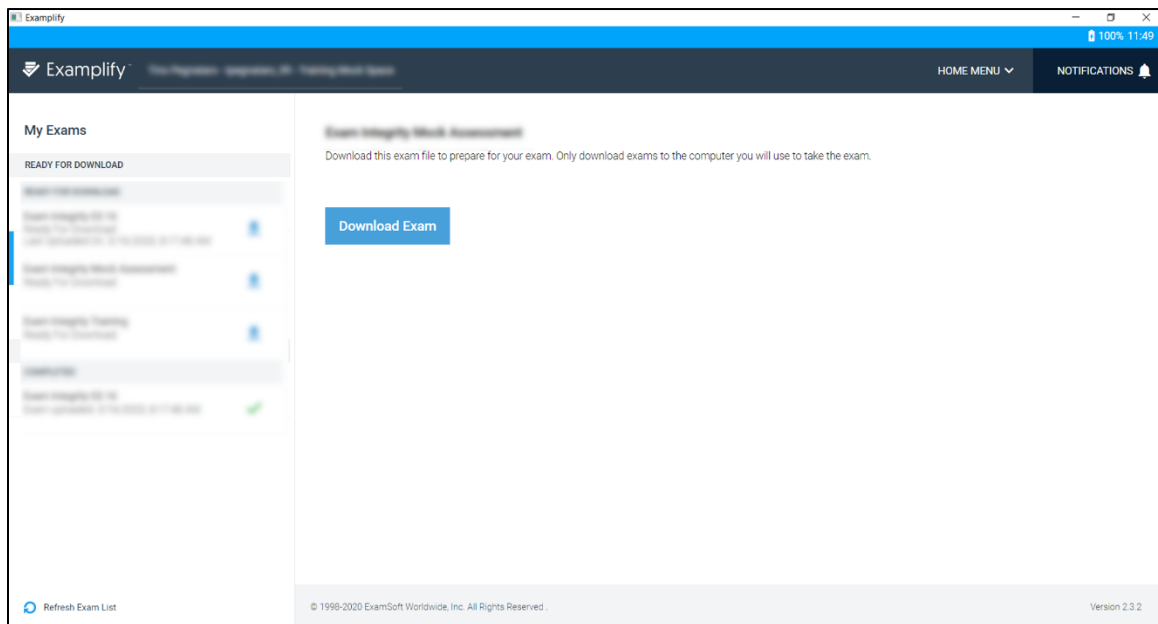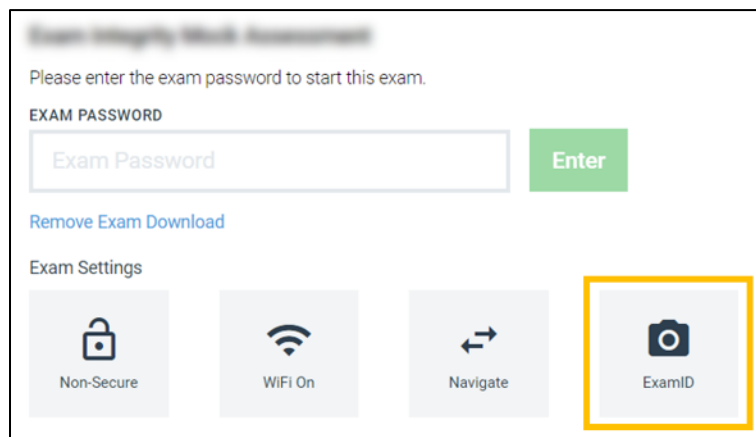# Students: How to Setup a Baseline Photo

This document serves as instructions to help students with setting up a baseline photo.
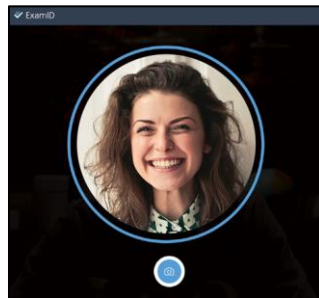
1. Update Examplify to version 2.3.2.
2. Launch Examplify and register to reach the dashboard.

