

Certiport Registration Protocol

Goals and Objectives

Objectives are to:

- Have a uniform Certiport student Username and Password Standard across the district (Username: StudentID@ecsd.me and Password: StudentID@ecsd.me1)
- Ensure student information in Certiport reflects what is in Focus
- Simplify exam taking and reporting
- Ensure accurate accounting of student's CTE certifications
- Accurately speed up the audit process at the back end (Teacher CAPE Bonuses)
- Enable the IT-Department to provide apps and tools to manage Certiport data
- Minimize human interaction with Certiport data/reports

Exam Group Creation

Official Certiport Instructions

Before you begin creating Exam Groups, determine the parameters of the group.

Complete the following steps to create an Exam Group:

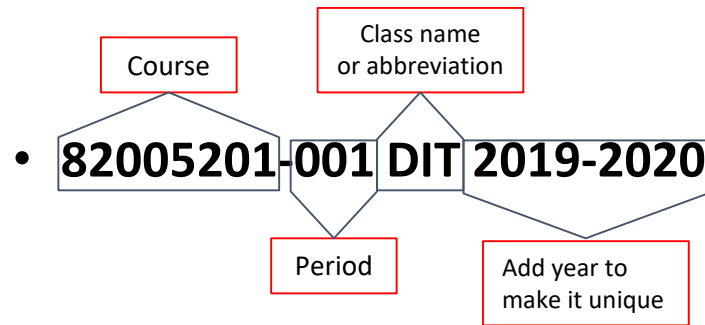
1. Once logged in with your User name and password, change your role to Organization Member or Organization Administrator.*
2. Click on the Exam Groups tab.
3. Assure yourself that the correct organization is listed on the drop-down menu. View Screen Shot
4. Click on “Add Exam Group” link at the bottom of the web page.
5. Enter the name of the Exam Group, a brief description of its parameters, and the relevant name of location (or center name) for the group.
6. Print your results to keep them on hand as you study to certify.
 - If you select Use proctor list, you can link Proctors to the Exam Group by clicking on the “Add Proctor” link. (A search engine will appear to help you locate the appropriate personnel.) View Screen Shot
 - If you select Use any associated proctor, all Proctors currently associated to your organization will have rights to administer exams for this Exam Group.
 - If you select Use any authorized proctor, all Certiport Proctors (linked to your organization or not) will have access to administer exams for this Exam Group.
7. Distribute additional access rights (such as editing or viewing the Exam Group) to other Users by clicking the “Add User” link. (A search engine will appear to help you locate the appropriate Users.)
8. Click the “Update” button at the bottom of the page to complete the creation of the Exam Group.
9. After viewing the completed Exam Group, click “Done.”

* If you do not have one of the above roles tied into your User account, you cannot create Exam Groups.

Proposed Registration Process

What to name your exam group

Exam Group Naming Convention



To determine your course code(s).

- In Focus, click My Information then Print Class Lists
- Click Download Class List in the upper right corner
- Your course code and period are in parentheses near the top of each page.

Have students attempt to sign in.

The username is studentid@ecsd.me

The default password is studentid@ecsd.me1



Login

Please enter your username and password to login to the Certiport website.

Username:

Password:

Passwords are case sensitive.

I cannot access my account

New Users

To create a user account with Certiport, you must register.

If they do not have an account...

Click the Register button in the New Users section

The screenshot displays the Certiport website interface. At the top left is the Certiport logo, which includes a stylized yellow figure above the text 'CERTIPORT' and 'A PEARSON VUE BUSINESS' below it. The page is divided into two main sections: 'Login' on the left and 'New Users' on the right. The 'Login' section contains a form with fields for 'Username:' (containing '123456@ecsd.me') and 'Password:', followed by 'Login' and 'Cancel' buttons. Below the form is a link: 'I cannot access my account'. The 'New Users' section is highlighted with a red border and contains the text 'To create a user account with Certiport, you must register.' and a 'Register' button. The footer contains the page number '3', copyright information '© 2019 Certiport, a business of NCS Pearson, Inc.', links for 'Privacy and Cookies Policy' and 'Sitemap', and social media icons for Twitter, Facebook, LinkedIn, and YouTube. A cookie notice is also present at the bottom: 'This website uses cookies. Continuing to use this website gives consent to cookies being used. For more information see our [cookies policy](#).'

CERTIPORT
A PEARSON VUE BUSINESS

Login

Please enter your username and password to login to the Certiport website.

Username:

Password:

Passwords are case sensitive.

[Login](#) [Cancel](#)

[I cannot access my account](#)

New Users

To create a user account with Certiport, you must register.

