

If you have any questions or issues with registration, please contact ExamSoft technical support at support@examsoft.com or call toll-free 866.429.8889 Monday – Friday from 7:30 a.m. to 8:30 p.m.

User ID and Password:

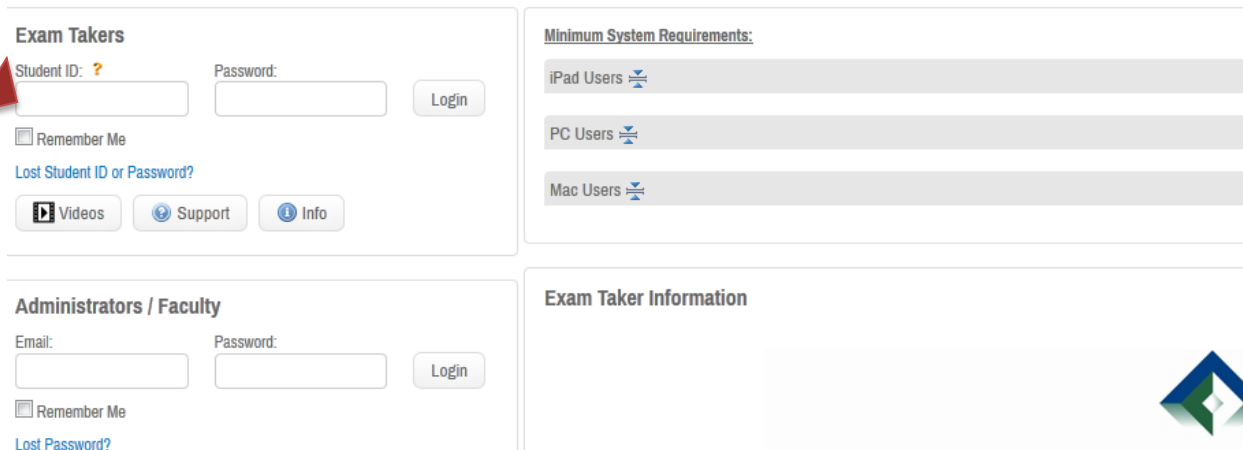
Each student will receive an email from the Information Systems (IS) department, containing a user ID and password needed to log into ExamSoft.

ExamSoft Computer Registration Process

*NOTE: Internet Explorer is not compatible with ExamSoft. You must use Firefox or Chrome as your web browser when working with ExamSoft

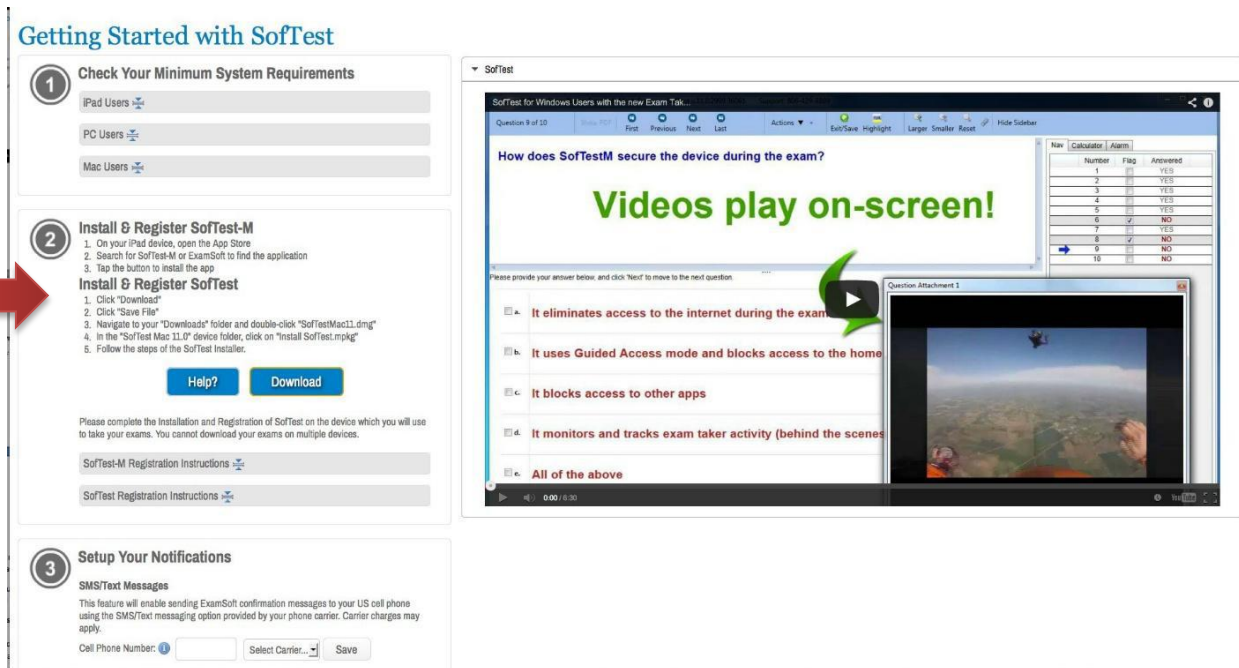
Step 1: Go to www.examsoft.com/aultmancollege and enter your Exam Taker ID and Password in the Exam Takers login box.

