

Test-taker Self-Registration Workflow

May 2022



Seamless and secure, online proctoring.



Step 1: Self-Register with Examity

Step 2: Complete Registration

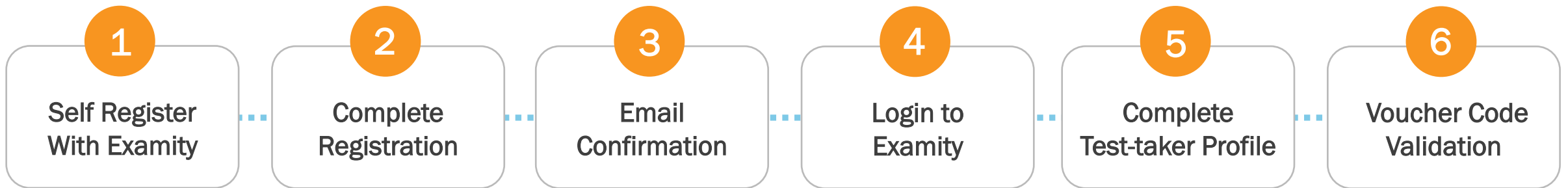
Step 3: Email Confirmation

Step 4: Login to Examity

Step 5: Complete Test-taker Profile

Step 6: Voucher Code Validation

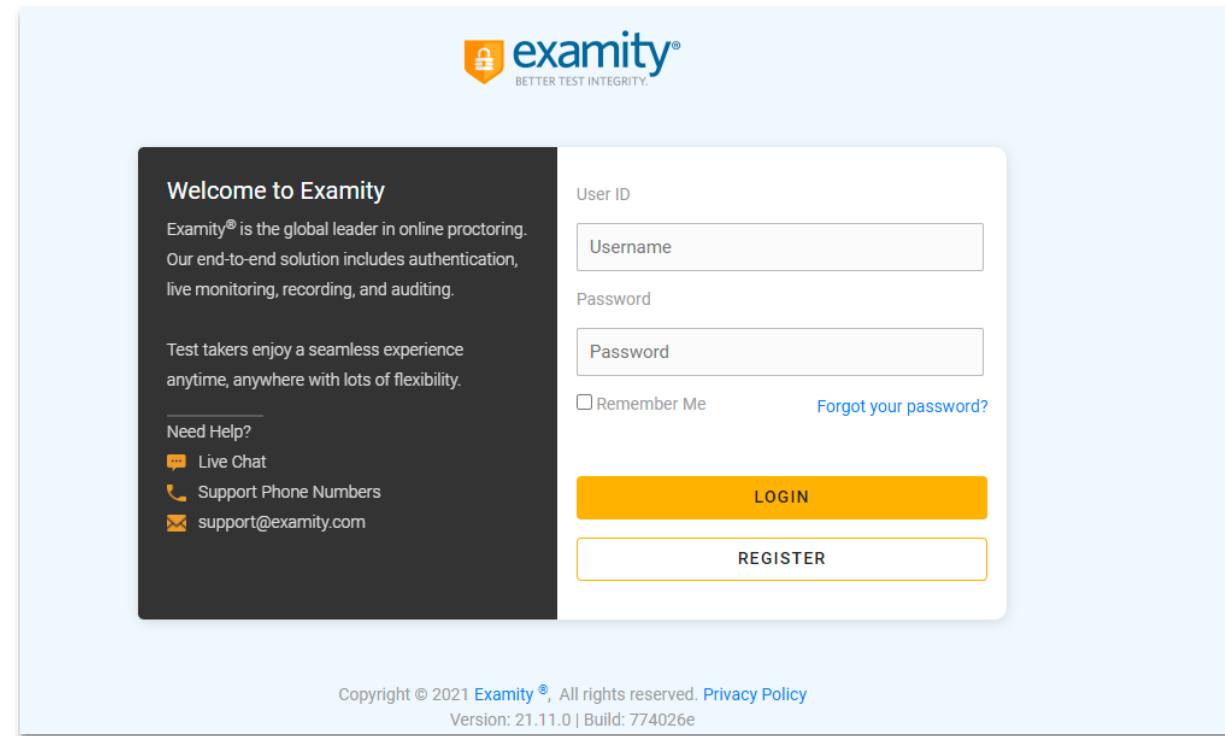
Self-Registration Workflow



Self-Registration Workflow

1

Self-Register
with Examity



The screenshot shows the Examity login and registration interface. At the top, the Examity logo is displayed with the tagline "BETTER TEST INTEGRITY." Below the logo, the page is divided into two main sections. The left section, titled "Welcome to Examity", contains a welcome message: "Examity® is the global leader in online proctoring. Our end-to-end solution includes authentication, live monitoring, recording, and auditing." It also mentions "Test takers enjoy a seamless experience anytime, anywhere with lots of flexibility." and provides a "Need Help?" section with links for "Live Chat", "Support Phone Numbers", and "support@examity.com". The right section is for user authentication, featuring a "User ID" label above a "Username" input field, a "Password" label above a "Password" input field, a "Remember Me" checkbox, and a "Forgot your password?" link. Below these fields are two buttons: a solid orange "LOGIN" button and an outlined orange "REGISTER" button. At the bottom of the page, the copyright notice "Copyright © 2021 Examity®, All rights reserved. Privacy Policy" and version/build information "Version: 21.11.0 | Build: 774026e" are visible.

The test-taker will need to self-register with Examity as a first step.



