# PC and MAC SofTest User Guide
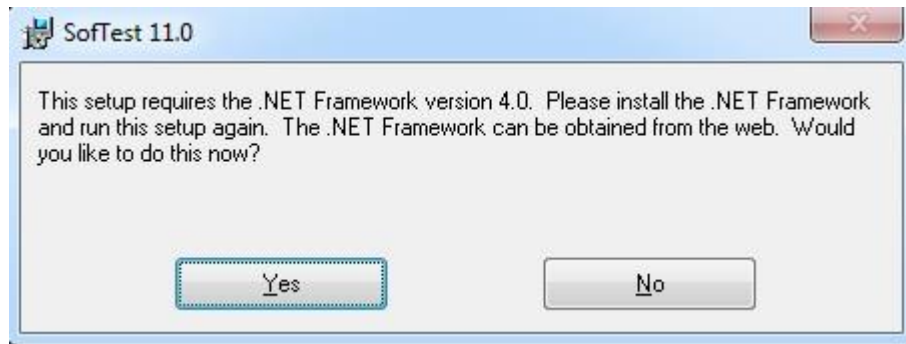
1. Log into Examsoft using your 8 digit SHU ID# as the username and SHLS(last 4 of your SHU ID# number) as the password (no parentheses) and download and install the software.

2. For PC's, you may receive this message:



   If you do, click on "Yes" and download and install this necessary Windows component before installing the exam software.

3. Verify that you are connected to the Internet **AND HAVE AUTHENTICATED** if you are inside of the Law School.

   Double-click on the SofTest icon on your desktop (PC) or from your icon dock (MAC).

   **IMPORTANT!!!!  DO NOT DRAG THE EXAMSOFT FOLDER TO THE DESKTOP FROM YOUR "APPLICATIONS" FOLDER ON YOUR MAC!!!
   SIMPLY CREATE THE SHORTCUT ICON ON YOUR DOCK AT THE BOTTOM OF YOUR SCREEN!**



   **PC**                                      **MAC**

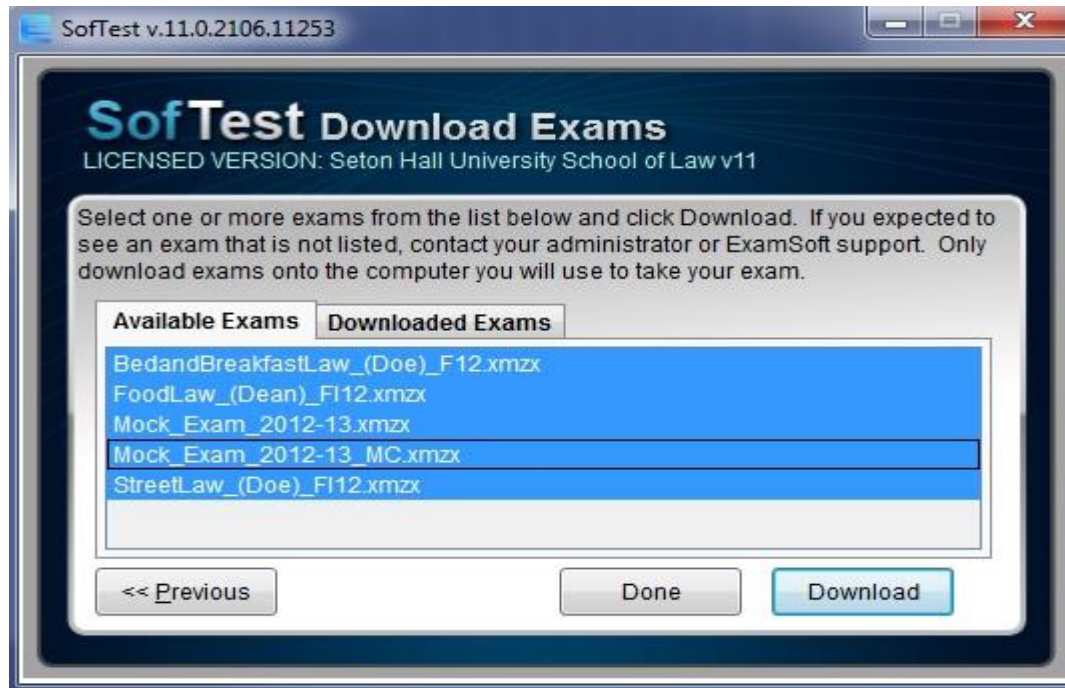4. You will first need to register the software. At the Institution ID Screen, enter SHL.



