

## Becoming a Certiport Testing Center

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### Register as a Center:

This opens the door to offering Certiport's menu of certifications at your institution.

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### Establish Associations to Your Organization:

Link others to your Certiport Center organization.

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### Add Proctors to Your Organization:

Once you set up center employees to proctor your certification exams, you're ready to go.

#### 1. REGISTER AS A CENTER

Apart from enrolling your institution as a testing center through this process, you will also become the Organization Administrator for your new center.

*The Organization Administrator has access to the full functionality of Certiport Center tools. Through this role, he or she also has the ability to distribute rights to other center employees. (This new role will appear in a drop-down menu below the tabs.*

Follow the steps to register as a Certiport Center:

- a. After completing the majority of the steps in the "General Registration" process (from the "Register" link on the home page), select "Setup a Certiport Center/Dashboard Migration" in the

“Choose A Purpose” step of registration.\* Additionally, checkmark other roles you wish to have before clicking “Next.”

- b. On the next screen, select the “Register a New Center” button and click “Next”. If you are a Microsoft IT Academy please reference the additional instructions below. If you are not a Microsoft IT Academy and wish to become part of the IT Academy program please visit [www.microsoft.com/education/msitacademy](http://www.microsoft.com/education/msitacademy)

#### **Microsoft IT Academies**

If you have received your IT Academy number from Microsoft, please follow the steps below to complete your registration to become an Authorized Testing Center.

**Note:** You must have registered with Microsoft for the Office Specialist or IT PRO Platinum program in order to qualify for the Microsoft Office Specialist discount benefits.

1. When completing the registration process, be sure to select:
  - a. Academic Institutions
  - b. Microsoft Office Specialist program
2. Once you have completed the registration and you have been approved, you can continue with the IT Academy registration process. (You will receive an approval by e-mail).
3. Go to [www.certipoint.com](http://www.certipoint.com) and login to the Certipoint site.
4. Select the Organization Administrator role using the dropdown list box. If you do not see the Organization Administrator role, you do not have sufficient permissions to access the Campaign information. Contact your Organization Administrator to update this information.
5. Select Organization tab under Org Profiles tab.
6. Select Campaigns tab.
7. Enroll in the IT Academy Campaign and enter your IT Academy member number as the Campaign ID (provided by Microsoft).
8. Click the Update button.
9. The system will validate your Microsoft IT Academy member number and activate your campaign association.
10. Microsoft Office Specialist exams can now be ordered at the special IT Academy price.
11. Printing this page for future reference is recommended.

- c. Check the boxes of the certifications you wish to provide under the “Register a program” heading.\*\*

- d. On the next page, select the appropriate channel and country for your center.
- e. Enter the requested contact and institution information on the following two screens.
- f. On the iQsystem Installation portion of the Center Registration process, create and enter your own Installation key and password to download the software necessary to administer the certification exams.
- g. Read and print a copy of the contract with Certiport and the additional program addendums on the next few screens. Click “Accept” to agree to the terms on each.
- h. Click “Finished” completing the online portion of the registration. Confirm the registration by clicking on a hyperlink that will be immediately sent to an e-mail account you specified earlier in the process.

*\* If you have a Test Candidate User account, log on and click the “Register a Testing Center” hyperlink located on the right column of the MyCertiport home page to complete this process. If you are unable to remember your Test Candidate User account information, contact customer service for help: 1-888-999-9830.*

*\*\* Those who want to become an extension to a parent site must click “Register a Child Center” and enter their parent company’s Certiport ID number.*

## 2. ESTABLISH ASSOCIATIONS TO YOUR ORGANIZATION:

By giving yourself and others rights to act on behalf of your Testing Center, you will have access to candidate testing information, reporting capabilities, and exam purchasing power.

### ► Adding Others to Your Organization as Organization Members

*Organization Members possess the same basic rights as Organization Administrators, though they are unable to purchase inventory and add others to an organization.*

Complete the following to link others to your organization as an Organization Member:

- a. Make sure the person(s) you want to associate to your organization have a User account with Certiport.\*
- b. Log on as an Organization Administrator. (Change the role drop-down menu to Organization Administrator after you log in.). Select the organization to work with (see middle of the screen).

- c. Under the **Org Profile** tab, click **Associations**.
- d. Enter a first name and last name, login, or email address of the person(s) you wish to add to organization under the “Find Users” search tool. Click “Find Users” button.
- e. Select the correct individual clicking on the last name.
- f. After the person selected reappears in the “Manage Associations” list, select a role in the “User Role” drop-down menu.”
- g. Repeat steps **d - g** to add all other center personnel.

*\* You can also assign a temporary User account to an individual on the **Associations** page. This temporary account is e-mailed to the individual specified.*

### 3. ADD PROCTORS TO YOUR ORGANIZATION:

*Proctors administer certification exams to test candidates, ensuring exam security and fairness needed in all Certiport Centers.*

#### ▶ **Adding Yourself as Proctor\***

Follow the outline to become a Proctor:

- a. After completing the majority of the steps in the “General Registration” process (from the “Register” link on the home page), select “Register to become a Proctor” in the “Choose A Purpose” step of registration.\*\* Hit the “Next” button.
- b. Click the “View Proctor Agreement” button.
- c. Read the proctor agreement and confirm by clicking “I Agree.”
- d. Print and save the agreement for your records.

*\* You should complete this step if you plan to help administer exams at your center. If you don't currently do this, you can move on to the next set of instructions below.*

*\*\* If you already possess a Test Candidate User account, you can follow the same steps to become a Proctor by clicking the “Become a Proctor” hyperlink located on the right column of the MyCertiport home page.*

#### ▶ **Inviting Others to Become Proctors\***

Follow the steps to allow others to become proctors:

- a. After an individual is added to your organization, encourage him or her to accept the Proctor Agreement by following the steps outlined above.
- b. Once the Proctor Agreement is confirmed, Log on as an Organization Administrator.
- c. Under the [Org Profile](#) tab, click [Associations](#).
- d. Check the box corresponding to the desired person beneath the “Proctor” heading.

*\* You must assign at least one individual in your center to be a Certiport Proctor. When the new Certiport.com goes live July 14, proctors will need to use their consolidated User account to administer exams.*