Self-Registration Workflow

2

Complete
Registration

Profile Registration
Use the form below to create an account for your online exams.

First name

Last name

Email address

Phone number

Choose a Password

This field is REQUIRED. [Password Guidelines](#)

Confirm Password

This field is REQUIRED.

REGISTER

The test-taker will need input the following information and click “**Register**”.



Self-Registration Workflow

2

Registration Confirmation

Profile Registration

Registration completed successfully. Before you log in, you need to activate your new account by following the link in the activation email that was sent to you.

Once the test-taker completes the registration, they will see the above confirmation note.



Self-Registration Workflow

3

Email
Confirmation

From: donotreply <donotreply-V5@examity.com>
Date: Tue, Nov 30, 2021 at 12:19 PM
Subject: Welcome to Examity
To: valia.g@victorlab.com



Welcome!

Your new Examity account registration is almost complete.

Your user name is valia.g@victorlab.com

To complete registration, click on the following link to activate your account. This link expires in 48 hours.

[Activate your account](#)

You can use the following link to return to Examity at any time: <https://on.examity.com/V5/x/217>

If the activation link has expired, return to the Examity login page and click on "Forgot your password" to receive a new activation email.

Thank you,
Examity.

[Contact Support](#)

DO NOT REPLY TO THIS EMAIL

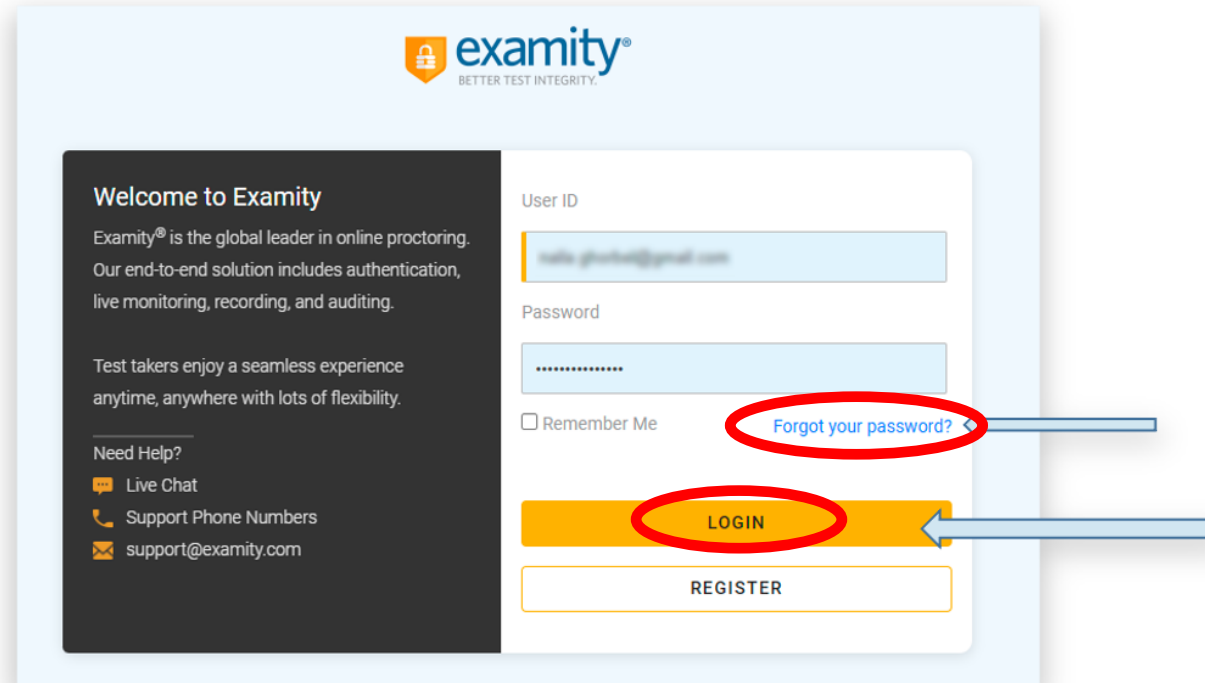
The test-taker will receive an email from donotreply-V5@examity.com with a link to activate their account.