3. After downloading your exam, you should see the ExamID box, indicating the feature is enabled for this exam.
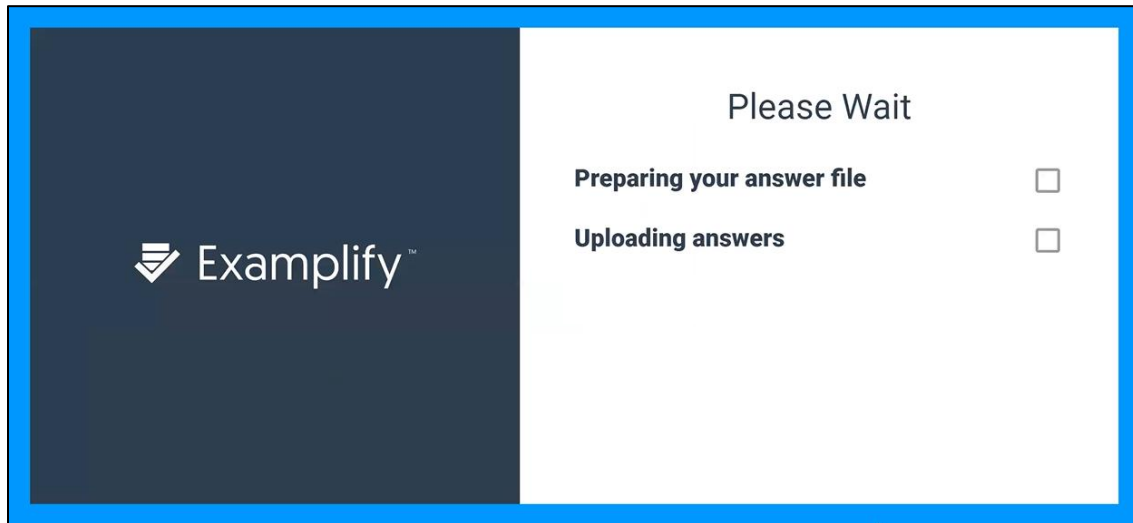
4. If you do not see the ExamID box, perform steps **a** - **f** below. If you see the ExamID box, proceed to step 5.

   a. Remove the exam download – select the blue text below the exam password and follow the prompts
   b. Select the home menu towards the top-right
   c. Select the settings
   d. Select to clear the registration
   e. Re-launch Examplify
   f. Re-download the exam

5. **Important baseline info**: before you enter the exam password, ensure you are in a location where no one else will be included in the baseline photo you are about to take. The baseline photo should be clear with only your headshot in frame (example below). It is critical that the baseline photo is setup accurately as this will be verified for future exams moving forward.
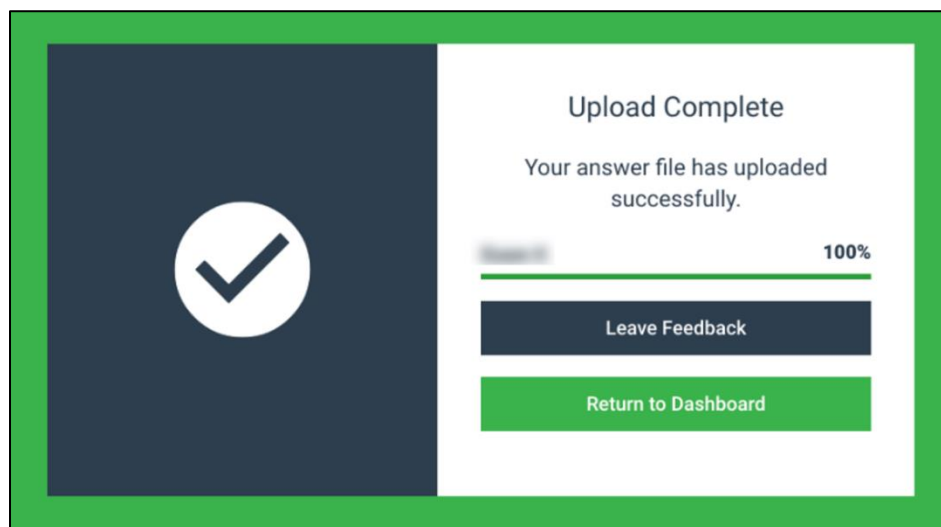

6. Enter the exam password, as provided by your instructor, which will launch the license agreement to allow consent to the collection of biometric data.

7. Once you consent, your webcam should activate, and it will attempt to take your baseline photo automatically. You can retake your baseline to ensure accuracy, if necessary.

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

Continued…

9. When you submit, you'll see a new upload screen with checkboxes.

10. Your answer file will be prepared and uploaded as usual, then you'll see the familiar green screen.

11. At this point, you can return to the dashboard or feel free to share feedback.

12. Congratulations, your baseline photo is all set and will now be verified for future exams!