Steps to get ready for the test of ExamN:

1) First, login to eMedley, click the applications icon (three stacked blocks) on the left navigation bar and select eKeeper. Click on My Dashboard. Select the My Settings tab. Scroll down to the Security area. Enter your ExamN password in both the New Password and Confirm New Password boxes. Click Save Changes. You can go to this location of eMedley at any time to set a new ExamN password.----**NOTE: New passwords cannot be the same as a previous password. Also, the password will disappear from the fields but they are saved when you click Save Changes.**

2) Logging in the first time, make sure that you are connected to the internet. Use your WVSOM username and WVSOM password to login online.

3) The first time you use the new ExamN Browser you have to login first online and then offline. Going forward, the system will know whether you are connected to the internet or not and give you the appropriate login screen.----**NOTE: Go ahead and login online and then disconnect from the internet and login offline (using the next steps) just to ensure everything is setup correctly.**

4) Close out of the ExamN Browser. Disconnect from the internet. Click the ExamN Browser to open it again. This time it will open you in the offline mode. The username will be your WVSOM email address and OFFLINE password (the password you set in eKeeper). This will take you to the area of ExamN to download the test. You can download any available tests.

5) Once the test is downloaded, you can click on it to take the test.

You have two logins for the ExamN Browser: 1) online- If you login to the ExamN Browser with an Internet connection (you will see the WVSOM logo), you will use your WVSOM email and password. 2) offline- If you login offline with no internet connection (no WVSOM logo will display), you will use your WVSOM email and the password you set in eKeeper.

If you have any issues or questions, please contact Machelle Linsenmeyer at alinsenmeyer@osteo.wvsom.edu.