Self-Registration Workflow

4

Login to Examiity



The screenshot shows the Examiity login interface. On the left, a dark sidebar contains a 'Welcome to Examiity' message, a brief description of the service, and contact information under 'Need Help?'. The main area has a light blue background with the Examiity logo at the top. Below the logo, there are input fields for 'User ID' and 'Password'. A 'Remember Me' checkbox is present. A red circle highlights the 'Forgot your password?' link, with a blue arrow pointing to it from the right. Another red circle highlights the 'LOGIN' button, with a blue arrow pointing to it from the right. Below the 'LOGIN' button is a 'REGISTER' button.

Once the test-taker clicks “**Activate your Account**”, they will be brought to the login page. The test-taker will need to enter their email and password and click **Login**. This must be done within 48 hours of receiving the email.

Alternatively, if its been over 48 hours, then the test-taker will need to click “**Forgot your password?**” to reset a password and then login.



Self-Registration Workflow

5

Complete Profile

Add Your
Information

The screenshot shows the 'Set up your profile' page on the Examity website. At the top, the Examity logo is displayed with the tagline 'BETTER TEST INTEGRITY'. Below the logo, a welcome message states: 'Welcome to Examity! Before you can access your exam, you must complete your profile,'. The main heading for the form is 'Set up your profile'. On the left side, there is a progress indicator with three steps: 1. Add your information (current step), 2. Upload your Photo ID, and 3. Create challenge questions. Below the progress indicator, there is a section titled 'Not sure what to do?' which provides contact information for the support team, including email (support@examity.com) and phone numbers for the United States, Australia, UK, India, and Ireland. The main form area is titled 'Tell us a bit about you' and contains several input fields: First Name (filled with 'Andy'), Last Name (filled with 'MuSan'), Username (filled with 'Example Username'), Email Address (filled with 'amunoz@examity.com'), and Phone Number (filled with '+1 508 1234567'). There are also dropdown menus for Date of Birth (Month, Day, Year) and Time Zone & Clock (with an option to 'Automatically Set Time Zone' and a dropdown menu showing '(UTC-5:00) Eastern Time (US and Canada)'). A 'Next' button is located at the bottom right of the form. At the very bottom of the page, there is a copyright notice: 'Copyright © 2021 Examity®. All rights reserved. Privacy Policy Version: 21.3.0'.

The first part of the profile will require the test-taker to enter in: DOB, phone number, and select their time zone. FN, LN, and email address will automatically be populated.



Self-Registration Workflow

5

Complete Profile

Upload Your
Photo ID

The screenshot shows the Examity website's profile setup interface. At the top, the Examity logo and a welcome message are displayed. Below this, a progress bar indicates three steps: 1. Add your information, 2. Upload Your Photo ID (current step), and 3. Create challenge questions. The main content area is titled 'Photo ID' and instructs the user to 'Use the buttons below to take or upload a photo of yourself.' There are two large buttons: 'TAKE A PICTURE' on the left and 'UPLOAD AN IMAGE' on the right, separated by the word 'or'. Below the 'UPLOAD AN IMAGE' button, a yellow 'Next' button is highlighted with a red circle. On the left side of the page, under the heading 'Not sure what to do?', there is contact information for Examity's support team, including a 24/7 support line and regional phone numbers for the United States, Australia, England, India, Ireland, and England (Toll Free). A 'Chat with an Expert' button is located in the bottom right corner.

