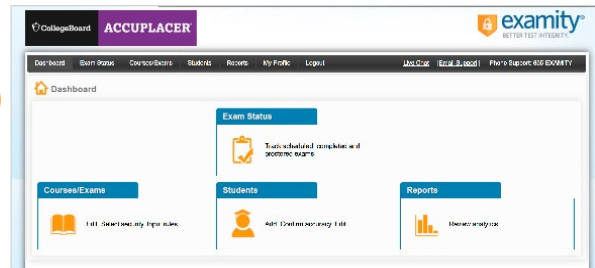# Institution Quick Guide
How to Use Examity

Steps to Get Started

- Receive confirmation email from Examity with login credentials.

- Create remote vouchers through College Board's ACCUPLACER platform. Here's how.

- Click the Examity link and log in with the user ID and password provided to you.

Examity Dashboard

Students
Add. Confirm accuracy. Edit.

Set Accomodations

- Click on the "Students" tab
- Then, click on "Search"
- Enter student's last name
- Find student and click pencil icon
- Select "Yes" from the drop-down menu
- Enter accommodation

Exam Status
Track scheduled, completed and proctored exams.

Track Exam Status

- Track scheduled and completed exams
- Real-time data

Reports
Review analytics.

Run Reports

- Click from the pre-set buttons
- Select parameters to customize
- Ability to export data

Contact Lisa Martini for questions

Phone: 774-231-0872   •   **Email:** lmartini@examity.com