**Logging in to the Edusoft Web site**

**Logging in to Edusoft**

You can log in to the Edusoft Web site from any computer that has Internet access and an Internet browser, such as Internet Explorer or Safari. You use the user name and password you’ve been assigned. Or, you can log in and take a test using a one-time ticket that your teacher gives you.

**To log in to Edusoft with a user name and password:**

1. In your browser’s address bar, type this URL: `http://www.edusoft.com/test`

**Please Log In...**

Type your user name here.

Type your password here.

Click **Log In**.

Edusoft logs you in and displays the list of tests you’re assigned to take.

2. Type your user name and password in the Please Log In area. Click **Log In**.

**To log in to Edusoft with a ticket:**

1. In your browser’s address bar, type this URL: `http://www.edusoft.com/test`

**Ticket:**

Type your ticket number here.

Click **Log In**.

2. Type your ticket number in the Ticket area. Type just the numbers, not the dashes.

**Resetting your Edusoft info**

Your Edusoft info—your user name, your password, and your e-mail address—lets Edusoft know who you are when you log in to take a test. If you forget your password, you can have Edusoft issue you a new password. Or, if you know your password, you can change your password or your e-mail address yourself.

**To reset your Edusoft info:**

1. Log in to Edusoft using your user name and password.

2. Click the **Change Your Info** link at the top of the page.

3. To change your password, first type your current password in the Current Password space. Then, type a new password and type it a second time to confirm it.

4. To change your e-mail address, type a new e-mail address.

5. Click **Finish**.

**Resetting your password**

If you forget your Edusoft password, all is not lost! You can easily get a new Edusoft password. If you have an e-mail address listed in your Edusoft info, you can reset your password yourself. Otherwise, you must ask your teacher to reset your password for you.

**To reset your password:**

1. From the Edusoft Log-in page, click the **Click Here** link.

2. In the Find Your User Name page, type your first and last names, as well as two of the following: student ID number, date of birth, and grade. Click **Continue**.

3. Read the confirmation page and click **Yes** if the information is correct. Click **Yes** to confirm that you are enrolled in the school listed.

If you have an e-mail address listed in your Edusoft info, Edusoft e-mails you a new password. If you don’t have an e-mail address listed, Edusoft instructs you to ask your teacher to reset your password.
Taking an online test

When you take an online test, you read and answer questions using a computer instead of a paper answer sheet. First, you log in to Edusoft using the user name and password you’ve been assigned. Or, you can log in and take a test using a one-time ticket that your teacher gives you.

To take an online test:
1. If you see a list of tests, click the link for the test your teacher tells you to pick. The Directions page gives you instructions for taking this test.

2. Read the directions. When you are ready to start, click Start the Test. You see the first question. The buttons at the bottom of the page take you to the next question or stop the test temporarily.

3. Click Next Page to go to the next question. Click Previous Page to go back to the last question you answered.

4. To answer questions out of order, choose the next question you want to answer in the Jump to a Question list.

5. To stop the test for a few minutes, click Pause. Click Continue Your Test to start again where you left off. If you want to end the test, click Save and Exit. The clock stops counting down when you pause a test.

Note: Jump to a Question and Pause might not be available in your test.

6. To answer a fill-in-the-blank or essay question, type your answer in the space below the question.

7. When you answer the last question, click Go Back to review your answers if you have time. When you’ve finished with the test, click Save and Exit Test. If the test is set up to show your answers, you can see the answers you gave for each question and whether your answer was the correct one. Sometimes, the test is also set up to show you the correct answers.

8. Click Logout to end the testing session.