Next, the test-taker will either upload or take a picture of their photo ID and then click “Next”.



Self-Registration Workflow

5

Complete Profile

Create Challenge Questions

examity®
BETTER TEST INTEGRITY

Welcome to Examity! Before you can access your exam, you must complete your profile.

Set up your profile

- 1 Add your information
- 2 Upload Your Photo ID
- 3 Create challenge questions

Not sure what to do?
Our support team is available 24/7, 365 days a year.
support@examity.com

United States
+1 855-392-6489

Australia
+61 2-8520-3169

England (Toll Free)
+44 800-086-8060

India (Toll Free)
+91 000-80091-91077

Ireland (Toll Free)
+353 1-800-832-210

Challenge Questions

The answers you provide will be used to verify your identity before you begin an exam

Challenge Question 1
Select a question

Challenge Question 2
Select a question

Challenge Question 3
Select a question

Complete Profile Setup

Chat with an Expert

Lastly, they will need to select and answer three challenge questions and then click “**Complete Profile Setup**”.

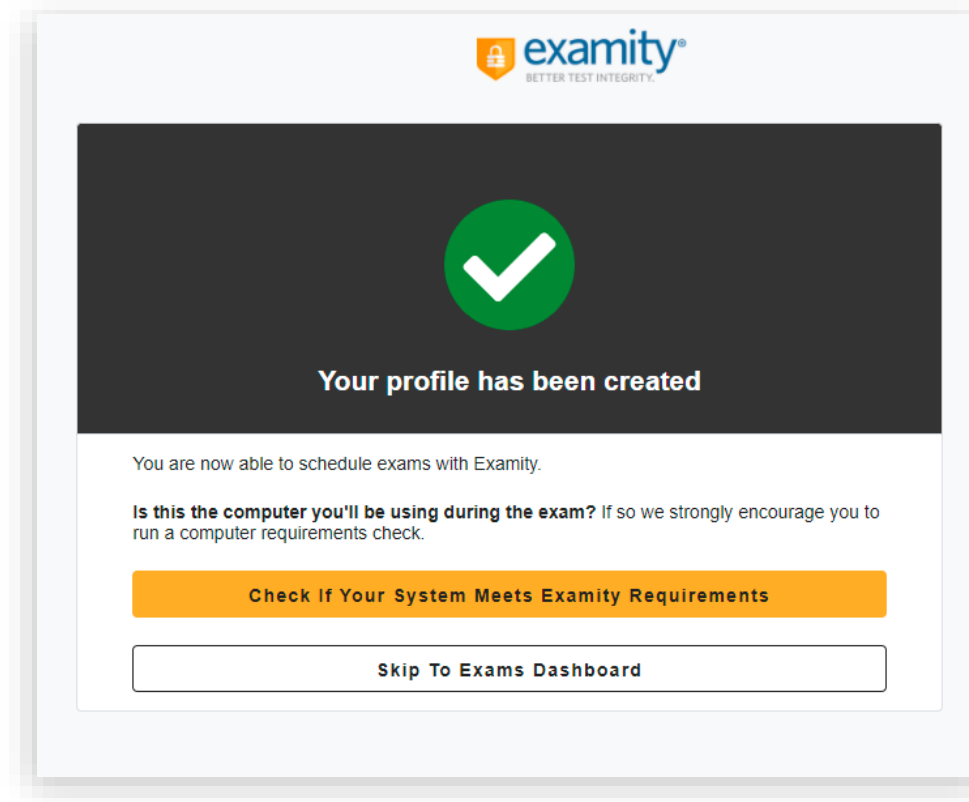


Self-Registration Workflow

5

Profile Completion

Confirmation



Once the profile is complete, the test-taker can either complete the systems requirements check or skip directly to their Exams Dashboard.

