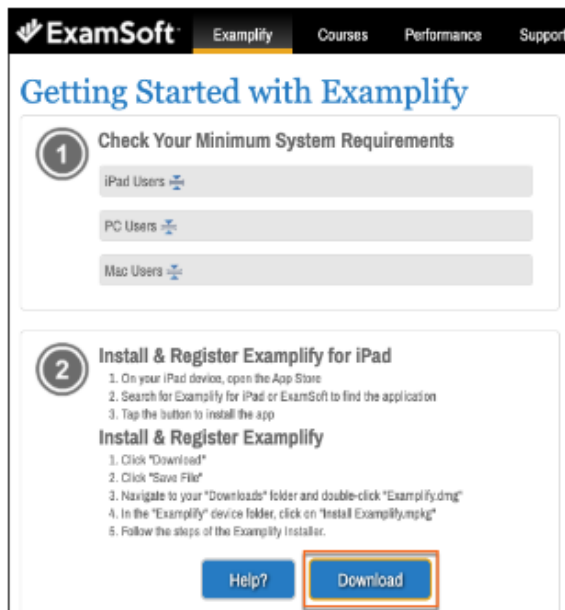


# Student Portal Access Instructions

You can access the [ExamSoft Portal](#) for any of the following reasons:

- (1) To download the Exemplify 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 Exemplify application*)

1. Once your account has been created by your Institution's Administrators, you may access your Student Portal using this link: [\[http://www.examssoft.com/ottawalaw\]](http://www.examssoft.com/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 Exemplify application. **Download Exemplify** to the device you will use to write your exams **using Chrome or FireFox**. Before downloading Exemplify, 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 Exemplify:



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

Find additional support documents on our Community site: <https://help.examssoft.com/s/>

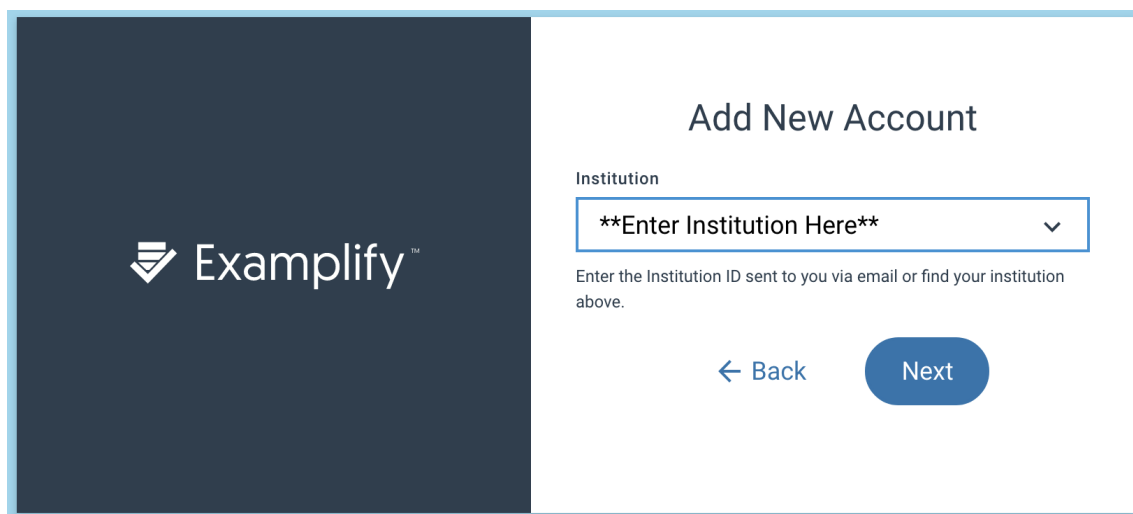
Contact our support team directly: U.S. & Canada 866-429-8889, ext. 2 | International +1-954-429-8889, ext. 2