5. Next, enter your username and password and click the "Register" button in order to register the software. This is the same login Username - SHU ID# and Password - SHLS(last 4 of your SHU ID# number) that you used to log into the Examsoft web site and download the software
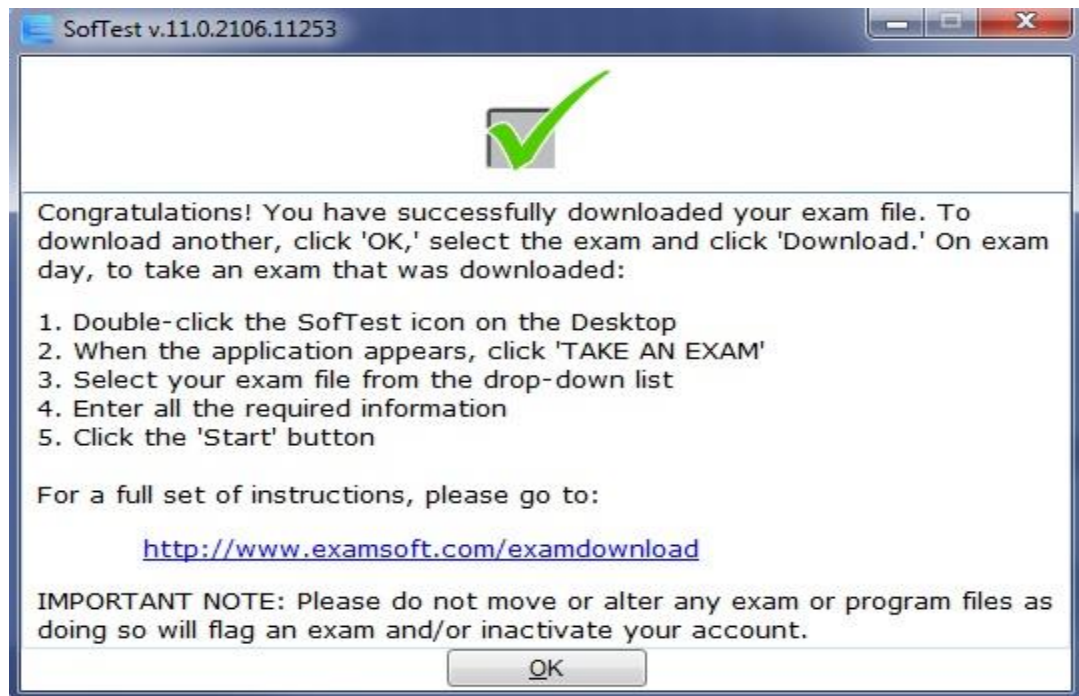
6. You will receive a successful registration notification. Please click on "Yes" to proceed to download your exam files.



