

Instructions for Registering on Certiport

1. Go to www.certiport.com
2. Click Register in upper right corner
 - a. Select preferred language and country
 - b. Enter the (are you a human) random characters
 - c. Click Next
3. Enter First and Last Names (it will appear on your certificate)
 - a. Enter your birth date
 - b. Enter a Username and password: Remember this!! (these will be used when you enter the Certiport system to review your records or take an exam)
 - c. Select and answer two security questions
 - d. Click Next
4. Enter your email (when announcements and confirmations will be sent) and your address (where certificates or other items may be mailed)
 - a. Click Next
5. Answer three questions about your employment and gender (for Certiport's statistical data)
 - a. Click Submit
6. Select to "Take an exam or Prepare for an exam" (User may receive a confirmation from Certiport by the time you get to this step!!)

YOU ARE NOW REGISTERED ON CERTIPOINT—CONTINUE BY CLICKING THE REGISTER BUTTON UNDER THE "MICROSOFT" SECTION

7. Click the "Use My Certiport Profile Data" to auto complete the form
 - a. Click the "Non-Disclosure Agreement" link at bottom
 - b. Review and click "I agree" to accept the NDA and you will be returned to the User Registration page.
 - c. Click Next
8. Click Finish – SUCCESS!!
9. The next screen is simply the Certiport Home page and should say "Welcome Name!" at the top with a text box underneath confirming you as a "Test Candidate".
10. Make sure you click the "Log off" button at top right to sign out of your Certiport account