Aultman College of Nursing and Health Sciences



Step 2: Please follow the on-screen instructions to install SofTest on your **computer** (iPad users, see below for specific instructions).

***NOTE:** You may have updates that need to be completed prior to downloading the software. The system will alert you if you need to complete an update to your software prior to installation.



Getting Started with SofTest

1 Check Your Minimum System Requirements

iPad Users

PC Users

Mac Users

2 Install & Register SofTest-M

- On your iPad device, open the App Store
- Search for SofTest-M or ExamSoft to find the application
- Tap the button to install the app

Install & Register SofTest

- Click "Download"
- Click "Save File"
- Navigate to your "Downloads" folder and double-click "SofTestMac11.dmg"
- In the "SofTest Mac 11.0" device folder, click on "Install SofTest.mpkg"
- Follow the steps of the SofTest Installer.

[Help?](#) [Download](#)

Please complete the Installation and Registration of SofTest on the device which you will use to take your exams. You cannot download your exams on multiple devices.

[SofTest-M Registration Instructions](#)

[SofTest Registration Instructions](#)

3 Setup Your Notifications

SMS/Text Messages

This feature will enable sending ExamSoft confirmation messages to your US cell phone using the SMS/Text messaging option provided by your phone carrier. Carrier charges may apply.

Cell Phone Number: Select Carrier: Save

SofTest

SofTest for Windows Users with the new Exam Tak...

Question 9 of 10

How does SofTestM secure the device during the exam?

Videos play on-screen!

Please provide your answer below, and click 'Next' to move to the next question.

a. It eliminates access to the internet during the exam

b. It uses Guided Access mode and blocks access to the home screen

c. It blocks access to other apps

d. It monitors and tracks exam taker activity (behind the scenes)

e. All of the above

Number	Flag	Answered
1		YES
2		YES
3		YES
4		YES
5		YES
6		NO
7		YES
8		NO
9		NO
10		NO

Step 3: Once installation on your computer is complete, please enter your ExamSoft ID and Password in the pop-up window, and then click Register. A second pop-up will notify you that SofTest has registered your computer, and you will also receive an email confirmation from ExamSoft

ExamSoft iPad Registration Process

To install ExamSoft's SofTest-M app on you iPad, please follow these steps:

- From your iPad, go to the www.examsoft.com/aultmannursing and login under Exam Takers, with the user ID and password e-mailed to you from IS.