7. You will now see all of your exams available for download. Please select them all (including any Mock Exams) and click on "Download".
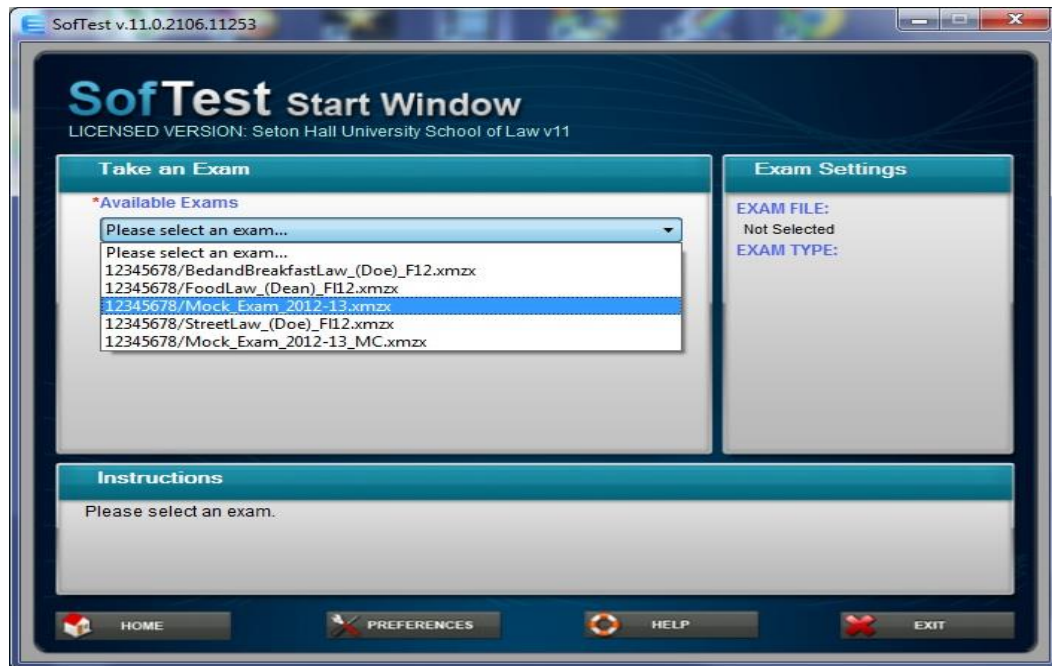
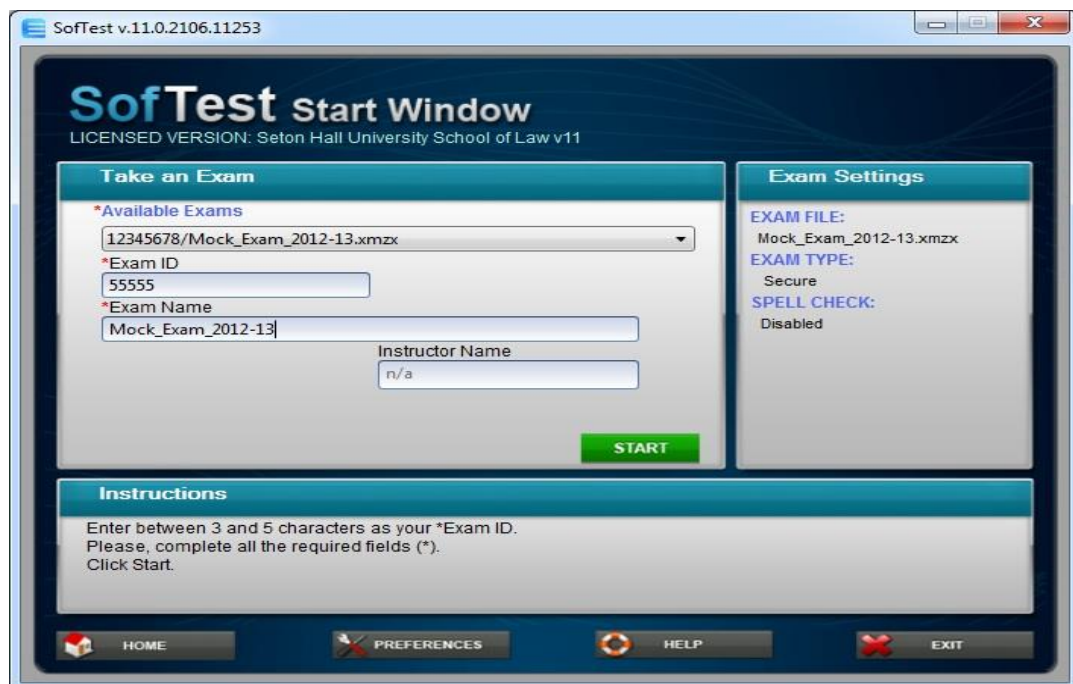8. You will receive a successful exam download notification. Click on "OK"



