

# Getting started with ExamSoft

## Student Edition – Three Steps

1. First get **Examplify**. This is the free program you will 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](http://www.examssoft.com/nwhealthsciences)

2. Next, register within Examplify. Once you are 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
  - i. Drop down menu here. Fastest way is to type in the first three letters of our unique institutional ID – nwhealthsciences
  - ii. You’ll see the correct name pop up – Northwestern Health Sciences University
- Tap or click Next
- Account Details window opens
  - i. Cut right to the chase – tap or click “FORGOT USER ID / PASSWORD?”
  - ii. 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. Enter the entire email address including the domain ‘@nwhealth.edu’.
- Give it a minute or two, then log in to your NW Outlook email account and follow those links.

3. Finally, log in to Examplify with:

- i. Your user ID which is always and forever your 7-digit student ID number
- ii. Your password that you create yourself

Tips and tricks:

On occasion you will need to go to the [NWHSU ExamSoft HYPERLINK](#) 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. For specific exam related problems, you may contact our ExamSoft administrators listed here:

- Vibhuti Jansari ([vjansari@nwhealth.edu](mailto:vjansari@nwhealth.edu))
- Chris Petrie ([cpetrie@nwhealth.edu](mailto:cpetrie@nwhealth.edu))