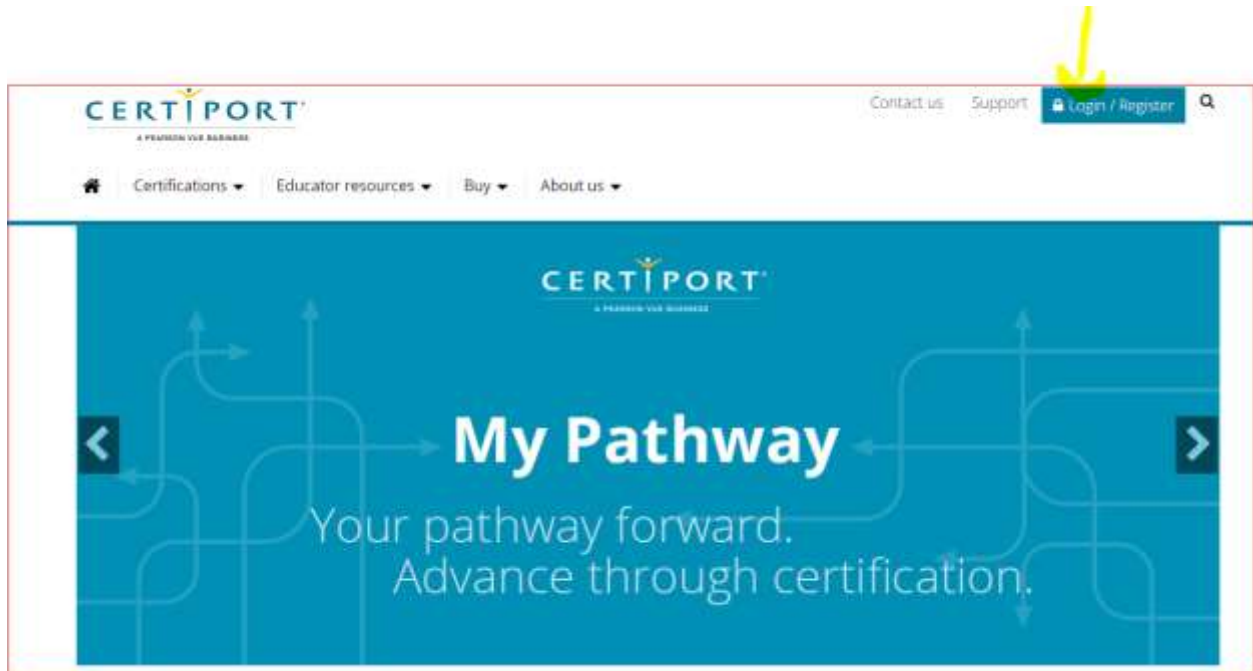


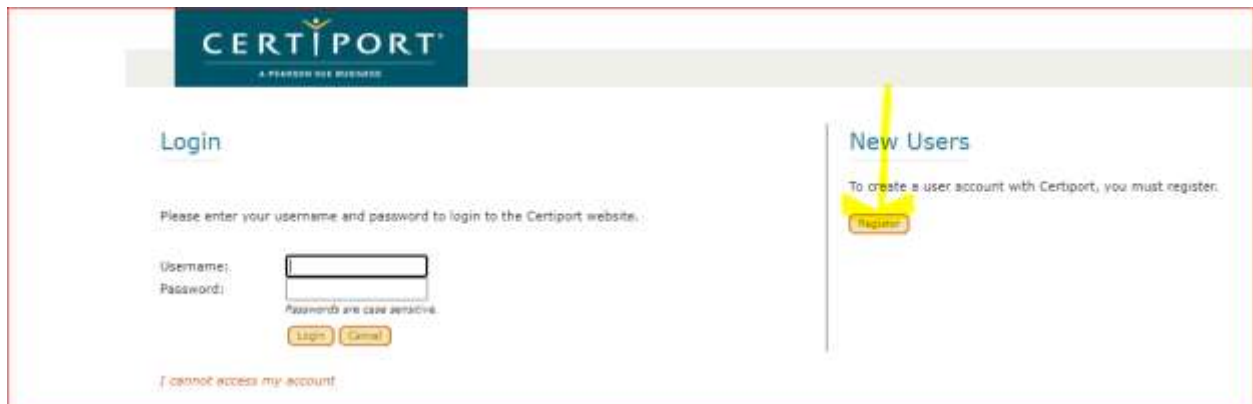
## How to Register a Candidate

Open fresh browser and type: <https://certiport.pearsonvue.com/>

Click on **Login/Register**



Select **Register**



Select **Country/Region**

Accept **Candidate Agreement** and **I'm not a robot** button

**Next**

The screenshot shows the Certiport User Registration page. The left sidebar contains a navigation menu with the following items: Welcome to Certiport, Account Setup, Personal Information, Profile, Choose A Purpose, and Summary. The main content area has a 'Preferred language:' dropdown set to 'English'. Below it is a 'Country/Region:' dropdown menu with a yellow arrow pointing to it. A welcome message follows: 'Welcome to Certiport User Registration. This is the first step to accessing globally recognized certification exams and unlocking the many resources available to you.' The 'CANDIDATE AGREEMENT' section contains a text box with the following text: 'By accessing this website and checking the box below you understand and agree to the terms set forth in this Candidate Agreement ("Agreement"). This Agreement is entered into by and between you as a test taker, Certiport, a business of NCS Pearson, Inc., and your testing program owner ("Test Sponsor"). This Agreement represents your understanding and acceptance of Pearson VUE's Privacy Policy and Cookies Policy including the collection of your data and Certiport's Terms of Service, in conjunction with your acceptance of the policies and procedures as established by the Test Sponsor and our obligations to provide you process your test results.' Below this is a checkbox labeled 'I Agree' with a red asterisk and a link to 'Certiport Privacy Statement'. The 'I'm not a robot' checkbox is also present, with a yellow arrow pointing to it. To the right of the checkbox is a CAPTCHA logo. At the bottom, there is a note: 'To avoid creating duplicate user accounts, you can verify that you have not previously registered with Certiport by using the Login Assistant.' and a footnote: '(\* Indicates a required field)'. The 'Next' and 'Cancel' buttons are at the bottom right.

Fill in complete information-Next

