

COMPTIA REGISTRATION/DATA COLLECTION PROCEDURES

Registration Procedures

1. Register for the [Academic Voucher Verification Tool](https://partners.comptia.org/docs/default-source/resources/comptia-academic-cvp-application-v1-2-27may16.pdf) service at <https://partners.comptia.org/docs/default-source/resources/comptia-academic-cvp-application-v1-2-27may16.pdf>.
2. Once approved - follow the directions in the [CompTIA Academic Voucher Program Operations Guide](#) to create a spreadsheet formatted to the correct specification (see the last page of the guide to review instructions on creating file).
3. Upload that sheet as specified in the validation tool instructions.

Sharing Student Results

1. Programs will need to access student Information and results by following the instructions in the [CompTIA Academic Voucher Program Operations Guide](#). **Please follow the steps in this guide and upload the following two files: results.csv file and the Totals.txt file to the Moodle Website.** The OCTE will verify results by reviewing the totals.txt file and verifying the total students tested, failed and passed.
2. **Registration is required for the Moodle site. Please follow the directions below in steps 3 through 7 along with referring to the Moodle Registration document on the [CTE Skills Assessment Website](#) under the Data Coordination and Collection Section.**
http://www.michigan.gov/mde/0,4615,7-140-2629_53968_53970--,00.html.
3. The Moodle room that is required for registration is the **CompTIA Project Share Room**.

To complete Step #3 of the Moodle Registration Procedures, click on the following links within Moodle:

- Michigan Project Rooms
 - External Coordination
 - CompTIA Project Share Room
4. Complete Steps 4, 5, and 6 as stated in the Moodle Registration Procedures.
 5. To complete Step 7, please enter the Enrollment Key: **CompTIA18**
 6. Complete Steps 8 and 9 as stated in the Moodle Registration Procedures.
 7. Upload the files – see instructions on the CTE Skills Assessment Website on How to Upload a File to Moodle.

If you have issues entering the **CompTIA Project Share Room**, please contact Valerie Felder at felderv@michigan.gov or at 517-335-1066.