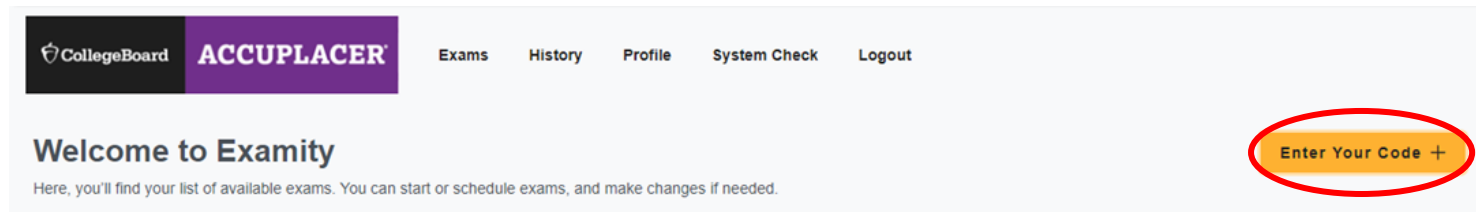


Self-Registration Workflow

6

Voucher Code
Validation

Enter Code



The test-taker will land on their exams dashboard. In order to schedule with either a live premium or automated premium 'exam', the test-taker must click **"Enter Your Code"** button on the upper right side of the screen.



Self-Registration Workflow

6

Voucher Code
Validation

Enter Code

Enter the code provided by your institution.

Cancel

Submit

The test-taker will enter their voucher code into the space provided. All automated voucher codes begin with (EA-), and all live voucher codes begin with alpha-numeric values.

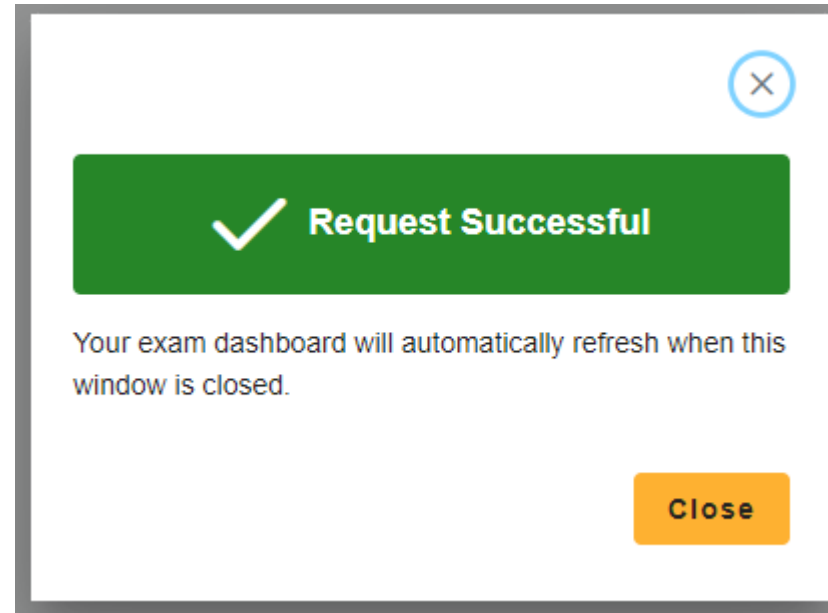


Self-Registration Workflow

6

Voucher Code Validation

Voucher Code
successfully verified



Once the voucher code is submitted, if successful, a **Request Successful** message will appear. Please refer to the [FAQs](#), for more information on the voucher errors.



Self-Registration Workflow

6

Voucher Code
Validation

Schedule or take
exam

Automated

*Pearson - IT - New_7th sp ▾

*Pearson - IT - New_7th sp – Instructor: Accuplacer Demo

ACCUPLACER AI - Examity review

📅 Exam Window Mar 21, 2022 3:14 PM to May 9, 2022 6:59 PM

🕒 Exam Duration 30 minutes

☰ View Exam Rules

Start Exam

Live

*Pearson - IT - New_7th sp ▾

*Pearson - IT - New_7th sp – Instructor: Examity Live

ACCUPLACER

ⓘ Exam not scheduled

📅 Exam Window May 1, 2022 12:14 PM to Jul 21, 2022 6:59 PM

🕒 Exam Duration 9 hours

☰ View Exam Rules

Schedule Exam

The test-taker will now see their own **Exam Card**. This card shows the test-takers specific exam window (pulled from the voucher), along with the exam duration, exam name, and a place where the test-taker can view a list of standard rules/special instructions.

There are 2 different types of exam cards- one for automated proctoring and one for live. The automated exam card (to the left) does not require any scheduling. You can start your exam immediately. The live proctoring exam card (to the right) requires scheduling.

