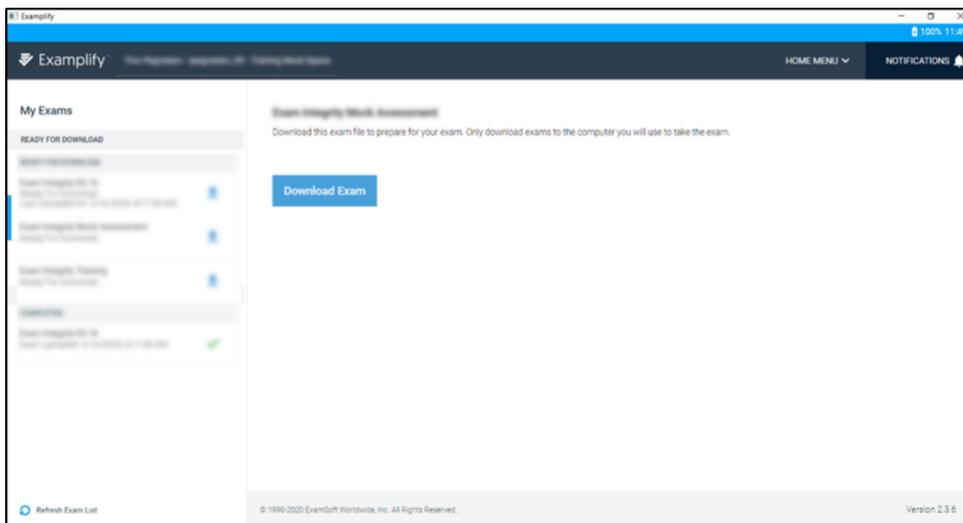


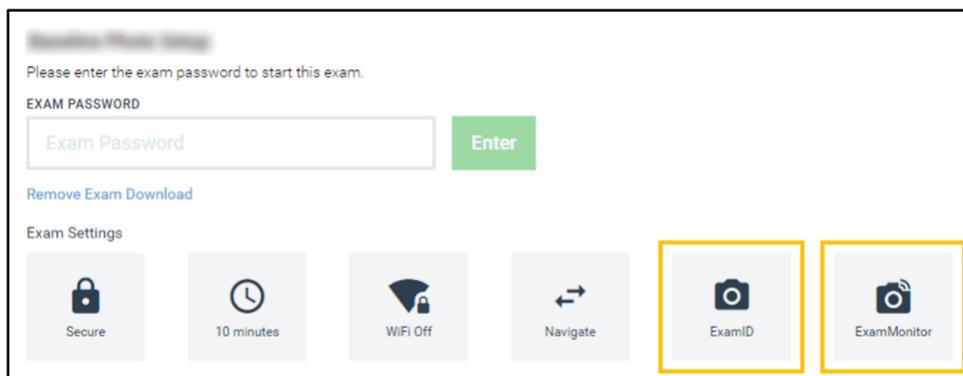
## Baseline Photo Setup

This document provides instructions to help exam-takers set up a baseline photo.

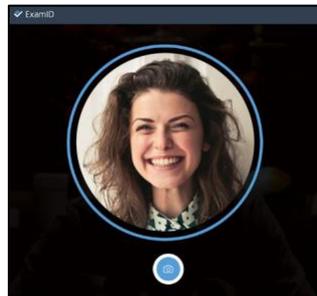
1. If you are a **returning exam-taker**, update to latest version of Exemplify.  
If you are a **new exam-taker**, install latest version of Exemplify.
2. Launch Exemplify and register to reach the dashboard.



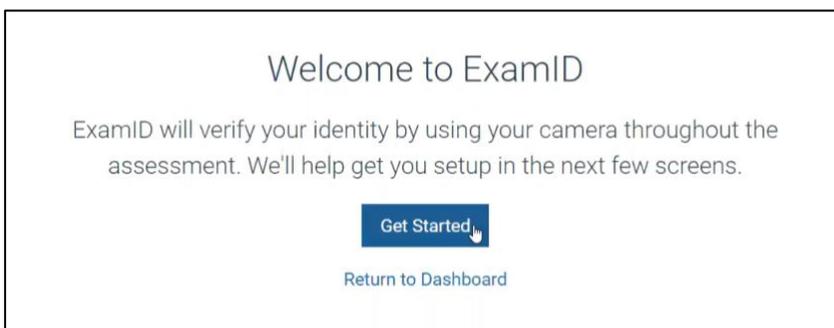
3. After downloading your exam, you should see the ExamID and ExamMonitor boxes, indicating these features are enabled for this exam.



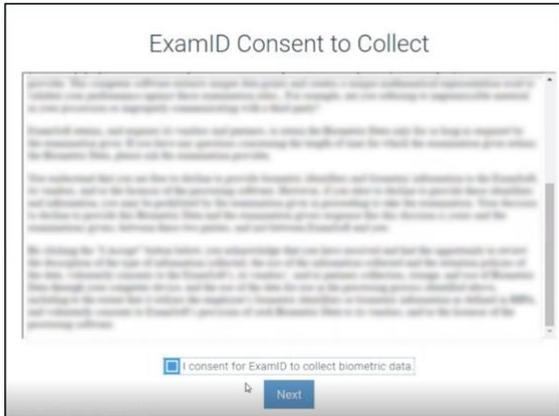
4. If you do not see the ExamID and ExamMonitor boxes, perform steps **a - f** below. If you see the boxes, proceed to step 5.
  - a. Remove the exam download — select the blue text below the exam password and follow the prompts.
  - b. Select the Home menu near the top-right.
  - c. Select “Settings”.
  - d. Select “Clear Registration”.
  - e. Re-launch Exemplify and log in.
  - f. Re-download the exam.
  
