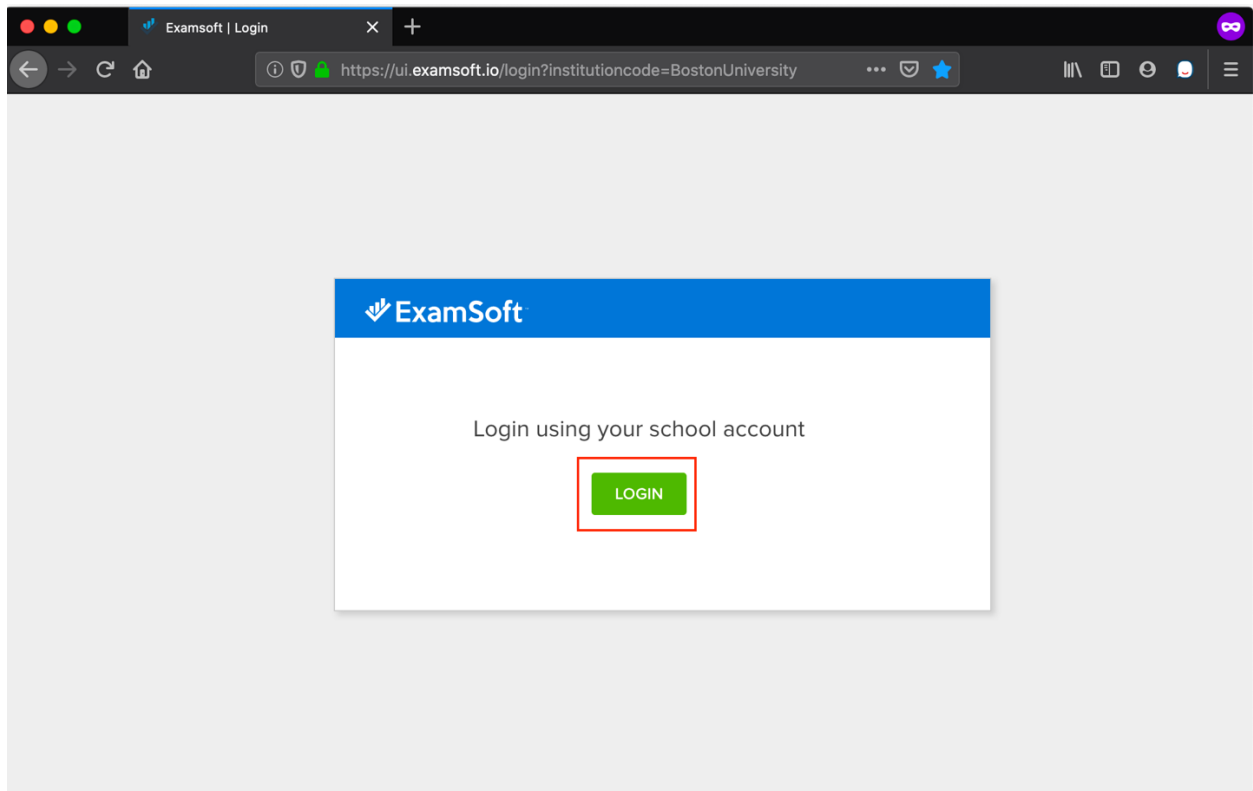
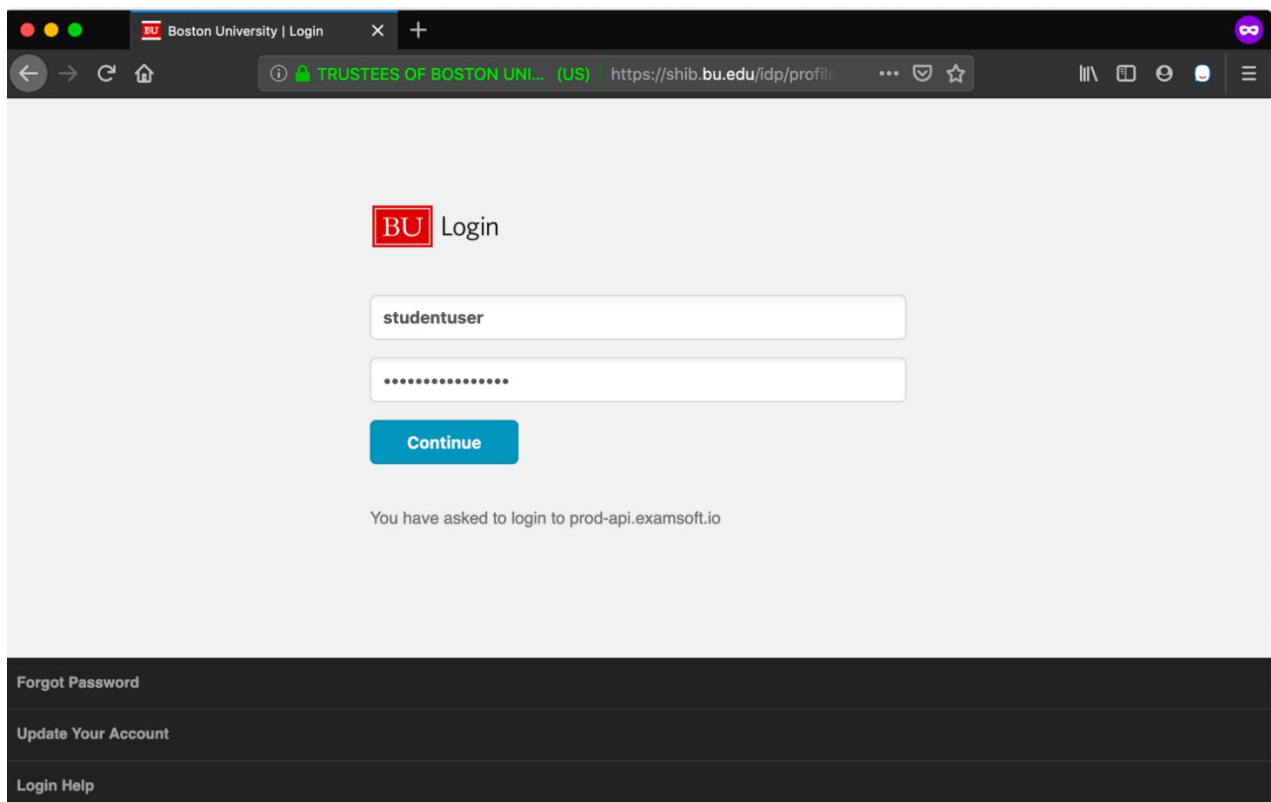


