

If you received a laptop letter on your Applicant Portal confirming your use of a laptop on the February 2019 Minnesota bar examination, follow the directions outlined below to install and register your copy of Exemplify on your laptop by the date listed below.

Date Ranges for Completing the Exemplify Registration Process:

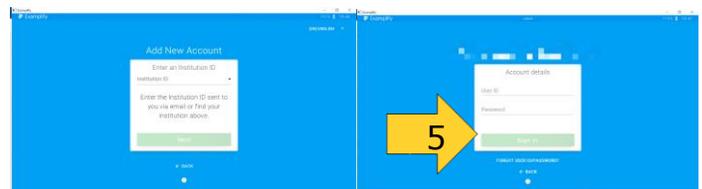
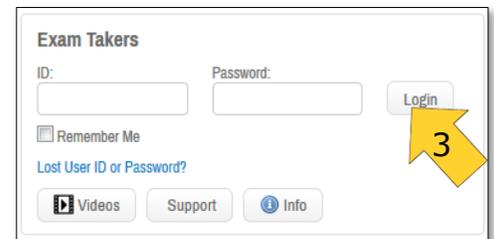
December 5, 2018, through January 21, 2019

Applicants who have not registered Exemplify and completed the Mock Exam within the deadline established will not be allowed to use their laptop computer for that examination and will be required to hand write their answers.

1. Examinee must agree to upload the answer files via the Internet by **9:00 p.m. on Wednesday, February 27, 2019**.
2. Examinees must agree to hand write the examination in the event of a power failure or a hardware or software malfunction.
3. Examinees must agree to NOT remove, delete, or uninstall Exemplify or any Exemplify program files until results have been published.

Pre-Exam Checklist

1. Review minimum system requirements for your laptop by visiting <https://bar.examssoft.com/> and clicking on *Minimum System Requirements* tab.
2. Visit www.examssoft.com/mnbar from the laptop you will be using on exam day to download Exemplify on this computer. **NO EXCEPTIONS!**
3. Login under the **Exam Takers** section with your assigned ID and password. If your jurisdiction requires payment, carefully read the payment screen before completing your transaction. Payment of the license fee does NOT complete the registration. All the steps listed below MUST be completed before the Registration Deadline.
4. Click on **Download**, and follow the on-screen prompts then launch the installer.
5. Enter the Institution ID, then click **Next**. Enter the same assigned ID and password to register your copy of Exemplify. Click **Next**.
6. Follow the directions for taking a **Mock Exam** to become familiar with the structure of Exemplify and to ensure that it was **installed correctly** on your computer.

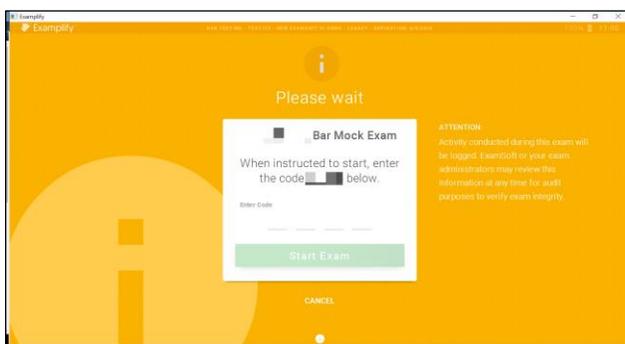
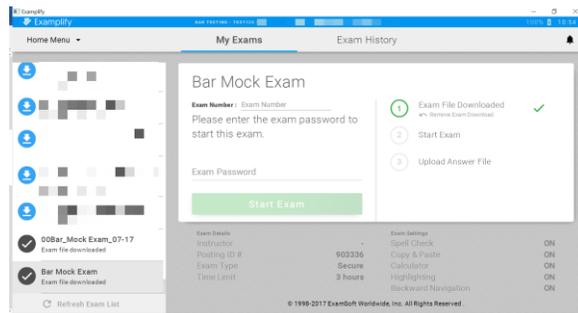


How to Take the Mock Exam

You must take and confirm the upload of the MOCK EXAM to complete the Bar registration. Failure to do so may result in not being able to use your computer on exam day. Please follow these steps:



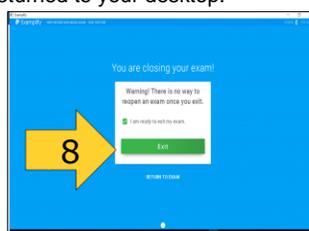
1. Launch Examplify by clicking the icon.
2. Select the **MOCK EXAM** from the **Exams list**
3. If required, enter the proper information in the **ID #** field.
4. Enter 'mock123' in the Exam Password field and Click "Start Exam".
5. Your exam will launch into secure mode and the exam will begin. Please remember to read the Exam Notices displayed on the screen.
6. You will reach the **Please Wait** page. Type **Code** as displayed on the screen and click 'Start Exam' to start the Mock Exam.



There are NO questions associated with this exam. The Mock Exam is to ensure you have installed Examplify correctly and to familiarize yourself with the format, and how to navigate.

Follow these instructions to properly exit Examplify:

7. Click **Exam Controls** and then **Submit Exam**.
8. On the final blue Screen, click the **Exit** button. You will be returned to your desktop.
9. If you are connected to a wireless connection, the **upload of your answer file begins immediately**. (Skip to Step # 14)
10. If not, you will receive an **ALERT screen**. You will need to click on the **Exit** button and follow steps 12 and 13 to upload your answer files.
11. Once you arrive at a location with Internet connectivity, turn on the computer, and double-click on the **Examplify** icon.
12. Examplify will launch and upload your answer files.
13. Once completed you will receive the **green Congratulations Confirmation** screen, and an email will be sent to the email address you used when you registered with Examplify.
14. At the home screen, you may click on the **History** button to review your upload and download history.
15. Checking this history report **WILL RECONFIRM** your upload of this exam.



This is exactly how you will verify the uploading of your answer files on exam day. Be sure to enable your email account to receive mail from support@examsoft.com.

