



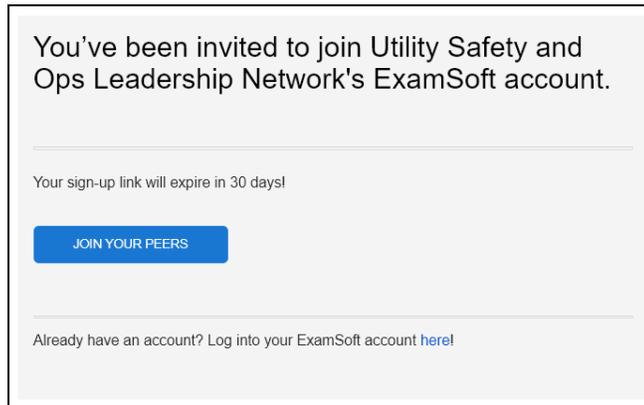
## CUSP ONLINE EXAM Setup Instructions

The CUSP Program *strongly recommends* that you use a personal computer with full system access, rather than a work device with limited administrator privileges.

Your device must meet the minimum system requirements, which are available here: <https://examsoft.com/resources/examplify-minimum-system-requirements/>

If you need assistance setting up your device, please contact ExamSoft Support (866) 429-8889, which is available to you 24/7.

### Preliminary Step: Applicable **ONLY** to new ExamSoft users!



The above picture is an example of the invitation email from ExamSoft, the online portal where exam data is downloaded, uploaded, and stored in the cloud.

- **Location:** Your email address used for Exam Registration/ Invoice.
- **From:** [noreply@examsoft.com](mailto:noreply@examsoft.com)
- **Subject:** Join Utility Safety and Ops Leadership Network's ExamSoft Account.
- **Action:** Click the “JOIN YOUR PEERS” link to create your account in ExamSoft.

### Steps 1 through 5: Applicable to **ALL** new & existing ExamSoft users!

#### Step 1: Log into the ExamSoft portal.



Online portal where exam data is downloaded, uploaded, and stored in the cloud.

- **ExamSoft Login:** <https://ui.examsoft.io/login>
- **Email Address:** Same as your Exam Registration/ Invoice email.
- **Password:** Your unique one, or please click the “Forgot Password” link to reset and create a new one.
- **Institution ID:** Utility Safety and Ops Leadership Network
- **Action:** Download the Examplify App, as well as your assigned, upcoming exams.



# CUSP ONLINE EXAM Setup Instructions

## Step 2: Download the Exemplify App.



From the ExamSoft online portal, download the Exemplify App onto your desktop. The Exemplify App will then download your assigned exams from ExamSoft online, serve as the virtual “classroom” where you take the exams, and upload your video and exam files back to ExamSoft, once you have completed your exams.

- **Location:** Your desktop.
- **Exemplify App:** Click on the icon to launch the app
- **Institution ID:** Utility Safety and Ops Leadership Network
- **Action:**
  - Ensure all your assigned, upcoming exams have successfully downloaded into Exemplify from ExamSoft.
  - Also, review the Exam Day Guide for Exam Takers document (see Step 3).
  - Most importantly, please complete your device compatibility and exam process check by taking the **Sample Exam**, at least two (2) days prior to the exam date (see Step 4).

## Step 3: Review the Exam Day Guide for Exam Takers.

The graphic is titled "ExamDayGuide for Exam Takers" and is divided into two main sections: "Do" and "Don't".

**Do (Green border):**

- Make sure your device meets the [Minimum System Requirements](#)
- Download the Exemplify™ application and test your device's camera and microphone
- Reserve a quiet, **well-lit space** with a comfortable chair
- Close all applications and web browsers and turn off your phone
- Follow instructions provided
- Position your camera so your face is centered in the frame

**Don't (Red border):**

- Leave the View of the Camera
- Use Unauthorized Materials
- Move in an Unusual or Excessive Way
- Use External Devices
- Look Away from the Screen
- Have Other People in the Room
- Wear Hats, Head Coverings, or Headphones
- Speak or Have Any Background Noise
- Sit in Front of Any Bright Backgrounds
- Take the Test in a Vehicle

For any questions or concerns, contact your test provider before the day of your exam.

ExamSoft

[https://usoln.org/wp-content/uploads/CUSP\\_ExamSoft\\_Integrity\\_Guidelines-082321.pdf](https://usoln.org/wp-content/uploads/CUSP_ExamSoft_Integrity_Guidelines-082321.pdf)



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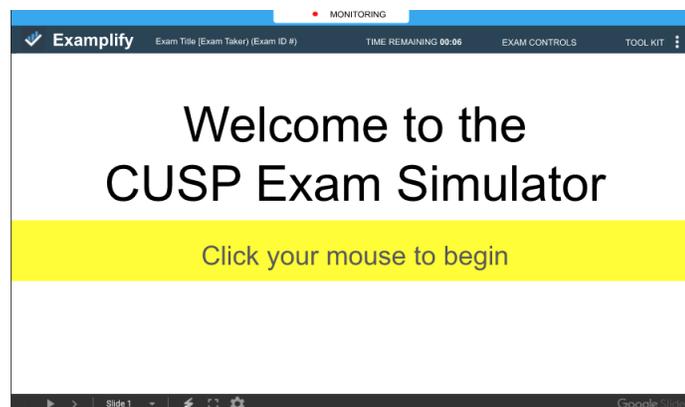
### Step 4: Check your Device Compatibility & the Exam Process.

- **Sample Exam Requirement:** Download, complete and upload the required, 7-minute Sample Exam, as you will not be permitted to take the exam if you do not complete this important step.
- **Sample Exam Password:** **CUSPsample20.**
- **Deadline:** At least two (2) days prior to the exam date.
- Upon completion of your Sample Exam in the Exemplify app, ensure your video and the exam data file have successfully uploaded into ExamSoft online.
- If you need assistance with the Sample Exam, please contact CUSP Exam Support (800) 671-9466, Monday through Friday, between 9am and 5pm CT.

### Step 5: Exam Day!

- **Exam Day:** You will have a period of 24 hours, from 12:00am to 11:59pm CT, to complete and upload all your data files.
- **Exam Passwords:** You will receive an email by 12:00am CT on exam day.
- **From:** [cuspexam@usoln.org](mailto:cuspexam@usoln.org)
- **Subject:** CUSP Online Exam - Important Exam Day Information
- **Exemplify App:** Launch and log into your Exemplify app.
- **Institution ID:** Utility Safety and Ops Leadership Network.
- **Action:**
  - Select an exam in Exemplify, enter the emailed Password and begin!
  - Stay mindful of the Exam Day Guide for Exam Takers (see Step 3).
- Upon completion of each exam in the Exemplify app, ensure your video and the exam data file have successfully uploaded into ExamSoft online.
- If you need assistance with your exams, please contact CUSP Exam Support (800) 671-9466, Monday through Friday, between 9am and 5pm CT.

### Preview the Exam Process



<https://usoln.org/cusp-exam-instructions/#step4-examsimul>