# Exemplify Setup Instructions for Students

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



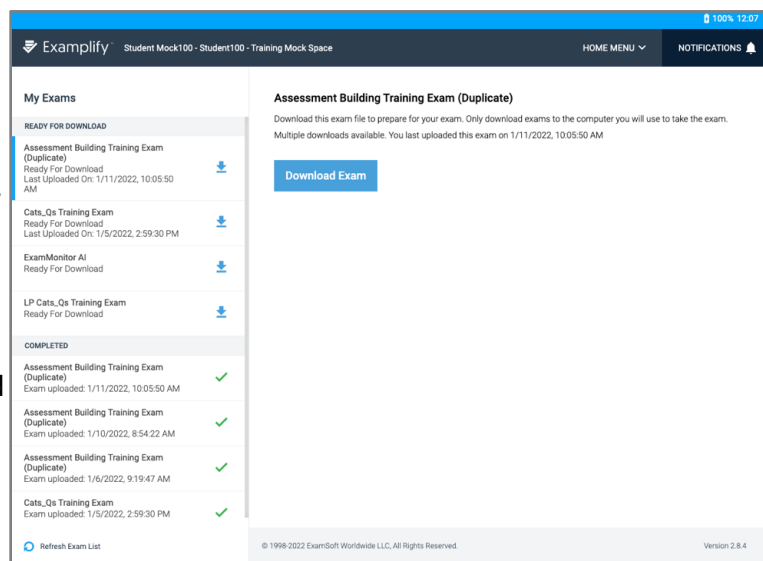
2. In the field **Add New Account**, begin typing your institution's code [**ottawalaw**] and then select it from the dropdown menu. Click the **Next** button. You will then be prompted to login with your institution's authentication window.



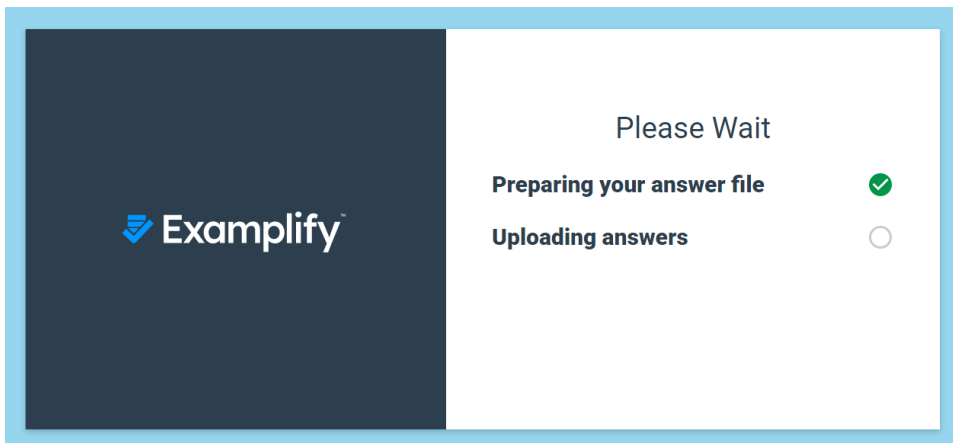
3. You may now download the exams and mock exams available to you by selecting from the **“Ready for Download”** list within the left-hand menu.

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 Exemplify **The mock exams password is 123abc.**

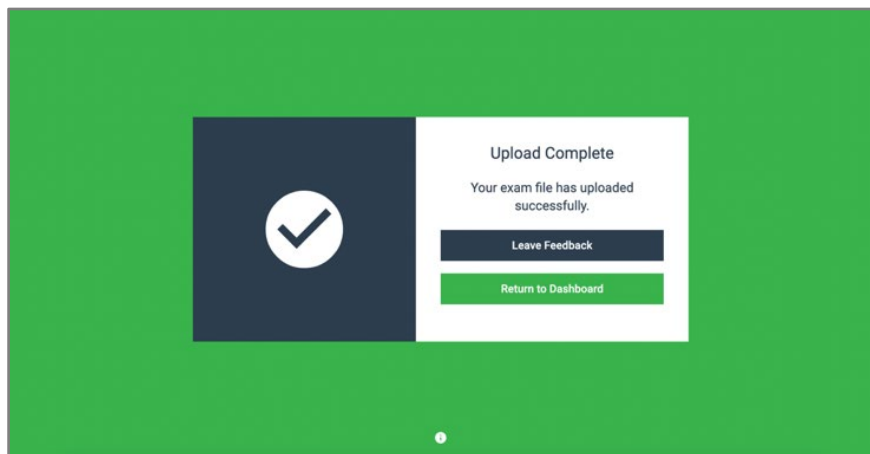
*You won't have access to enter final exams until you have received the unique assessment password from your exam supervisor.*



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.