Step 1: Login to the website: https://certiport.pearsonvue.com/ and click on the Login/Register button.

Step 2: Click on "Register" under the "New Users" section.

Step 3: Choose English as your preferred language and United State as Your country. Agree to the Candidate agreement and fill in the captcha. Click Next.

Step 4: Fill in your personal information and create a username (STUDENT NUMBER) and password (CURRENT LOGIN PASSWORD IS RECOMMENDED). Finally create two security questions. Click Next.

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:*

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:* What is your mother's name?

Security Answer 1:*

Security Question 2:* In what city or town were you born?

Security Answer 2:*

[Previous] [Next] [Cancel]

Step 5: Fill in contact information using student email (STUDENTNUMBER@edu.leonschools.net) and home mailing address (Use the digital envelope for mailing address, ex. Line 1 is your house number and street). Click Next.

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: United States

CERTIPORT
A PEARSON VUE BUSINESS

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]

Step 6: Answer the following questions and fill in the appropriate numbers for the follow-up questions. Submit.

Step 7: Choose the "Take an exam or prepare for an exam" option.

Step 8: Click the register button for Certiport and the TYPE OF EXAM you are preparing for. IE. Microsoft, Adobe, etc.

Step 9: Click on the *Non-Disclosure Agreement*, Read, Accept and Submit.

Step 10: confirm that that you completed all the steps and click finish.

Step 11: Go to "My Certiport" tab on your Welcome Page.

Step 12: Scroll down to the bottom of the page and find the "Exam Group ID" box and add your Teacher's Exam Group ID for your Exam (TEACHER WILL PROVIDE).

My Exams

CERTIFICATION EXAMS

You have no assigned exam vouchers.

EXAM RESULTS

No exams found.

Taking an exam requires that you have an exam voucher. You may purchase an exam voucher here, or use an exam voucher you already have.

[Purchase Exam Voucher ▶]

If you already have an exam voucher or license code, you can assign it to yourself before taking the exam. Your assigned exam voucher or license codes are displayed above and may then be used to take an exam.

Voucher or license code: [   ]   [Assign Voucher or License To Me ▶]

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.

Exam Group ID: [   ]   [Register Me ▶]

Good luck on your Exam!