Installing and logging into Exemplify (for students)

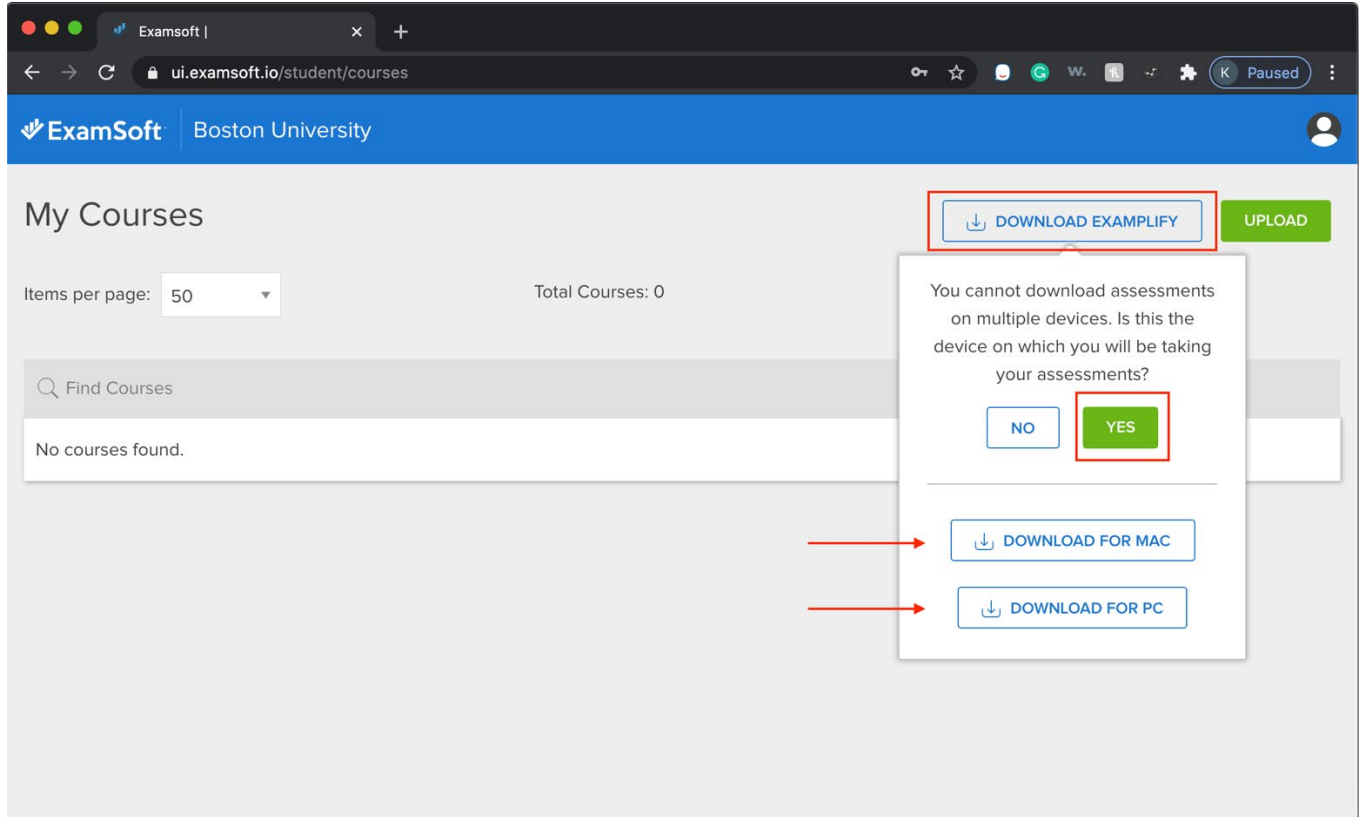
1. Go to <https://ui.examssoft.io/login?institutioncode=BostonUniversity> and click the “LOGIN” button.



2. This will bring you to a page to enter your BU login name and Kerberos password. Please note at this point you should be on a BU login webpage and not an ExamSoft login page.



- Once you are logged in, click the “Download Exemplify” button in the upper right of your dashboard, select “yes” and then choose your operating system. (Your portal may look slightly different.)



