

Getting started with ExamSoft

Student Edition – Three Steps

- I. First, **get** Examplify. *This is the free program you'll use to take your exam while here at Northwestern Health Sciences University.*
 - iPad users will go to the [App Store](#) and download it
 - Windows and MacBook users will find links here on our ExamSoft [Home Page](#), aka the portal
Click link above or copy and paste this URL in your browser:
www.examssoft.com/nwhealthsciences
- II. Next, **register** within Examplify. *Once you're registered you can download and take assessments.*
 - Open Examplify on your device.
 - Follow the prompts to "Add New Account"
 - Scroll to the bottom of the Software License Agreement and hit "I Agree"
 - Enter an Institution ID
 - Drop down menu here. Fastest way is to type in the first three letters of our unique institutional ID – **nwh**healthsciences
 - You'll see the correct name pop up – Northwestern Health Sciences University
 - Tap or click Next
 - Account Details window opens
 - Cut right to the chase – tap or click "FORGOT USER ID / PASSWORD?"
 - Enter your NW email address in the next window. *This must be your NW email address. That's how they know you and keep track of you.*
 - Give it a minute or two, then log in to your NW Outlook email account and follow those links.
- III. Finally, **log in** to Examplify with:
 - Your **user ID** which is **always and forever** your 6-digit student ID number
 - Your password that you create yourself

Tips and tricks:

- On occasion you will need to go to the [NWHSU ExamSoft HYPERLINK](#)
["http://www.examssoft.com/nwhealthsciences"Home Page/ HYPERLINK](http://www.examssoft.com/nwhealthsciences)
["http://www.examssoft.com/nwhealthsciences"portal](http://www.examssoft.com/nwhealthsciences) and the best browsers for this are Firefox and Chrome.

- Each trimester students need to renew their registration by taking the prompts to “Add New Account.”
- When problems develop, e.g. downloading and uploading assessments, a restart of your device is often all that needs to be done. Help is available through the capable staff at ExamSoft who are available 24/7 at this number 866-429-8889 and by contacting our own ExamSoft Liaisons listed here:
 - [Dr. Vibhuti Jansari](#)
 - [Dr. Chris Petrie](#)
 - [Dr. Dale Healey](#)