[Register](#)

3

© 2019 Certiport, a business of NCS Pearson, Inc. | [Privacy and Cookies Policy](#) | [Sitemap](#)

This website uses cookies. Continuing to use this website gives consent to cookies being used. For more information see our [cookies policy](#).

[Twitter](#) [Facebook](#) [LinkedIn](#) [YouTube](#)

Registration Screen 1 Welcome to Certiport

- Select the country
- Check the box for the Candidate agreement
- And complete the Captcha

CERTIPOINT
A PEARSON VUE BUSINESS

User Registration

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

Preferred language: English

Country: * United States

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

CANDIDATE AGREEMENT

By accessing this website and checking the box below you understand and agree to the terms set forth in this Candidate Agreement ("Agreement"). This Agreement is entered into by and between you as a test taker, Certiport, a business of NCS Pearson, Inc., and your testing program owner ("Test Sponsor"). This Agreement represents your understanding and acceptance of *Pearson VUE's Privacy Policy and Cookies Policy* including the collection of your data and Certiport's *Terms of Service*, in conjunction with your acceptance of the policies and procedures as established by the Test Sponsor and our obligations to provide you process your test results.

I Agree * [Certiport Privacy Statement](#)

8D G X 2 2

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)

Next Cancel

3

© 2019 Certiport, a business of NCS Pearson, Inc. | [Privacy and Cookies Policy](#) | [Sitemap](#)

This website uses cookies. Continuing to use this website gives consent to cookies being used. For more information see our [cookies policy](#).

Registration Screen 2 Account Setup

- Fill out all fields.
- Students **must** use their studentid@ecsd.me for their username.
 - Please ensure all students adhere to this protocol.
- Encourage them to use studentid@ecsd.me1 as their password.

User Registration

✔ Welcome to Certiport

▶ Account Setup

Personal Information

Profile

Choose A Purpose

Summary

First name:*

Middle name:

Last name:*

Display surname first:

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

Month Day Year

Birthdate:*

<-Select-> ▼ ▼ ▼

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:*

Your username must have at least 6 characters. Your password must have at least 8 characters, and is case sensitive. Neither username nor password may contain spaces.

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:*

<-Select-> ▼

<-Select-> ▼

<-Select-> ▼

<-Select-> ▼

◀ Previous Next ▶ Cancel

Registration Screen 3 Personal Information

- Students will need to fill out all fields.
- Students **must** use their studentid@ecsd.me for their email.
 - Please ensure all students adhere to this protocol.
- Despite **Student ID** being an optional field, students **must** enter their Student ID.

User Registration

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

CONTACT INFORMATION

Your email address will be required if you forget your username or password and for official Certiport communications.

Email:*
Confirm Email:*
Phone:
Student ID:

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

MAILING ADDRESS

Country:

CERTIPORT
A PERSON FOR BUSINESS

Charles Henderson

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

Registration Screen 4 Profile

- For the number of years of schooling, students can select their current grade.
- Notice the list of available student organizations can choose from.
- I also included the choices if a student indicates that they are currently employed.
- The gender identifier is optional.

User Registration

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

Are you currently enrolled as a student (part-time or full time)?*

Yes
 No

How many years of schooling have you completed?*

10

Are you affiliated with any national student organizations?

Yes
 No

Please select all that apply:

FBLA
 BPA
 CSTA
 DECA
 Skills USA
 Etc

Are you currently employed?*

Yes
 No

Please check "Yes" if you are employed at ANY of the following: *

- an academic institution
- a non-academic learning or training organization (commercial or not-for-profit)
- a library
- a museum
- a government office, agency, or department that oversees public education OR workforce development

Yes
 No

Are you a teacher, instructor, or educator?*

Yes
 No

Please indicate your current job function:*

<-Select->

Gender

Male
 Female

<-Select->
<-Select->
Administrative support
Accounting or Finance
Sales or Marketing
Information Technology
Executive Management
Other

< Previous Submit Cancel

Registration Screen 5

Choose a purpose

Please ensure that students do not choose “Register to become a proctor.”

User Registration

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

Welcome to Certiport, Charles

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 ▶

Registration Screen 6 Summary

Students just need to hit finish.

User Registration

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

Congratulations Charles. You have successfully completed...

- ✓ Account Setup
- ✓ Personal Information
- ✓ Profile

Please be sure to keep your personal profile updated and visit the Certiport portal to access information regarding your certification(s) and the many other benefits available to you.

Finish

Adding Exam Group ID:

- This applies to students that just created an account, or had an existing account.
- Have the students enter the Exam Group ID that you provide them, and click Register Me.