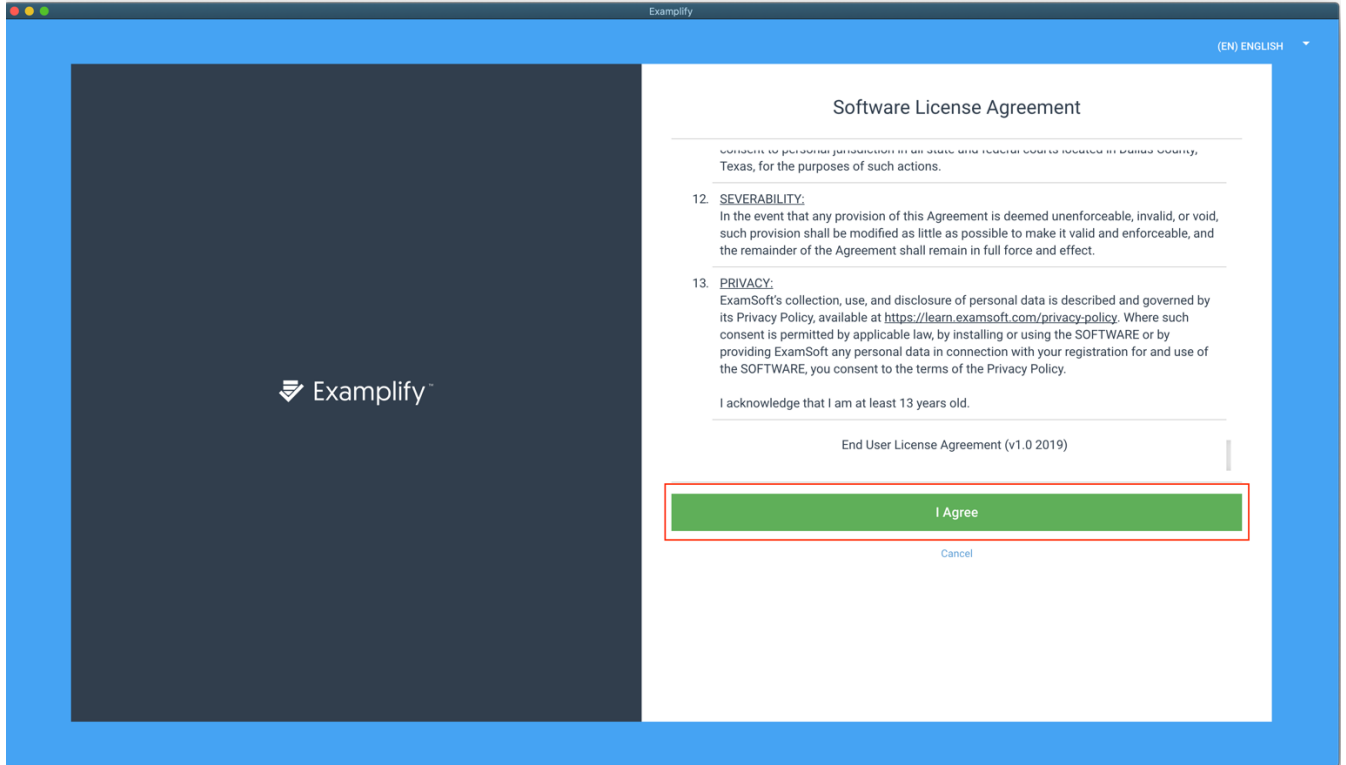
**Exampify is only available for Mac or PC laptops/desktops, Microsoft Surface Pro, and the Apple iPad. It is not compatible with Chromebooks, smartphones, tablets (other than those mentioned above), and other 2-in-1 devices.*

- *Exemplify for iPad is downloadable directly from the Apple [App Store](#)*
