

Introduction:

The Respondus installation program is available for download at www.respondus.com/download/index.shtml. You will want to select the most recent version, Respondus 2.0. When considering downloading the program, first contact your department chair, as the licensing for respondus allows users to purchase a single copy of the program and install it on multiple computers, so long as only one user has the program open and running at a time. Therefore it may become more economical to purchase the program as a department, rather than individually.

There are four steps to downloading and installing Respondus.

- I. Download the installation program.
- II. Install Respondus, start the software, and obtain the Product ID# displayed on the opening screen.
- III. Go to registration section of Respondus.com and purchase a permanent activation password or register for a free 30 day trial. The appropriate password is immediately e-mailed to you.
- IV. Enter the password in the Respondus software to activate the program.

Note: The software will run only after all phases have been completed.

I Download the installation program

- a. Go to the website: www.respondus.com/download/index.shtml and select the link to Respondus 2.0
- b. Select to download the installation program from one of the server locations listed.



II Install Respondus

- a. Use Windows' My Computer or Explorer to locate the Respondus2.exe file downloaded in Step 1.
- b. Double-click the file to start the Respondus installation program.

Note: Several screens will guide you through the installation program.

- c. Once Respondus is installed, start the program by double-clicking the Respondus icon that is now located on the Windows desktop.

Note: The first time you start Respondus (and each time thereafter until the program is registered), you will be presented with a screen that provides the "Product ID #." The product ID# is used in Step 3 to obtain the password required to activate the software.

III Registering Respondus

- a. Go to www.respondus.com and click on “Registration.”
- b. Select the option to purchase a permanent activation password or to register for a 30 day trial.

Note: In both cases you are required to enter the Product ID# (see Step 2) and a valid e-mail address.

- c. Once the registration or purchase information is submitted, the password is immediately sent to the e-mail address you provided.



IV Activating Respondus

Once you receive the password by e-mail, it must be entered into the Respondus program.

- a. Start Respondus (see Step 2)
- b. Enter your password when prompted

Note: You may want to “copy and paste” the password from the e-mail message in order to prevent typing mistakes.

- c. Click **OK** to continue

The Respondus software is now activated. You will not need to repeat these steps in the future, except when upgrading to the latest version of the software.

References:

The content of this document was derived from Respondus.com. It has been modified to fit the needs of Southern Utah University.

URL Links:

www.respondus.com



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