5. **Important baseline information:** Before you enter the exam password, make sure you are in a location where no one else will be included in the baseline photo. The baseline photo should be clear and in a well-lit area, with only your head in frame (example below). It is critical that the baseline photo is set up accurately, as this will be photo verified for future exams.  
**Note: this must be a live photo, not a photo id.**



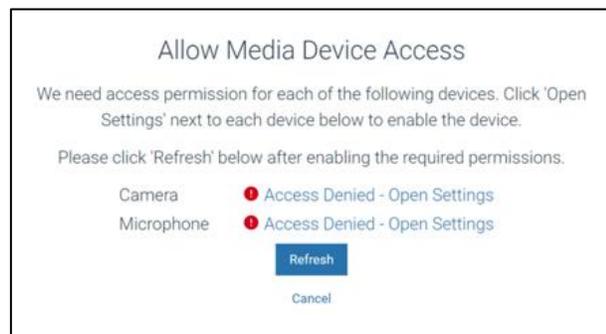
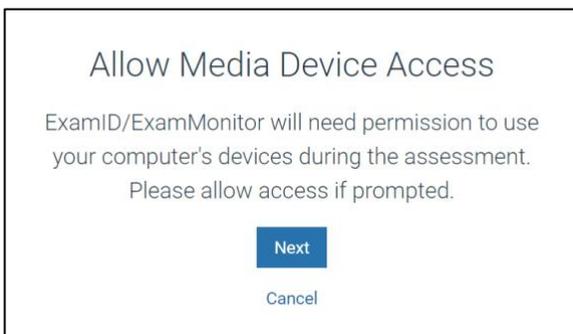
6. Enter the exam password provided by your instructor, and you will see a “Welcome to ExamID” message.



7. After selecting “Get Started”, you’ll be asked to consent to the collection of biometric data.



8. Once you consent, you’ll see an “Allow Media Device Access” screen. At this time, Exemplify will check your device to ensure the appropriate media settings are enabled. If you do not encounter an error, as seen below to the left, select Next and proceed to step 9. If you encounter an error, as seen below to the right, please refer to the resource links below.



### Troubleshooting resource articles:

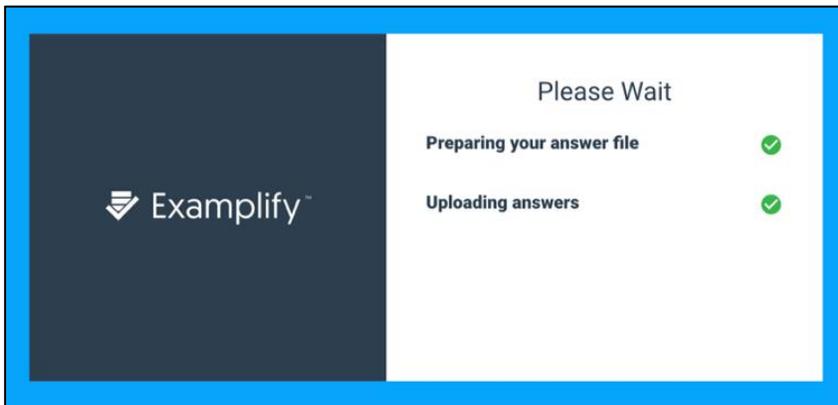
- [ExamID and ExamMonitor Permission Setup for Mac Users](#)
- [ExamID and ExamMonitor Permission Setup for Windows Users](#)
- [Exemplify: ExamID and ExamMonitor Troubleshooting Guide](#)

Once camera and microphone errors are resolved, select Refresh, then Next.

*Note: Some devices have unique settings. If you continue to encounter challenges, please contact our [24/7 Support Team](#).*

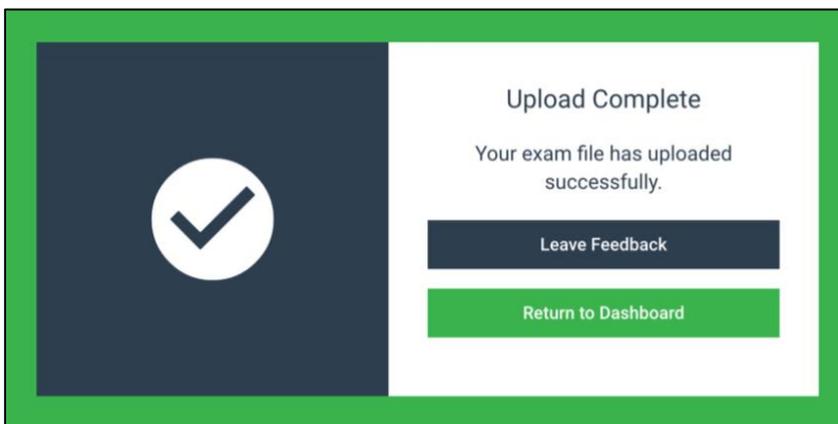
9. After your baseline is setup, proceed to complete the exam.

10. When you submit, you'll see an upload screen with checkboxes.



11. Your answer file will be prepared and uploaded as usual. Then you'll see a new green screen.

This indicates your answer file has been uploaded and your monitoring files are currently uploading. At this point, you can return to the dashboard.





12. Please leave your device powered on and connected to the internet to allow your monitoring files to upload. You can close Exemplify and your monitoring files will continue to upload in the background.
  
13. Congratulations, your baseline is all set and will now be photo-verified for future exams!