

## **SecurExam Installation Instructions for Mac – Fall 2009**

### *Installing the software*

Download the installation file from the WEBoard. Go to the Academic and Student Affairs section, then click on Exam Info, then find the instructions for taking the Fall 2009 exams on your laptop.

Run the installation file and follow the prompts. When the software is finished installing, there will be an icon for SecurExam on your hard drive under Applications, SecurExam.

BEFORE the day of the exam, you should follow the directions below to obtain the license and run the practice exam.

### *Obtaining the license*

The first time you run the software, you will need to run the “Get Exams and Licenses” feature. First, make sure you are connected to the internet. Go to your hard drive, under Applications, SecurExam, and double-click on the Get Exams and Licenses icon.

Your Northeastern e-mail address is both the username and password. Enter them, then click on the “Update” button. The status window will say “UPDATES COMPLETED” when it’s finished. Click on the “Close” button to exit.

### *Running the practice exam*

First, make sure you are connected to the internet. Go to your hard drive, under Applications, SecurExam, and double-click on the SecurExam icon.

Your Northeastern e-mail address is both the username and password. Enter them, then click on the “OK” button. You will see this screen:

You will see a list of exams. Check the box next to “NEU Practice Exam,” then click OK. The practice exam will load. Type some text. You might also want to familiarize yourself with the program and the different toolbar buttons and menu options available for editing. When you are comfortable, save your exam and exit the software. The Exam Transfer Utility will load.

Verify that you are connected to the internet. Click on the “Start Transfer” button. When the transfer is complete, the “Transfer Result” box will say “SUCCESS.”

If you have any questions, please contact Computer Services.