The screenshot shows the Certiport User Registration page with the 'Account Setup' section selected in the sidebar. The main content area contains the following fields: 'First name:', 'Middle name:', and 'Last name:', each with a text input field. Below these is a checkbox labeled 'Display surname first:' and a note: 'This is exactly how your name will appear on your certificate(s)'. The 'Birthdate:' section has three dropdown menus for 'Day', 'Month', and 'Year'. Below this is a note: 'If you forget your username or password and need to use automated assistance to retrieve them, you will be asked for your birthdate in order to verify your identity.' The 'LOGIN INFORMATION' section contains three text input fields for 'Username:', 'Password:', and 'Confirm password:'. At the bottom, there is a note: 'Your username must have at least 5 characters. Your password must have at least 8 characters, and is case sensitive. Neither username nor password may contain space.' and another note: 'You will use this information to log in to take exams, view your results, and access tools at www.certiport.com. We will receive an email containing this information. Keep your credentials in a safe place.'

### LOGIN INFORMATION

Username: \*

Password: \*

Confirm password: \*

Your username must have at least 6 characters. Your password must have at least 8 characters, and is case sensitive. Neither username nor password may contain spaces.

You will use this information to login to take exams, view your results, and access tools at [www.certiport.com](http://www.certiport.com). You will receive an email containing this information. **Keep your credentials in a safe place.**

### SECURITY QUESTIONS/ANSWERS

If you forget your username or password, you will be asked to provide the answers to your security questions in order to verify your identity.

Security Question 1: \*

Security Answer 1: \*

Security Question 2: \*

Security Answer 2: \*



## User Registration

- ✓ Welcome to Certiport
- ✓ Account Setup
- **Personal Information**
- Profile
- Choose A Purpose
- Summary

### CONTACT INFORMATION

Your email address will be required if you forget your username or password and for official Certiport communication.

