

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



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



### Login

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

Username:   
Password:   
Passwords are case sensitive.

### New Users

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

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.

A PEARSON VUE BUSINESS

### User Registration

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

Preferred language:

Country: \*

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](#)



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)

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).

Birthdate:\*  
Month  Day  Year   
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](http://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:\*

Step 5: Fill in contact information using student email ([STUDENTNUMBER@edu.leonschools.net](mailto: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:

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

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

**CERTIPORT**  
A PEARSON VUE BUSINESS

### 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?\*

Are you affiliated with any national student organizations?

Yes  
 No

[Previous](#) [Submit](#) [Cancel](#)

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

**CERTIPORT**  
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### User Registration

- Welcome to Certiport
- Account Setup
- Personal Information
- Profile
- Choose A Purpose**
- Program Registration
- Summary

**Welcome to Certiport,**  
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](#)

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

**CERTIPORT**  
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## User Registration

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

To take an exam, you must be registered with the certification program.

<b>Certiport</b>	You are registered.	<a href="#">Edit registration data</a>
IC3 (IC3)		
Business Fundamentals (BIZ)		
<b>Microsoft</b>	<a href="#">Register</a>	
Microsoft Office Specialist (MOS)		
Microsoft Technology Associate (MTA)		
Microsoft Certified Educator (MCE)		
<b>Adobe</b>	<a href="#">Register</a>	
Adobe Certified Associate (ACA)		
Adobe Certified Expert (ACE)		
<b>Intuit</b>	<a href="#">Register</a>	
Intuit QuickBooks (QBC)		
<b>Autodesk</b>	<a href="#">Register</a>	
Autodesk Certified User (ACU)		
Autodesk Certified Professional (ACP)		
<b>Toon Boom</b>	<a href="#">Register</a>	
Toon Boom Certified Associate (TCA)		

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

**CERTIPORT**  
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## Adobe Sponsor Registration

**ADOBE SPONSOR REGISTRATION**

*Non-Disclosure Agreement* Non-Disclosure agreement status: Not accepted  
You must accept the Non-Disclosure Agreement before you can take an exam.

[Submit](#) [Cancel](#)

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

The screenshot shows the Certiport user registration completion page. At the top is the Certiport logo with the tagline "A PEARSON VUE BUSINESS". Below the logo is the heading "User Registration". On the left is a vertical navigation menu with the following items: "Welcome to Certiport", "Account Setup", "Personal Information", "Profile", "Choose A Purpose", "Program Registration", and "Summary" (which is highlighted with a red arrow). To the right of the menu, under the heading "Congratulations", it says ". You have successfully completed...". Below this are four checked items: "Account Setup", "Personal Information", "Profile", and "Program Registration". A paragraph follows: "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." Below the paragraph is a yellow "Finish" button. At the bottom of the page is a dark footer containing the copyright notice "© 2018 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: "This website uses cookies. Continuing to use this website gives consent to cookies being used. For more information see our cookies policy."

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

The screenshot shows the Certiport Welcome Page. At the top left is the Certiport logo. To its right is a "Welcome" dropdown menu showing "Test Candidate" and a "My Profile" button. Further right is a "LOGOFF" button. Below the header is a navigation bar with "MY CERTIPORT" (highlighted) and "MY TRANSCRIPT" tabs. 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: "I authorize Certiport and its third-party partners to view my transcripts and contact me regarding potential employment opportunities." At the bottom left is a "My Exams" section with a sub-heading "CERTIFICATION EXAMS" and the text "You have no assigned exam vouchers." On the right side of the page is a sidebar with a "MY MESSAGES" section showing "TOTAL: 1 UNREAD: 1" and a "View Messages" link. Below that is a "LOCATE A CATC" button with a map icon. Further down are two links: "Microsoft Office Specialist World Championship" and "Adobe Certified Associate World Championship". At the bottom of the sidebar is a "my Certiport story" image featuring a woman's face.

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

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### CERTIFICATION EXAMS

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**You have no assigned exam vouchers.**

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### EXAM RESULTS

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**No exams found.**

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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 ▶](#)

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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 ▶](#)

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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!