- *Surface Pro devices cannot be running Windows in “S” mode:
<https://examsoft.force.com/etcommunity/s/article/Changing-from-Windows-10-S-to-Windows-10>*

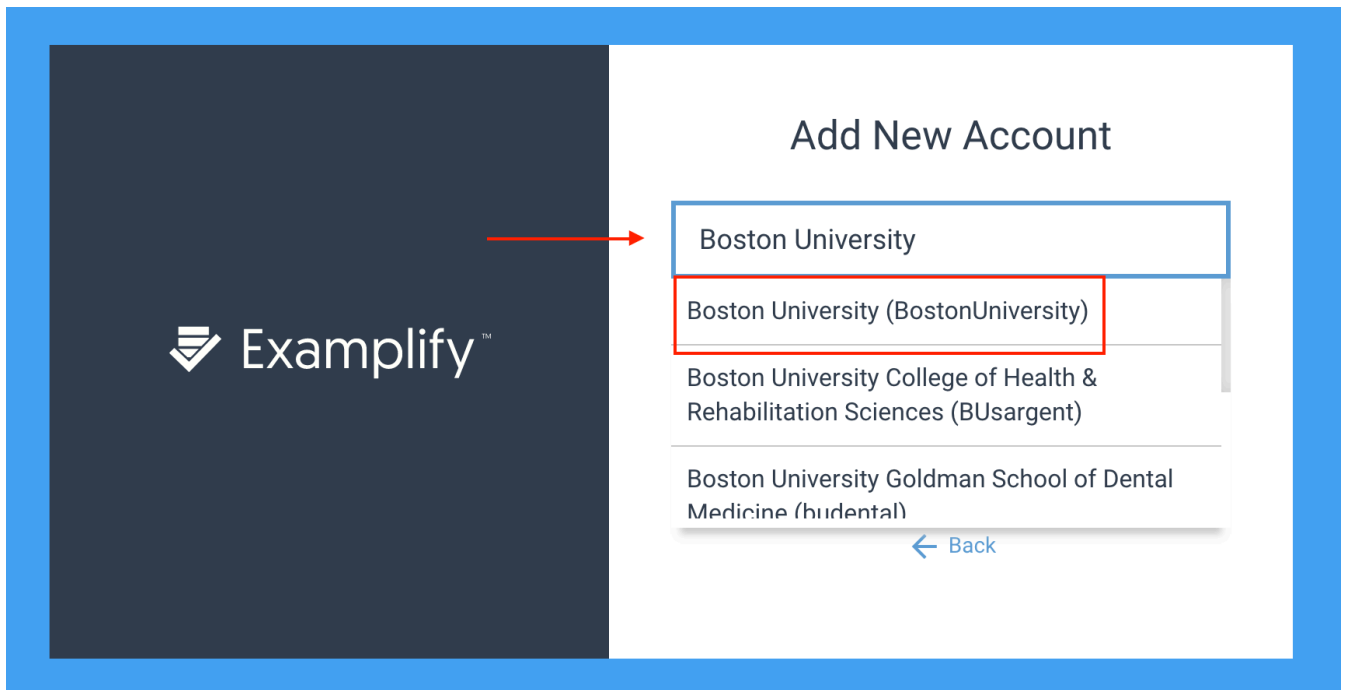
- Install the software as normal on your machine. You may encounter a window asking for permissions, such as the one below. Be sure to allow the requested permissions.