2. Tap on the “Get SofTest-M” button. This will open a link to the app, in the app store.
3. Tap on the blue cloud icon with the downward facing arrow, as you would for any other app. The short cut will be added to your home screen automatically.
4. Tap “Open” to access a quick reference guide to using the app.
5. Close the guide when finished and you will be taken to the SofTest login screen.
6. Enter Student ID and password, and tap login button.
7. Confirm first time registration.
8. Tap “Agree” to agree with terms and conditions.
9. You will be taken to the SofTest home screen.

*NOTE: ExamSoft does not support “jailbroken” devices. That is, if you have modified the operating system of your device, ExamSoft will not be operational on your modified device

Take a Practice Exam on Your Device

After downloading and registering SofTest, you will need to test ExamSoft on your laptop or iPad, by the date specified by your instructor. This will enable you to familiarize yourself with the SofTest before you take an exam, and will ensure that ExamSoft and SofTest are working on your devices.

Instructions for testing on both devices are below. The steps used in taking the mock test will be the same as the steps used when testing in class.

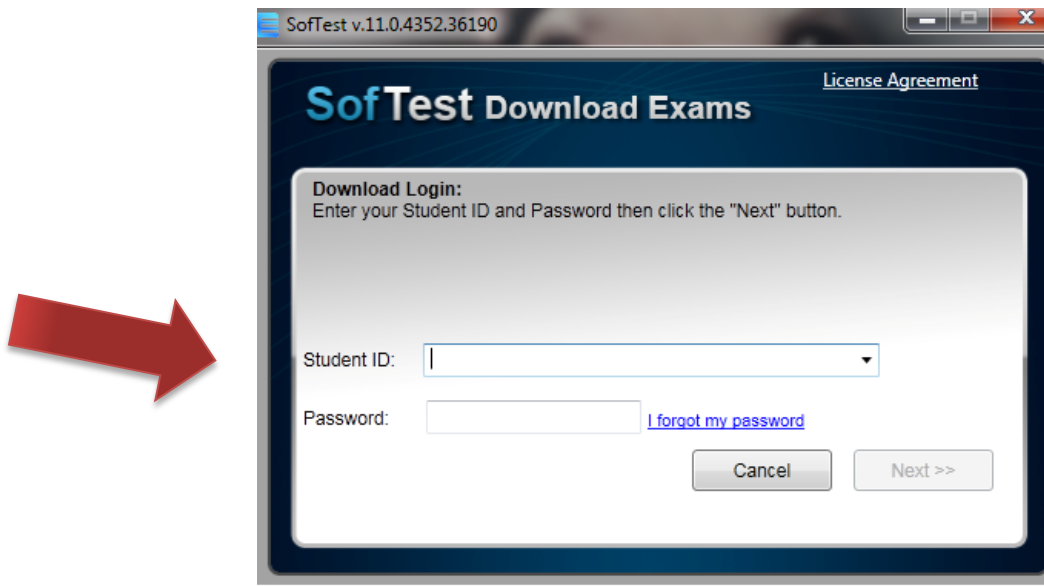
Laptop Test:

1. Launch the program by double-clicking the SofTest icon on your Windows Desktop, or single-click the icon in your Applications folder or Dock for Mac.

