

This Quick Reference Guide outlines the steps that should be followed to prepare for and administer certification exams from one of the following programs: MTA, HP ATA, ACA, Autodesk, QuickBooks, IC3, CompTIA Strata, and the following MOS online-only exams: OneNote, SharePoint, and Office 365.

I. Register Yourself

1. **Register** a user account for yourself by going to <http://www.certiport.com> and clicking on the register link.
2. Send your username to the person who registered the school
3. Have them add you to the school's account

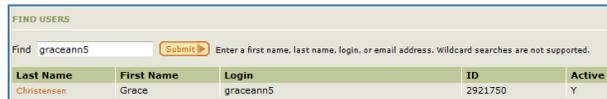
II. Manage Associations

To assign rights to others within your organization such as proctoring, purchasing, and reporting, they need to be added as an *ASSOCIATION*. For more information about associations, [click here](#).

Note: To associate someone, they must first have a Certiport User Account. Each person will only need one User Account, which can be used for multiple roles.

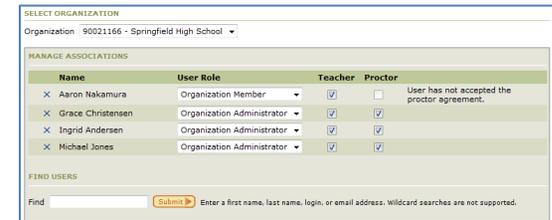
Creating an Association

1. Log into Certiport.com, and select the **Organization Administrator** role.
2. Select the **Org Profile** tab, and click **Associations**.
3. Using the *Find Users* tool, search for the person you are adding to your organization and click **Submit**.
4. In the results list, click the *Last Name* of the person you are associating with your Certiport Center.



Last Name	First Name	Login	ID	Active
Christensen	Grace	graceann5	2921750	Y

5. In the *Manage Associations* list, select the appropriate role for the person. The *ROLES* you assign will determine the tools and functions they will be allowed to use on behalf of your Center. For a description of each role, [click here](#).



Name	User Role	Teacher	Proctor	
X Aaron Nakamura	Organization Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	User has not accepted the proctor agreement.
X Grace Christensen	Organization Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
X Ingrid Andersen	Organization Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
X Michael Jones	Organization Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

For a user to be added as a *Proctor*, they must first accept the *Proctor Agreement*. This can be done during the registration process by selecting the proctoring purpose on the last screen. If a user did not accept the Proctor Agreement during registration, they can do so by following these instructions:

- a. Log in to Certiport.com and click **My Profile**
- b. Select the **Roles** tab and click **Become a Proctor**
- c. Read and accept the Proctor Agreement

III. Site License

Prior to testing, you must accept the license agreement.

Accept License Agreement

1. Log into Certiport.com, and select the **Organization Administrator** role.



2. Within the **MyCertiport** tab, click **Licenses**.

Checking for Available Exams

Prior to each testing event, we recommend checking to make sure you have exams available for testing.

1. Log into Certiport.com, and select the **Organization Administrator** role.
2. Within the **MyCertiport** tab, click **Licenses**.
3. Review the details for your license. If you are running low on exams, please contact your sales representative.

I. Register Yourself

Register a user account for yourself, and then send your username to the person who registered the school.

II. Manage Associations

Add and distribute rights to others within your organization.

III. Site License

Prior to delivering exams, an Organization Administrator must accept the license agreement.

IV. Testing Event Preparation

One week before any scheduled testing event, follow these steps to ensure your computers are properly equipped and prepared for testing.

V. Certiport Test Candidates

Each person that will be taking an exam will need to register for a Test Candidate account on Certiport.com.

VI. Taking Exams

Certiport's iQsystem and Certiport Console will be used to launch the Microsoft Office Specialist exams, and have been pre-installed on each computer that will be used for testing.

VII. Run Reports: Exam Results & Exam Groups

Reporting tools allows for the Organization Administrator to review recent results. Exam Groups provide additional reporting functionality past the standard 60 day limit.

VIII. Print Certificates & Score Reports

Organization Administrators have the ability to print Score Reports and official Exam Certificates for Test Candidates.

IV. Testing Event Preparation

One week prior to a scheduled testing event, complete these steps to ensure an optimal and uninterrupted event.

Reminder: Check for Available Exams

Follow the steps in Section 3 of this guide for managing your site license and checking for available exams.

Reminder: Create Exam Groups

Follow the steps in Section 7 of this guide for Exam Groups.

Reminder: Run Diagnostics Check

Login to Certiport.com as an Organization Administrator, on the right hand side of the page click **Run the Certiport Online Exams Diagnostics Check** to make sure your computer is test ready.

V. Certiport Test Candidates

Registering as a Test Candidate with Certiport provides each user with the ability to take Certiport's certification exams. In addition, Certiport Test Candidates have access to a variety of powerful tools which can be accessed by logging into www.certiport.com. If you wish to register your Test Candidates in bulk, please see the Bulk Registration section.

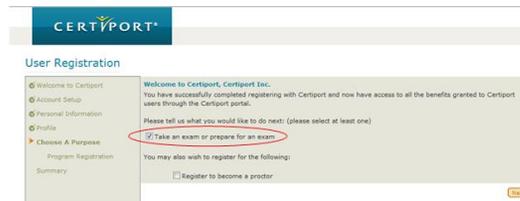
Register as a Certiport Test Candidate (Individual)

Each person that will be taking an exam will need to register for a Test Candidate account on Certiport.com.

1. Go to www.certiport.com and click **Register**.



2. Follow the additional prompts to enter your personal information and complete the Test Candidate registration.
3. Select the **Take an exam or prepare for an exam** primary role check box and click **Next**.



Test Candidate Bulk Registration Process

By creating a delimited file containing all the Test Candidate information up front and then uploading it to Certiport, you will be able to create profiles for a large number of students at once.

