



# ExamSoft

Registering Your Laptop &  
Downloading Exam Files



# Completing the Registration & Exam File Download Process

## Part I: The Registration Process

This involves the 4 steps needed to acquire SofTest.

They begin on our ExamSoft Custom Home Page (CHP) and are as follows:

**Step 1: Log in-** <http://www.examssoft.com/udaytonlaw> .

Where it has **Exam Takers**, enter your Student ID# & Password (your ID and password will be emailed to you).

# Enter Account/Institution ID

Step 2: The Account/Institution ID is: **udaytonlaw**



SofTest v.11.0.4666.36208

**SofTest**  
LICENSED VERSION: New Examsoft UI Demo

Register SofTest on this computer to authorize it for taking your exam.  
You Should have received your login information by email.

Enter AccountID:

[Forget Account ID?](#)

Next >>

# Download SofTest

**Step 3: Download SofTest-** Downloading SofTest takes only a couple of minutes. For additional support, a video is provided once you are in the system that shows you the entire process.

**Getting Started with SofTest**

- 1 Check Your Minimum System Requirements**  
PC Users   
Mac Users
- 2 Install & Register SofTest**
  1. Click "Download"
  2. Click "Run" when prompted to Run or Save the file
  3. If your browser does not prompt you to "Run" or "Open" the file, Click Save and run the file from the location you saved it to.

**Note:** Please make sure you have an active Internet connection when you run the file.

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

[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

**Email Notifications**  
The email address listed below is where SofTest notifications such as registration and upload confirmations will be sent.

Email:  Save

**SofTest for Windows**

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

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.

Number	Flag	Answered
1	<input type="checkbox"/>	YES
2	<input type="checkbox"/>	YES
3	<input type="checkbox"/>	YES
4	<input type="checkbox"/>	YES
5	<input type="checkbox"/>	YES
6	<input checked="" type="checkbox"/>	NO
7	<input type="checkbox"/>	YES
8	<input type="checkbox"/>	NO
9	<input type="checkbox"/>	NO
10	<input type="checkbox"/>	NO

It eliminates access to the internet during the exam

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

It blocks access to other apps

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

All of the above

Question Attachment 1

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Support: Support@examsoft.com or (866) 425-...

# Reboot & Register

**Step 4: Reboot & Register SofTest-** Once installation is complete, launch the program by double-clicking the SofTest icon on your Windows Desktop or single-click the icon in your Applications folder or Dock on your Mac. You will be prompted to register. You will be notified on-screen that you have completed the process & you will also receive email confirmation. If you have any questions or issues with registration, contact ExamSoft technical support at [support@examsoft.com](mailto:support@examsoft.com) or call toll free at 866.429.8889.

**Note: You must complete this process first before you download your exam files.**



## Part II:

# How Do I Download Exam Files?

- You will be notified by email when exam files are available for download. Exam files must be downloaded before exam day.
- Please note: All exam files (except the Mock Exam) are password protected to ensure that they cannot be opened before the exam.



# Instructions for Downloading Exam Files:



- Double-click the SofTest icon on your Windows Desktop.
- Click "DOWNLOAD EXAM FILES"



## Step 2:

Enter your exam  
Taker ID and  
Password

(this was emailed  
to you when you  
registered your  
laptop); Click Next



The image shows a screenshot of a software window titled "SofTest Launcher". The window has a dark blue header with the text "SofTest Launcher" in white and "Licensed To: University of Dayton School of Law" in a smaller font. Below the header is a light gray login area. It contains the text "Log In" followed by instructions: "Enter your ID and Password then click the 'Next' button. This is the ID & Password entered when signing up to use SofTest." There are two input fields: "Exam Taker ID" and "Password:". To the right of the input fields are two buttons: "Cancel" and "Next >>". At the bottom left of the login area is a blue link that says "Forgot Password?".

SofTest Launcher

**SofTest Launcher**  
Licensed To: University of Dayton School of Law

**Log In**  
Enter your ID and Password then click the 'Next' button. This is the ID & Password entered when signing up to use SofTest.