2. Click “DOWNLOAD EXAM FILES.”

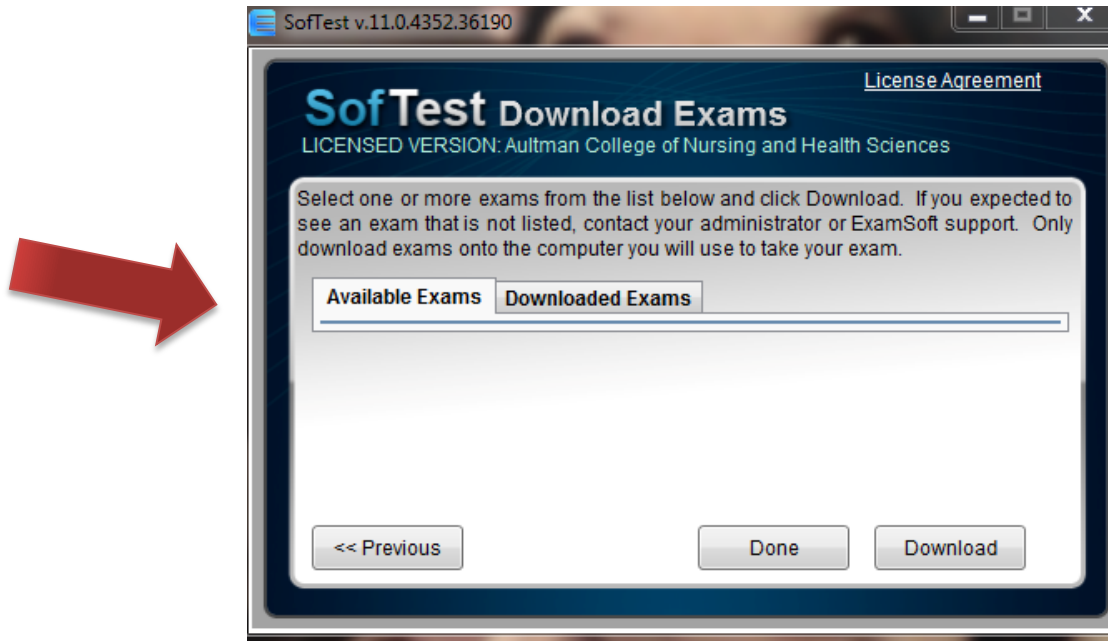


3. Enter your Exam Taker ID and Password, and click "Next".



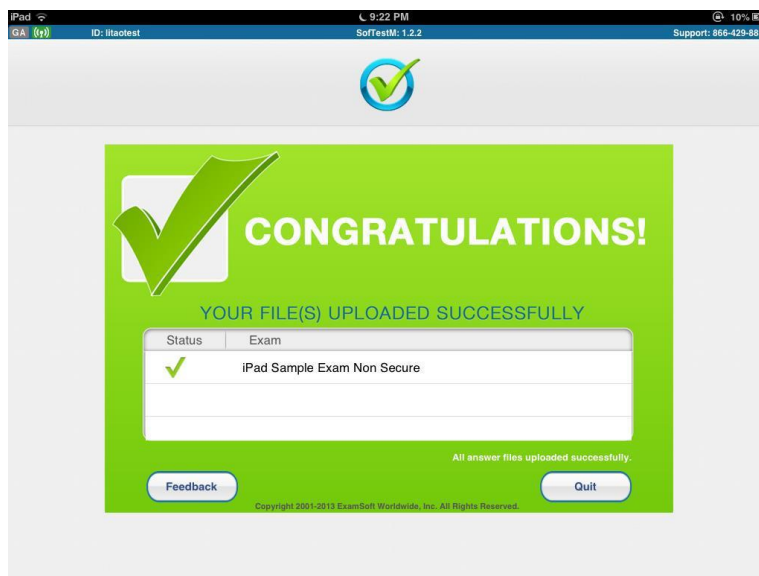
4. Under Available Exams, choose the Mock Exam from the dropdown menu, and click

Download. After the file is downloaded click the 'TAKE EXAM' button.



5. Again, select the Mock Exam the dropdown menu, and click **Start** to begin the exam, following onscreen prompts. **The password to begin the mock exam is: exam1892, unless otherwise specified by your instructor.**

6. Select Save & Exit when you have completed your exam. Follow onscreen prompts to upload your exam. You are NOT finished until you see the green confirmation screen below!



iPad Test:

