

Guide Summary

This Quick Reference Guide covers the process of registering a new Profile with Certiport, with specific focus on Test Candidates who wish to take an exam at a Certiport Authorized Testing Center (CATC).

Registering a New Profile

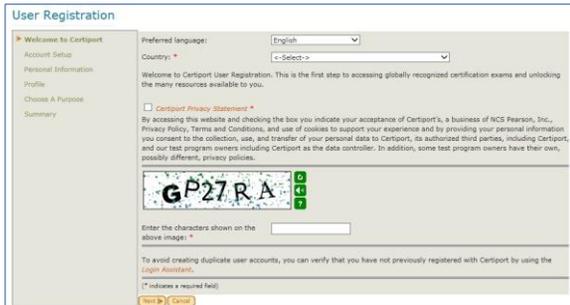
1. To begin, navigate to the Certiport website at www.certiport.com.



2. Next, click on the green **“Register”** link in the top right-hand corner of the page.

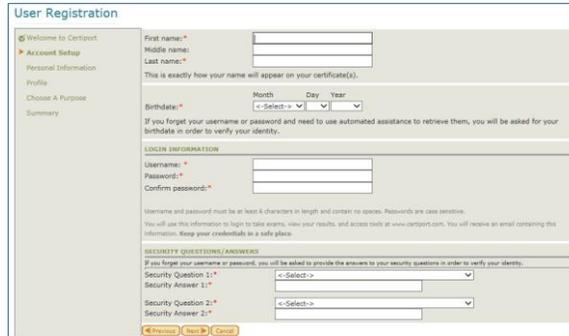


3. Complete all required fields on the first page of the User Registration Pathway - the **“Welcome”** page.



The Welcome Page asks for the following information:

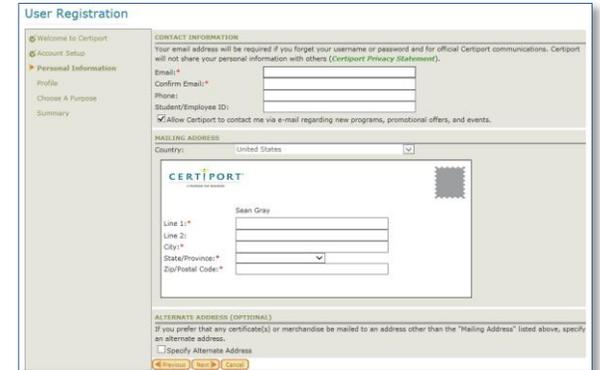
- **Preferred Language:** *The item selected here will cause any pages within our website that have translations to appear in the language chosen. Please note that not all pages have been localized, and that the default language displayed if the translation does not exist will be English.*
 - **Country of Residence**
 - **Certiport Privacy Statement**
 - **CAPTCHA Security Verification**
4. Next, complete the **“Account Setup”** page.



The Account Setup page is where you will enter your Name and Age, create your Username and Password, and select the Security Questions to be used for potential Account recovery.

Note: The credentials entered here will be used not only to access your account, transcripts, and tools within the website, but will also be used to begin all Certiport-based certification exams and practice tests within the iQsystem 7, Console 8, or Online/LMS exam delivery systems.

5. The next step in the User Registration Pathway is to complete the **“Personal Information”** page.



On the Personal Information page you will enter your contact E-mail Address, your Mailing Address, and specify any optional information such as Phone Number, Student ID, and Alternate Mailing Address.

6. Next, complete the **“Profile”** (demographic) page.



When you click **“Submit”** on the Profile page your account will be created and you will be sent an e-mail confirmation with your Username.

7. Complete the **“Purpose”** page.



QRG – TEST CANDIDATE REGISTRATION

The Purpose page is where you will indicate the types of activities you wish to perform under the new account. For Test Candidates, please checkmark **“Take an exam or prepare for an exam”** and then click **“Next”**.

X Take an exam or prepare for an exam

Note: Creating a Certiport profile is also the first step to becoming a Proctor, Teacher, and/or other administrative roles within the Certiport website which are not covered within this document.

8. Fill out the information on the **“Program Registration”** page. Each exam vendor requires additional registration except for the Certiport IC3. Click on the **“Register”** button for each exam vendor in which you will be taking an exam. Here you can use your Certiport profile information to populate your exam vendor account, which will sync all future certification and transcript data with the test provider. You may also be asked to sign their own non-disclosure agreements while registering. This profile page can be accessed at any time to register for additional programs.

User Registration

Welcome to Certiport

Account Setup

Personal Information

Profile

Choose A Purpose

Program Registration Summary

To take an exam, you must be registered with the certification program.

| | |
|---|--|
| Microsoft | Register |
| Microsoft Office Specialist 2003 (MOS) 2003 | |
| Microsoft Office Specialist (MOS) | |
| Microsoft Technology Associates (MTA) | |
| Microsoft Certified Educator (MCE) | |
| Certiport | You are registered. Edit registration data |
| Office Certifications (CPMCAS) | Register |
| (ACA) | Register |
| CompTIA Strata (STRATA) | Register |
| Intuit | Register |
| Intuit QuickBooks (QBC) | |
| Autodesk | Register |
| Autodesk Certified User (ACU) | |
| Hewlett Packard | Register |
| HP Accredited Technical Associate (HPATA) | |

Note: It will be necessary to maintain additional profiles at some third-party sites in order to access certain certificates and transcripts that are not fulfilled by Certiport (e.g. Microsoft MTA). Please contact Customer Service for more information.

9. The final page in the User Registration pathway is the **“Summary”** page. If you have completed all the steps in the pathway you may click **“Finish”**.

User Registration

Welcome to Certiport

Account Setup

Personal Information

Profile

Choose A Purpose

Program Registration

Summary

Congratulations Sean. You have successfully completed...

Account Setup

Personal Information

Profile

Program Registration

Please be sure to keep your personal profile updated and visit the Certiport portal to access information regarding your certification(s) and the many other benefits available to you.

Finish

After the Summary page you will be signed into the website for the first time and be taken to the home page of the Test Candidate role.

Welcome

Test Candidate

CERTIPOINT

Welcome Test Candidate

My Profile LOGOFF Support for...

MYCERTIPOINT CERTIFICATIONS TAKE AN EXAM CAREER TOOLKIT

Show the world you did it.

Send your transcripts to anyone, anytime. Click to view transcripts.

My Exams

CERTIFICATION EXAM

You have no assigned exam vouchers.

MY MESSAGES

TOTAL: 0 UNREAD: 0

LOCATE A CATC

2015 WORLD CHAMPIONSHIP

This guide only covers the User Registration process. For information on the features and tools available to you under this new role, please visit our Test Candidate [support page](#).

Contacting Certiport

Should you encounter any issues with the processes outlined in this guide, please contact us:

Customer Service: 1.888.999.9830 option 9
customerservices@certiport.com

For Test Candidates outside the U.S.: Locate and contact the Solution Provider in your area by clicking [here](#).