- Once installed and launched, Exemplify will ask you to read and agree to the software license agreement. Scroll to the bottom until the button turns green and click "I Agree."



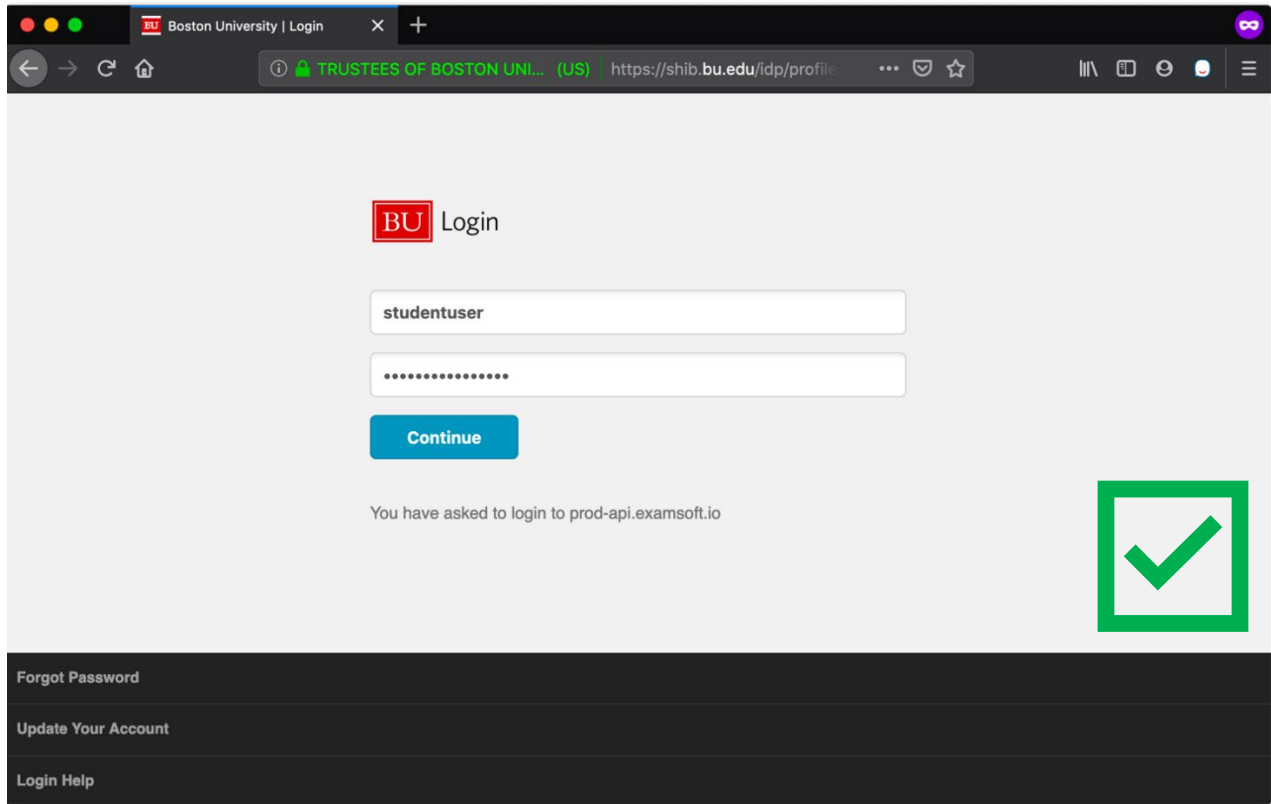
- On the Add New Account page, type in Boston University and look for the option of "BostonUniversity" (no spaces), select that, and click next.