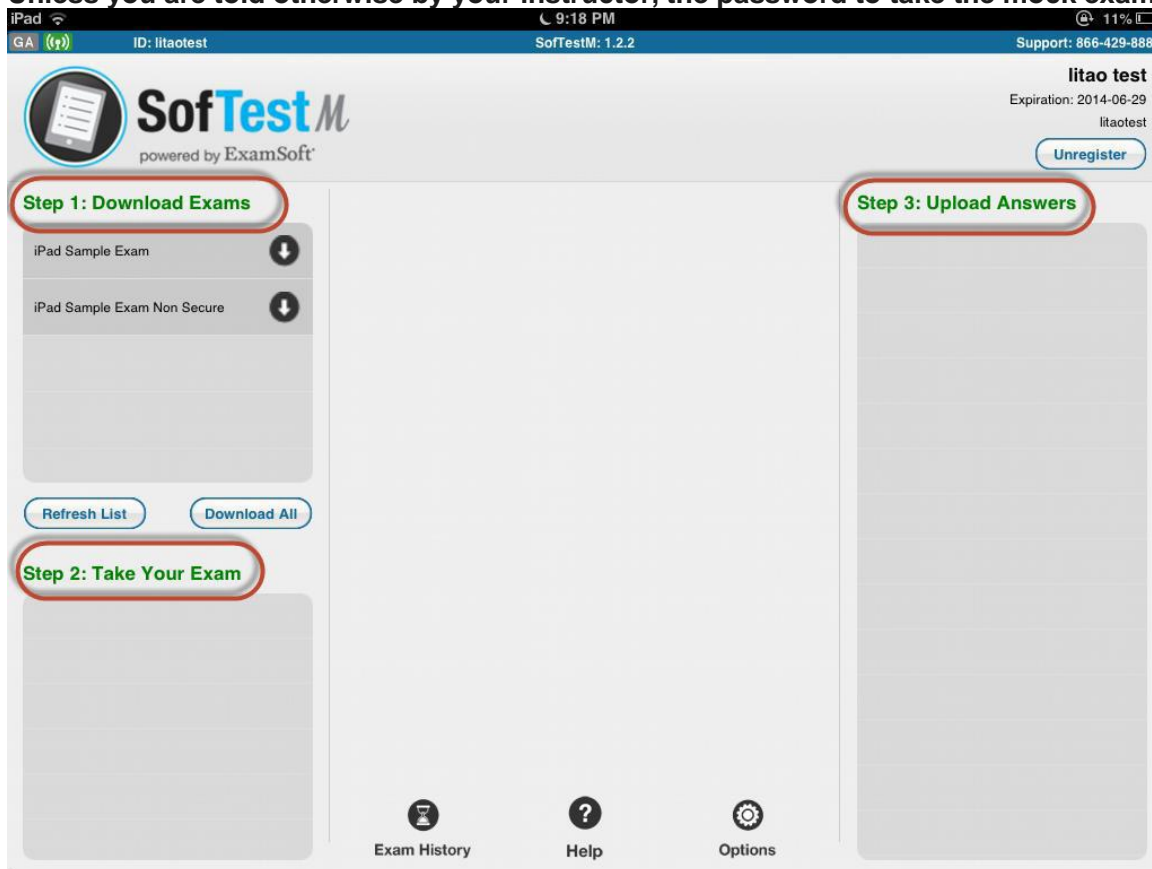
Step 1: Set-up Guided Access. Navigate to Guided Access by going to Settings > General > Accessibility > Guided Access. Turn the feature “On” and enter the password 1234. This must be done before Guided Access can be used.

Step 2: Go to settings, and turn on “Airplane Mode”

Step 3: Open SofTest-M and triple-click the “Home” button and then select “Start” to enable Guided Access for the exam.

Step 4: Follow the on screen prompts (Step 1, Step 2, and Step 3) to download, take, and upload your exam.

Unless you are told otherwise by your instructor, the password to take the mock exam is: exam1892



Step 5: After taking your exam, you will need to turn off guided access and airplane mode, and reconnect to the internet to upload your exam. **To exit Guided Access Mode:** Triple-click the “Home” button and then select “End.” Please note that the user will need to enter their password to enable or disable this feature. Your exam has NOT been uploaded until you see the green confirmation screen!

