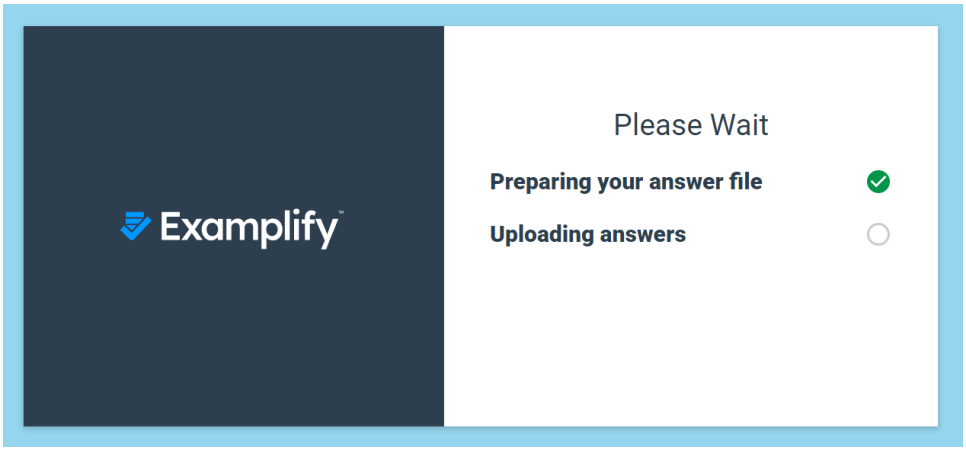
3. You may now download the exams and mock exams available to you by selecting from the "**Ready for Download**" list within the left-hand menu.
Each of your exam files will be available to download a couple of days prior to your exam. You can download and complete mock exams to practice on Examplify **The mock exams password is 123Abc.**
You won't have access to enter final exams until you have received the unique assessment password from your exam supervisor.



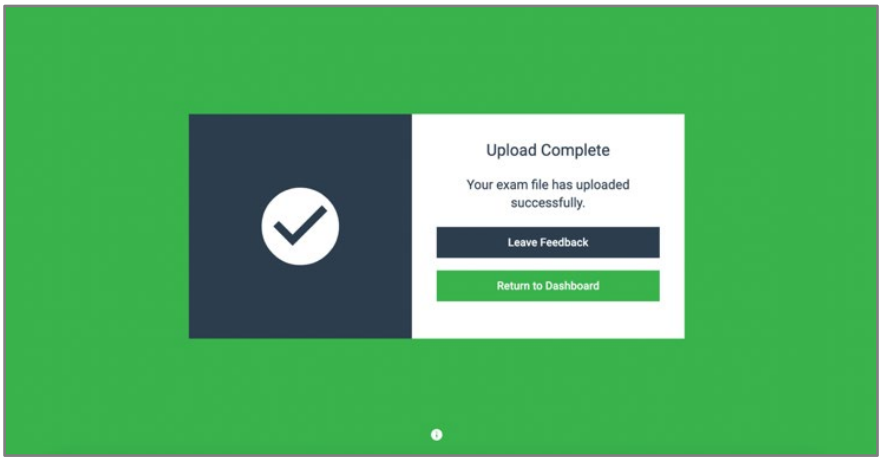
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4. If you have antivirus software on your device, please remember to disable it at the start of every exam. You can re-enable after you finish the exam. How to Disable Antivirus.

5. When you've completed the exam and clicked **Submit**, you'll see an upload screen with checkboxes; green check marks should appear as the answer file uploads.



6. When your answer file is prepared and successfully uploaded, you'll see a green screen. Congratulations! You have submitted your exam!



- Leave Feedback: allows you to submit feedback to ExamSoft about the functionality of the Examplify application
- Return to Dashboard: navigates back to your Examplify dashboard where your answer file should now appear in the "Completed" section of the left-hand menu.

For technical support, contact ExamSoft at 1-866-429-8889 (ext. 1) or visit Examplify support. Visit the Get Sarted with Examplify – Video Guide for quick answers. For additional support, contact uOttawa's Common Law Section at clawacad@uottawa.ca.