Guide Summary
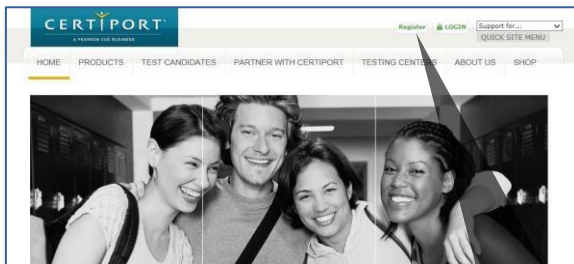
This Quick Reference Guide covers the process of registering a new Profile with Certiport, registering with each desired exam provider, and accepting the Non-Disclosure Agreement (NDA) for each provider.
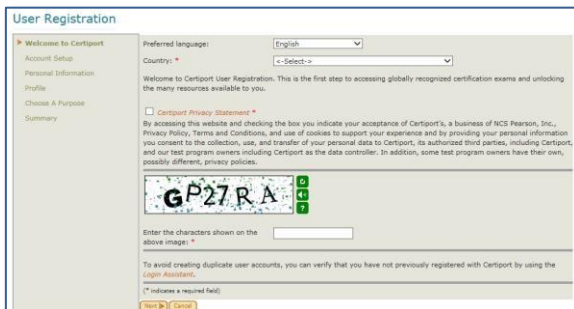
Registering a New Profile

1. To begin, navigate to the Certiport website at www.certiport.com.

2. Next, click on the green **"Register"** link in the top right-hand corner of the page.
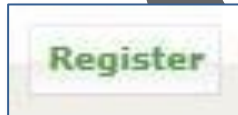

3. Complete all required fields on the first page of the User Registration Pathway - the **"Welcome"** page.


The Welcome Page asks for the following information:

- <u>Preferred Language:</u> *The item selected here will cause any pages within our website that have translations to appear in the language chosen. Please note that not all pages have been localized, and that the default language displayed if the translation does not exist will be English.*
- Country of Residence
- Certiport Privacy Statement
- CAPTCHA Security Verification

4. Next, complete the **"Account Setup"** page.
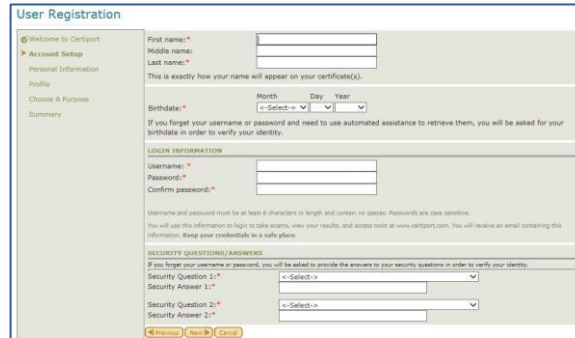
The Account Setup page is where you will enter your Name and Age, create your Username and Password, and select the Security Questions to be used for potential Account recovery.

5. The next step in the User Registration Pathway is to complete the **"Personal Information"** page.
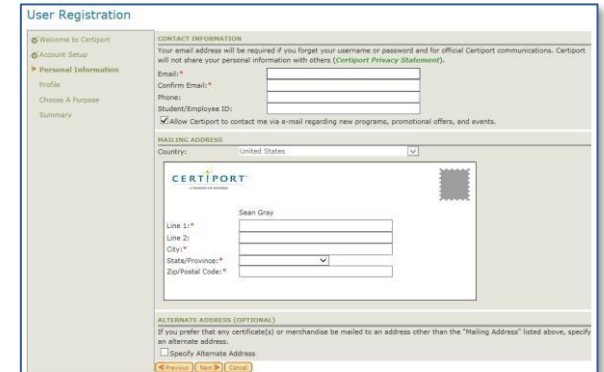
On the Personal Information page you will enter your contact E-mail Address, your Mailing Address, and specify any optional information such as Phone Number, Student ID, and Alternate Mailing Address.

6. Next, complete the **"Profile"** (demographic) page.
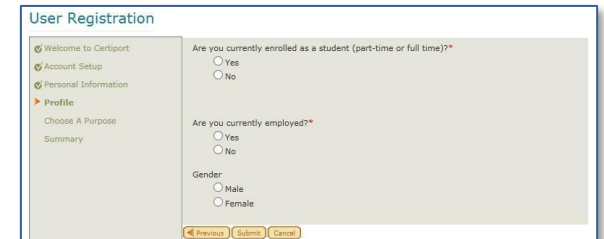
When you click **"Submit"** on the Profile page your account will be created and you will be sent an e-mail confirmation with your Username.

7. Complete the **"Purpose"** page.

The Purpose page is where you will indicate the types of activities you wish to perform under the new account. For Test Candidates, please checkmark **"Take an exam or prepare for an exam"** and then click **"Next"**.

Exam Program Registration & Accepting the NDA

You can save time and avoid disruptions when testing by completing the information on the **Program Registration** page now. Each exam program requires additional registration except for the IC3, which will automatically be populated from the previous steps. Registration for programs you will not be testing in may be skipped.

1. Click on the **"Register"** button for MICROSOFT in which you will be taking an exam. You can use your Certiport profile information to populate and submit


2. You will also be asked to sign the **NDA** (non-disclosure agreement) within each individual program registration page. It is possible to submit your information and be shown as "*registered*" on the Program Registration page without actually accepting the NDA for each program provider. Ensure you have completed the extra step of clicking on the NDA link in order to read and accept it.

3. When you have finished registering with each desired program provider and have accepted all corresponding NDAs click **"Next"**.

Note: The profile page can be accessed at any time to register for additional programs, or to go back and sign an NDA prior to testing.

4. The final page in the User Registration pathway is the **"Summary"** page. If you have completed all the steps in the pathway you may click **"Finish"**.
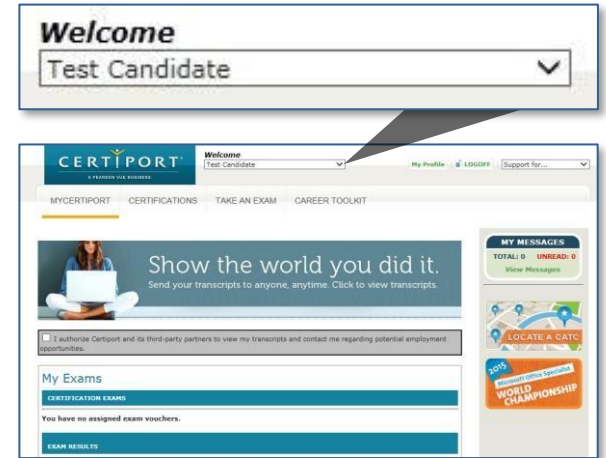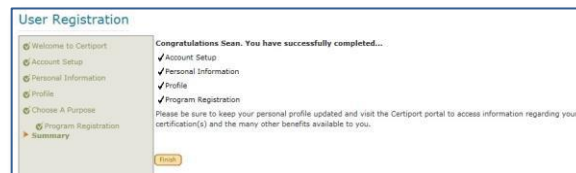
This guide only covers the User Registration process. For information on the features and tools available to you under this new role, please Contact to your University Focal Person or Email to info@TECEducationFoundation.org.pk