9. You are now at the main program login screen. Click on Take an Exam.

10. Click on the Available Exam drop down menu and select your exam. To practice using the software please select the Mock Exam.
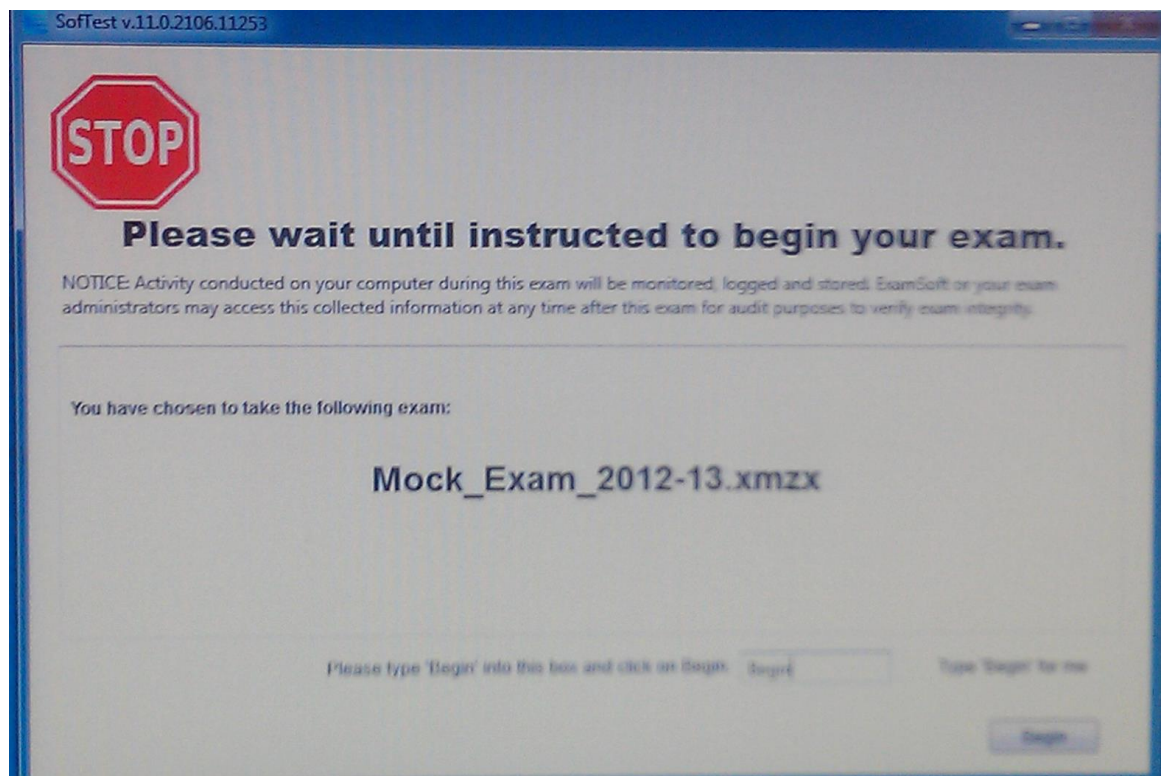


