

Instructions for Creating a Certiport testing account and registering to take a certification exam.

Steps:

1. Register yourself at the Certiport site and create an account
2. Schedule a testing time with the testing Center – mtsu.edu/flextest



The screenshot shows the Certiport website homepage. At the top left is the Certiport logo with the tagline "A PEARSON VUE BUSINESS". To the right are links for "Register" and "LOGIN", and a "Support for..." dropdown menu. Below the logo is a navigation bar with the following menu items: HOME, PRODUCTS, TEST CANDIDATES, PARTNER WITH CERTIPORT, TESTING CENTERS, ABOUT US, and SHOP. The main content area features a large black and white photograph of four smiling students in a hallway. Below the photo are three columns with the following text: "TEST CANDIDATES", "PARTNER WITH CERTIPORT", and "TESTING CENTERS". At the bottom of the page is a row of partner logos: Microsoft Office Specialist, hp, Microsoft Technology Associate, CERTIFIED ASSOCIATE, AUTODESK Certified User, QuickBooks Certified User, learning products, and IC3 DIGITAL LITERACY CERTIFICATION.

User Registration

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


Preferred language:

Country: *

Welcome to Certiport User Registration. This is the first step to accessing globally recognized certification exams and unlocking the many resources available to you.

Certiport Privacy Statement *

By accessing this website and checking the box you indicate your acceptance of Certiport's, a business of NCS Pearson, Inc., Privacy Policy, Terms and Conditions, and use of cookies to support your experience and by providing your personal information you consent to the collection, use, and transfer of your personal data to Certiport, its authorized third parties, including Certiport, and our test program owners including Certiport as the data controller. In addition, some test program owners have their own, possibly different, privacy policies.



Enter the characters shown on the above image: *

To avoid creating duplicate user accounts, you can verify that you have not previously registered with Certiport by using the [Login Assistant](#).

(* indicates a required field)

User Registration

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First name: *

Middle name:

Last name: *

This is exactly how your name will appear on your certificate(s).

Birthdate: *

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.

LOGIN INFORMATION

Username: *

Password: *

Confirm password: *

Username and password must be at least 6 characters in length and contain no spaces. Passwords are case sensitive. You will use this information to login to take exams, view your results, and access tools at 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

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CONTACT INFORMATION

Your email address will be required if you forget your username or password and for official Certiport communications. Certiport will not share your personal information with others ([Certiport Privacy Statement](#)).

Email:*

Confirm Email:*

Phone:

Student/Employee ID:

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

MAILING ADDRESS

Country:

Barbara Jean Draude

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

[Previous](#) [Next](#) [Cancel](#)

User Registration

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- ▶ **Choose A Purpose**
- Summary

Welcome to Certiport, Barbara

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](#)

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.

Certiport	You are registered.	Edit registration data
IC3 (IC3)		
Certiport for Microsoft Office Certifications (CPMCAS)		
Microsoft	Register	
Microsoft Office Specialist (MOS)		
Microsoft Technology Associate (MTA)		
Microsoft Certified Educator (MCE)		
Adobe	Register	
Adobe Certified Associate (ACA)		
Adobe Certified Expert (ACE)		
CompTIA	Register	
CompTIA Strata (STRATA)		
Intuit	Register	
Intuit QuickBooks (QBC)		
Autodesk	Register	
Autodesk Certified User (ACU)		
Hewlett Packard	Register	
HP Accredited Technical Associate (HPATA)		