Exam Taker ID

Password:

[Forgot Password?](#)

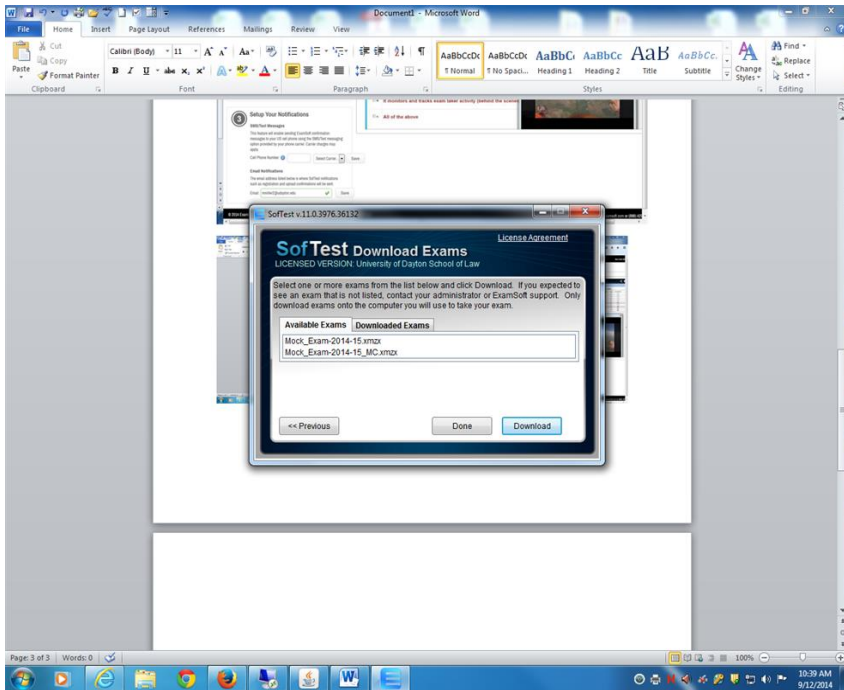
Cancel Next >>



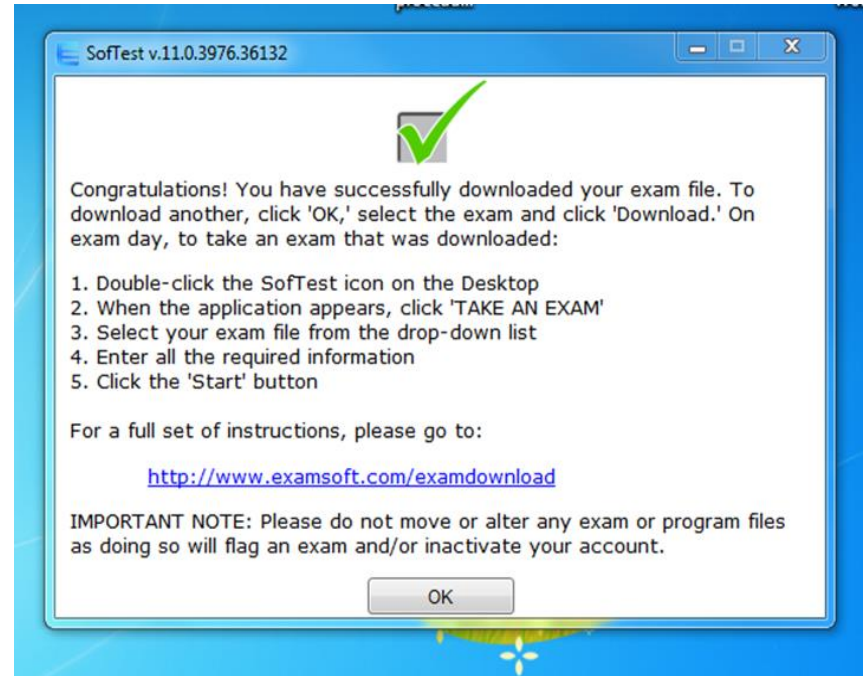


Step 3: **Do not enter a download password;**  
Click Next

**Step 4: Under Available Exams, select your exam file & click the Download button**



**Step 5: When you have successfully downloaded your exam file, you will receive the following notice.**



# Can I Practice Using SofTest Before the Exam?



- ✓ Yes! After registering SofTest, launch the program by double-clicking the SofTest icon on your Windows Desktop.
- ✓ Click the “LAUNCH SOFTEST” button.
- ✓ On the SofTest Start Window, select the “Practice Exam” button.
- ✓ Click “Yes” to take the Practice Exam and then click “Yes” again to take it in secure mode.

This will enable you to familiarize yourself with the SofTest exam environment. You may use the Practice Exam as many times as you wish, but, you can only upload it once.

The Practice Exam cannot be saved, & cannot be used until SofTest is registered. SofTest is for essay exams. Exam questions will be provided in hardcopy and will not appear in the exam template.