11. At the next dialog box click on "Start". **DO NOT CHANGE THE 5 DIGIT EXAM NUMBER OR COURSE NAME!!**
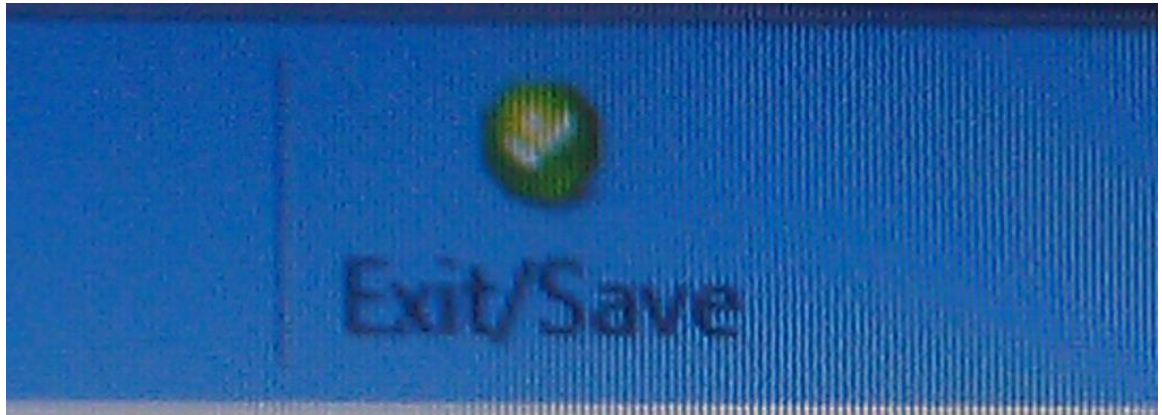
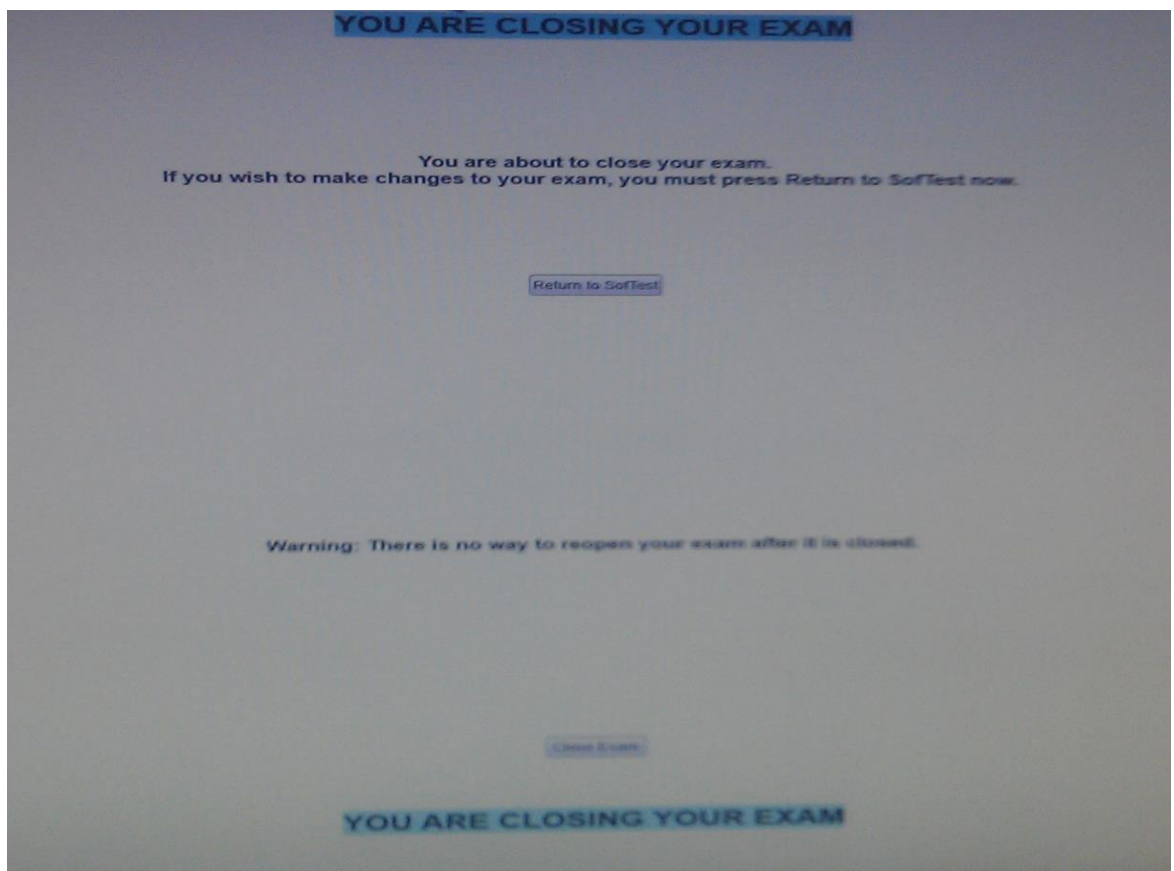12. Click "Yes" at the next Warning screen notification.