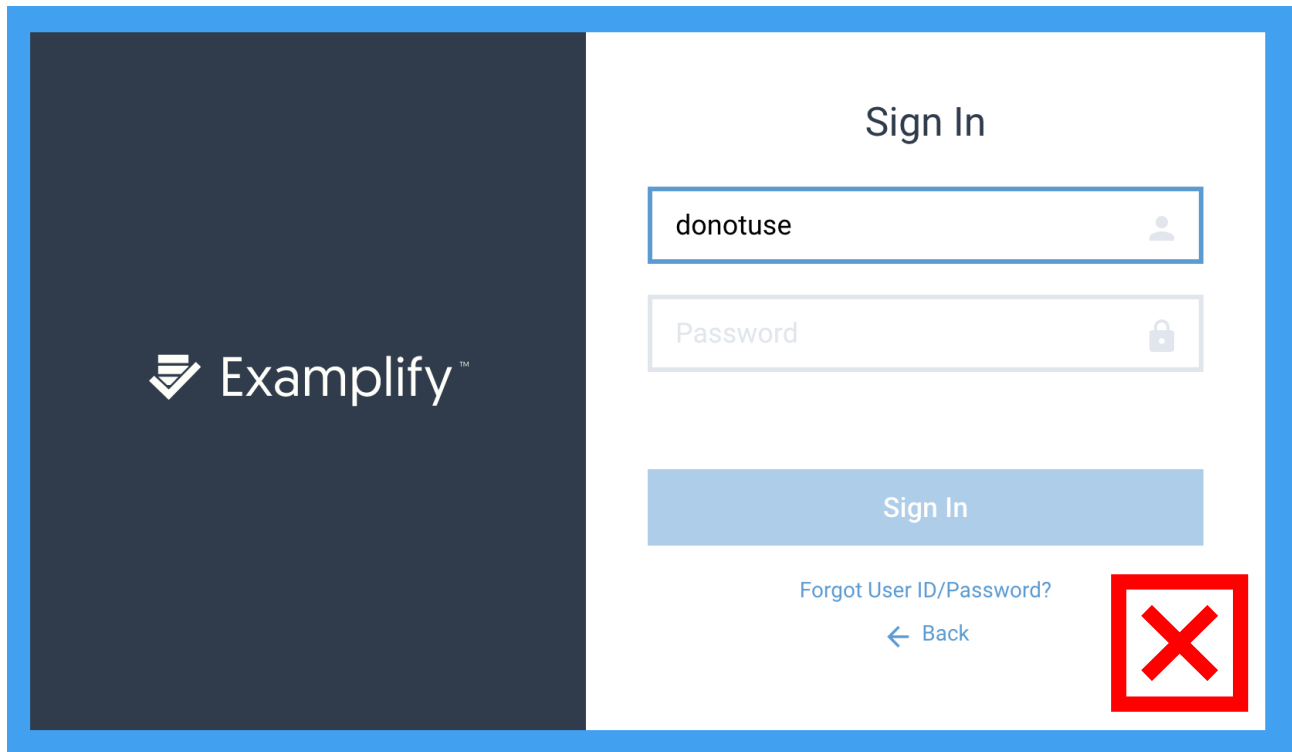
**Courses in CAS, QST, and SAR using ExamSoft must select "BostonUniversity" (no spaces or department names) as their institution*

- This will open up a **browser window/tab** bringing you directly to a BU login page. Be sure you log in with your BU credentials on this new webpage and **NOT** directly in Exemplify. This will connect Exemplify to your ExamSoft account.