1. Log into www.certiport.com and select the **Proctor** role from the dropdown menu.



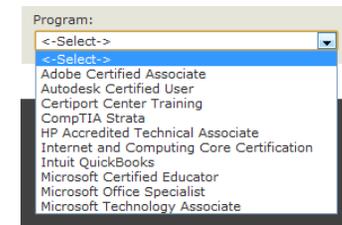
2. Click the **Bulk Registration** tab.
3. Follow the instructions on this page with these unique instructions for Michigan:
 - a. Under item three (Column 3: StudentID), use "MDE" followed by the student's 10-digit UIC code. For example: **MDE1234567890**.

Test Candidate Training

A variety of Test Candidate training and resources can be found online by going to www.certiport.com and clicking the Test Candidate link toward the top of the page.

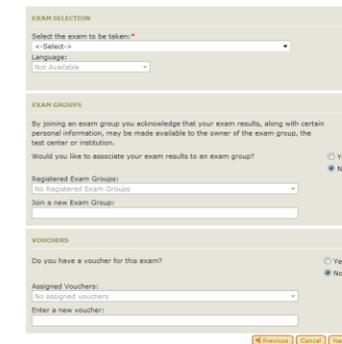
VI. Taking Exams

1. Double-click the **Certiport Online Exams** icon located on the desktop.
2. Select the appropriate program from the drop down menu.



3. Enter the Test Candidate's username and password and click **Login**.

Take An Exam



4. Select the exam to be taken.
5. **Note:** Delivering an exam using a license does not require a voucher number.
6. If using an Exam Group, select **Yes** and enter the Exam Group ID Number. Exam Groups need to be setup by a teacher prior to testing. *For more information about Exam Groups, [click here](#).*
7. Click **Next**.
8. The Proctor will verify the exam, enter his or her username and password, and click **Start Exam**.
9. The Exam begins with a short tutorial, explaining how to navigate and answer each question.
10. Upon completion, the Exam will be scored and a Score Report will be generated

VII. Run Reports for Exam Results & Exam Groups

Run Reports for Exam Results

1. Log into Certiport.com, and select the **Organization Administrator** role.



2. Select the **Reports** tab.
3. Click the **Results** link.
4. Select the time frame and click **View Report**.

Exam Group Reporting

Exam Groups provide more detailed reporting, as well as exceptional organization and storage benefits.

1. Log into Certiport.com and select the **Organization Administrator** role. Select the **Exam Groups** tab.
2. To create a new Exam Group, click **Add Exam Group**.
3. The Exam Group ID # is generated with each group created. This number must be entered during the launch of every exam that should be included.

Name	Course Description	Exam Group ID#	Status
MOS 2010		1035203	Active
Introduction to Multimedia	Adobe Certified Associate Exams for Introduction to Multimedia class with Mr. Jones.	1035196	Active
Digital Literacy	This group is for Mrs. Christensen's Digital Literacy class. All GS3 exams taken will be grouped here.	1035189	Active

4. Click on the name of an Exam Group you wish to view.
5. Scroll down and click **View Results** to view the Exam Group's reporting results.
6. Results can be viewed either by Exam View, Skillset Breakdown or by Student View.

Product Name	Cut Score	Average Score	Pass	Fail
IC3 Global Standard 3 (GS3) - Computing Fundamentals (v3175)	710	619	4	3
Skill Group	% Correct			
Computer Hardware	64			
Computer Software	62			
Using an Operating System	59			
IC3 Global Standard 3 (GS3) - Key Applications (v3176)	680	911	3	0
Skill Group	% Correct			
Common Program Functions	93			
Word Processing Functions	85			
Spreadsheet Functions	86			
Communicating with Presentation Software	100			
IC3 Global Standard 3 (GS3) - Living Online (v3177)	660	878	2	0
Skill Group	% Correct			
Communication Networks and the Internet	89			
Communication and Collaboration	91			
Internet and the World Wide Web	87			
Computing and the Internet and Society	86			

Results for Exam View: Organized by exams, showing cut scores, average scores, and passes/fails.

Student View: Organized Test Candidate, showing cut scores, actual scores, and passes/fails.

Show Skillset Breakdown: Apply to Exam or Student View. Breaks down skillsets by dividing the exams into skill groups and showing the percentage correct of each group.

VIII. Print Certificates & Score Reports

Test Candidates can also print certificates or score reports within the **Test Candidate** role on Certiport.com.

Print an Official Exam Certificate

1. Log in to Certiport.com, and select the **Organization Administrator** role.
2. Select the **Reports** tab and click **Print Certificates**.
3. Select the program and the date range up to 60 days in the past. Click **Search**.

1. Select the certificates you wish to print, and click **Print Certificates**.

Print Score Reports

After an exam is completed, a score report is generated. Organization Administrators can reprint this report.

1. Log into Certiport.com, and select the Organization Administrator role.
2. Select the **Reports** tab and click **Exam Result Reprint**.
3. With your organization selected enter the **Date of Exam** and click **Go**.
4. Locate the score report you wish to view from the Candidate Information listed, and click **View**.
5. Use the options within the PDF window to print or save a copy of the report.

Additional Training Resources

Certiport's On-Boarding and Training resources can be found at <http://www.certiport.com/go>.

On-Boarding Training Videos

A full library of all of our On-Boarding Training Presentations can be found in the lower right corner at <http://www.certiport.com/go>.

Weekly Live Webinar Training Sessions

Certiport's live weekly training sessions are held using an online webinar with desktop sharing and audio. You will be able to see the trainer's desktop online as he or she demonstrates and explains administrative account management and test delivery. You can visit this page directly by going to <http://www.certiport.com/webinar>.

*Certiport Contact Information

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