13. Type "Begin" when instructed by the proctor to do so (or if just taking a mock exam).
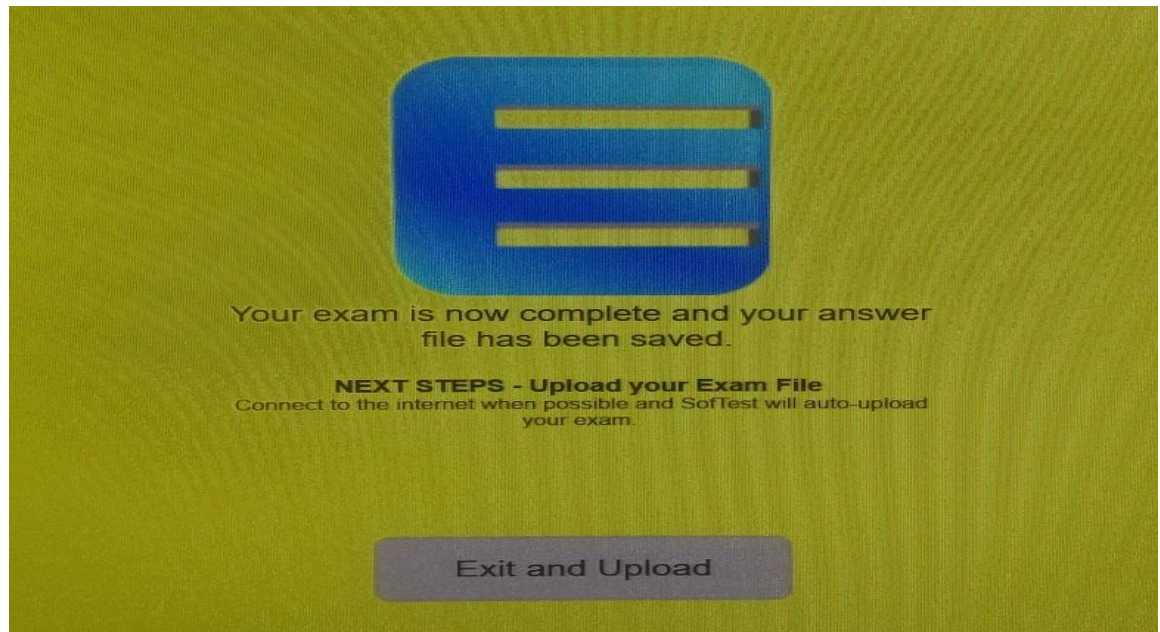
14. The software automatically saves and backs up every 60 seconds. When done with your exam please click on the "Exit/Save" button along the top toolbar.
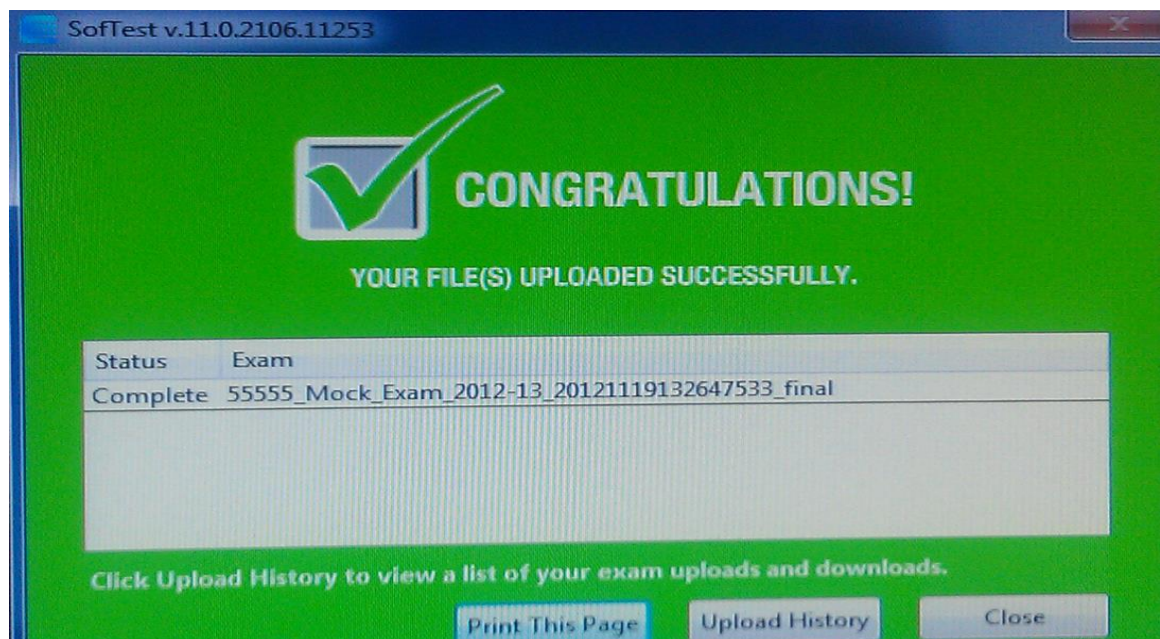


15. Upon exit, click on "Close Exam" at the bottom of the screen. If you accidentally exited the software, you can click on "Return to SofTest" near the top of the screen.

16. Click on "Exit and Upload" at the yellow notification screen.



17. The upload utility will automatically initiate and upload your exam file (You do not need to do anything). You will receive a green "Congratulations/Successful" message when it uploads.



18. Click on "Close" and check out with the proctors at the front of the exam room. If you are unable to upload, you will get a red error/unsuccessful message. Click on "Close", too, but raise your hand for the proctor to assist you.