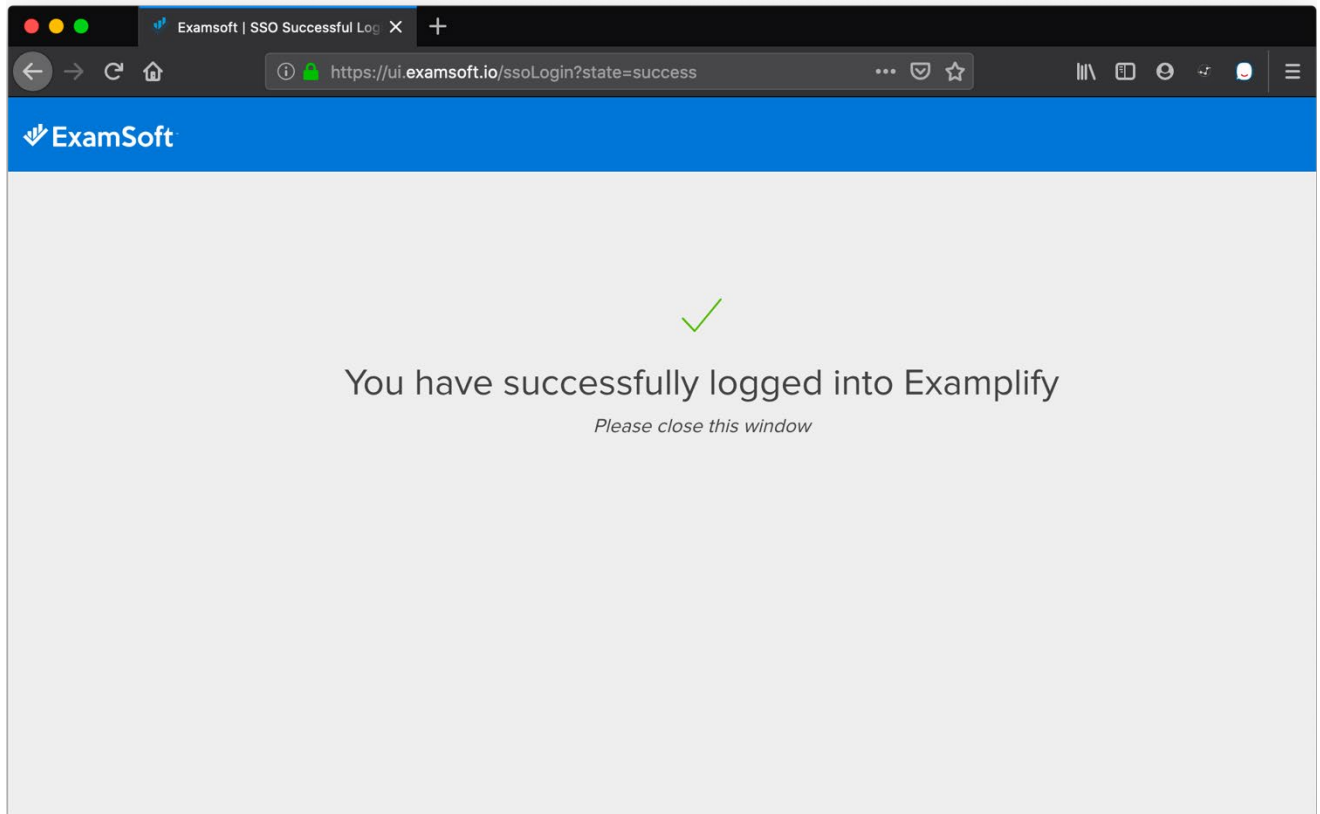
Enter login credentials here:



Do NOT enter login credentials here (in Exemplify software):



8. You should see the following screen once you have logged in successfully.



If you receive an error when trying to log in on this final step, please [clear your cookies](#) and try again from step six. **You MUST have Chrome or Firefox set as your default browser.*

9. Once you successfully log in through the browser, the Exemplify software will automatically update to your dashboard.