Email: \*

Confirm Email: \*

Phone:

Student ID:

☐ Allow Certiport to contact me via e-mail regarding new programs, promotional offers, and other information.

For College students fill your college registration number in **student id** field

### MAILING ADDRESS

Country/Region:



Line 1: \*

Line 2:

City: \*

State/Province: \*

Zip/Postal Code: \*

### ALTERNATE ADDRESS (OPTIONAL)

If you prefer that any certificate(s) or merchandise be mailed to an address other than the "Mailing Address" listed above, specify an alternate address.

☐ Specify Alternate Address

## Select appropriate options

### User Registration

✓ Welcome to Certiport

✓ Account Setup

✓ Personal Information

➤ Profile

Choose A Purpose

Summary

Are you currently enrolled as a student (part-time or full time)?\*

☐ Yes

☐ No

Are you currently employed?\*

☐ Yes

☐ No

Gender

☐ Male

☐ Female

[Previous](#) [Submit](#) [Cancel](#)

## Select Take an exam or prepare for an exam and click Next



User Registration

✓ Welcome to Certiport

✓ Account Setup

✓ Personal Information

✓ Profile

➤ Choose A Purpose

Summary

Welcome to Certiport

You have successfully completed registering with Certiport and now have access to all the benefits granted to Certiport users through the Certiport portal.

Please tell us what you would like to do next: (please select at least one)

☐ Take an exam or prepare for an exam

You may also wish to register for the following:

☐ Register to become a proctor

[Next >](#)

## Click on Register for Microsoft

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.

<b>Certiport</b>	You are registered.	<a href="#">Edit registration data</a>
ICS Digital Literacy Certification (IC3)		
Entrepreneurship and Small Business (ESB)		
Communication Skills for Business (CSB)		
<b>Microsoft</b>	<a href="#">Register</a>	
Microsoft Office Specialist (MOS)		
Microsoft Technology Associate (MTA)		
Microsoft Certified Fundamentals (MCFUND)		
Microsoft Certified Educator (MCE)		
<b>Adobe</b>	<a href="#">Register</a>	
Adobe Certified Professional (ACP)		
<b>Intuit</b>	<a href="#">Register</a>	
Intuit Certifications (INT)		
<b>Autodesk</b>	<a href="#">Register</a>	
Autodesk Certified User (ACU)		
Autodesk Certified Professional (ACP)		

Click on use **my Certiport profile data** if same details

**Microsoft Registration**  
Please enter the requested information.

Attention Microsoft Technology Associate (MTA), Microsoft Office Specialist (MOS) and Microsoft Certified Educator (MCE) candidates: You can include your name and address in your local language (double-byte characters) in addition to the required English alphabet fields. eCertificates and Microsoft official transcripts can be made available with your double-byte character name if you enter it here.

Required Fields (Romanized Characters Only for name and address, i.e. a name)      Optional Fields (Double-Byte Characters Only, i.e. 中文)

**Use my Certiport profile data**      Click this button to fill in your Microsoft profile from your Certiport profile.

First name:  Entry required.  
Middle name:   
Last name:  Entry required.  
Phone:  Do not include the international calling code.  
Email:  Entry required.  
Company:   
Job title:   
Language:

First name:   
Middle name:   
Last name:   
Country/Region:   
Line 1:   
Line 2:   
City:

Click on **Microsoft Non-Disclosure Agreement** and accept agreement

Click on Privacy Statement and accept agreement

**Microsoft Non-Disclosure and EULA Agreement**      Non-Disclosure and EULA agreement status: Not accepted  
You must accept the Non-Disclosure and EULA Agreement before you can take an exam.

☐ Microsoft may use the contact information I have provided to contact me regarding important security, product and event information.  
☐ Microsoft Partners may use the contact information I have provided to contact me regarding important security, product and event information.

Now you have registered as a Candidate.

**CERTIPORT®**

**User Registration**

Progress to Certiport:  
Account Setup  
Personal Information  
Profile  
Class & Program  
Program Registration  
Summary

Congratulations! Success. 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.