The screenshot shows the Certiport website interface. At the top, there is a navigation bar with the Certiport logo, a user profile dropdown menu showing 'Welcome Charles!' and 'Test Candidate', and buttons for 'My Profile' and 'LOGOFF'. Below the navigation bar are two tabs: 'MY CERTIPOINT' (selected) and 'MY TRANSCRIPT'. The main content area features a banner with a woman sitting cross-legged with a laptop, and the text 'Show the world you did it. Send your transcripts to anyone, anytime. Click to view transcripts.' Below the banner is a 'Contacting Support:' section with two bullet points: 'For Test Candidates inside North America: Use the **Email** form or dial **(800) 497-8923**.' and 'For Test Candidates outside North America: Contact the **Solution Provider** in your area.' Below this is a link to 'frequently asked questions' and a checkbox for authorizing Certiport and its partners to view transcripts and contact regarding employment opportunities. The 'My Exams' section is highlighted with a red border and contains three sub-sections: 'CERTIFICATION EXAMS' with the message 'You have no assigned exam vouchers.', 'EXAM RESULTS' with the message 'No exams found.', and a section for adding an Exam Group ID. This section includes the text: 'If you have been asked to register for an Exam Group, you may do so by entering the Exam Group ID here. By joining an exam group you acknowledge that your exam results, along with certain personal information, may be made available to the owner of the exam group, the test center or institution.' Below this text is a text input field labeled 'Exam Group ID:' and a 'Register Me' button. To the right of the main content area is a sidebar with several promotional tiles: 'MY MESSAGES' (TOTAL: 2 UNREAD: 2, View Messages), 'LOCATE A CATC' (with a map icon), 'MICROSOFT OFFICE SPECIALIST WORLD CHAMPIONSHIP' (LEARN MORE), 'create' (with a woman's face and Adobe Certified Associate logo), 'my Certiport story' (with a woman's face), and 'Earn IACET Continuing Education Units' (with a woman's face). At the bottom right of the sidebar is a button labeled 'Exam Lengths'.

Accepting Students to Your Exam Group

- Sign in to Certiport with your teacher account.
- Change your role to teacher.
- Change the exam group as appropriate.
- Accept the students that are manually joining your group.

The screenshot shows the Certiport Teacher Community interface. At the top, the Certiport logo is displayed with the tagline 'A PEARSON VUE BUSINESS'. The user is logged in as 'Charles' with the role of 'Teacher'. The navigation menu includes 'MYCERTIPORT', 'EXAM GROUPS', 'BULK REGISTRATION', and 'REPORTS'. A welcome message reads 'Welcome to the Certiport Online Teacher Community.' The 'Exam Group Registration Information' section shows the 'Exam Groups' dropdown set to 'Do Not Use'. Below this, the 'Exam Group ID' is 2173480, 'Number of students expected' is 0, and 'Number of students enrolled' is 1. A table lists the enrolled student: Charles Henderson (login: escchenderson2, date enrolled: 9/17/2019, exams taken: 0, status: Pending). The status 'Pending' is highlighted in red, and a red arrow points to the 'Accept Remove' link. Below the table is a blue button labeled 'ADD ADDITIONAL USERS' and a 'FIND USERS' section with a search input field and a 'Submit' button. On the right side, there are sections for 'MY MESSAGES' (TOTAL: 0, UNREAD: 0), 'IMPORTANT NOTICES', and 'ADDITIONAL RESOURCES' including links to Exam Delivery Guide for Teachers, Bulk Registration Guide, Exam Policies, Quick Reference Guides, and Training Video Library.

CERTIPORT
A PEARSON VUE BUSINESS

Welcome Charles!
Teacher

MYCERTIPORT EXAM GROUPS BULK REGISTRATION REPORTS

Welcome to the Certiport Online Teacher Community.

Exam Group Registration Information

Exam Groups: Do Not Use

Exam Group ID: 2173480
Number of students expected: 0
Number of students enrolled: 1

Student Name	Login	Date Enrolled	Exams Taken	Status	
Henderson, Charles	escchenderson2	9/17/2019	0	Pending	Accept Remove

ADD ADDITIONAL USERS

FIND USERS

Find Enter a login name.

MY MESSAGES
TOTAL: 0 UNREAD: 0
[View Messages](#)

IMPORTANT NOTICES

Newsletter Archive

ADDITIONAL RESOURCES
The following links will open in a new window.

- ▶ Exam Delivery Guide for Teachers (Console 8) (PDF)
- ▶ Bulk Registration Guide (PDF)
- ▶ Exam Policies
- ▶ Quick Reference Guides
- ▶ Training Video Library