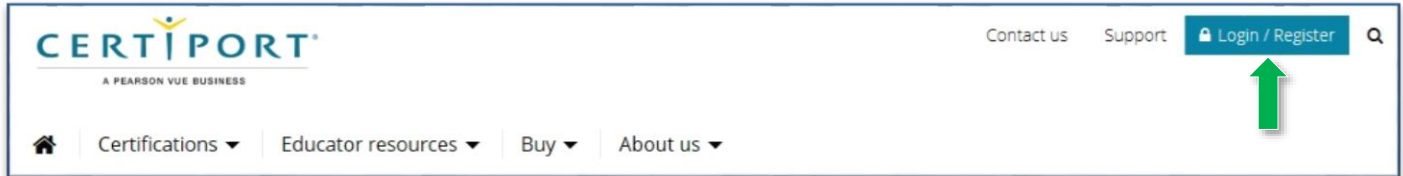


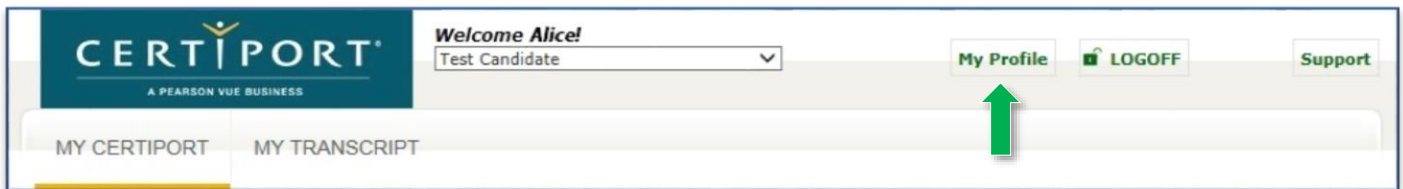
Log in to the Certiport Website

1. Navigate to www.certiport.com and click **Login/Register**. Log in using your Certiport **Username** and **Password**.



Obtaining your Microsoft Registration Information

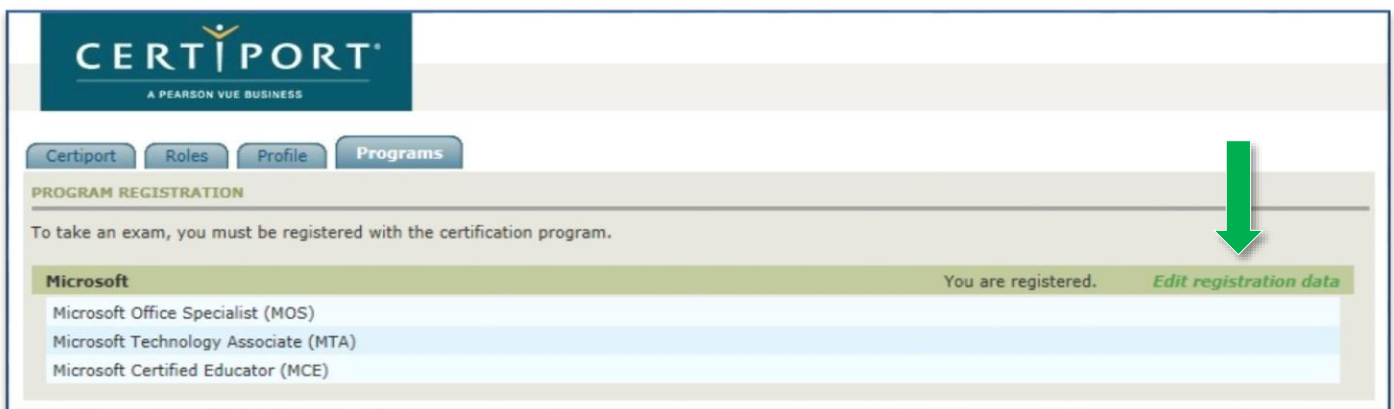
2. Once logged in, access your Profile by clicking on **My Profile**.



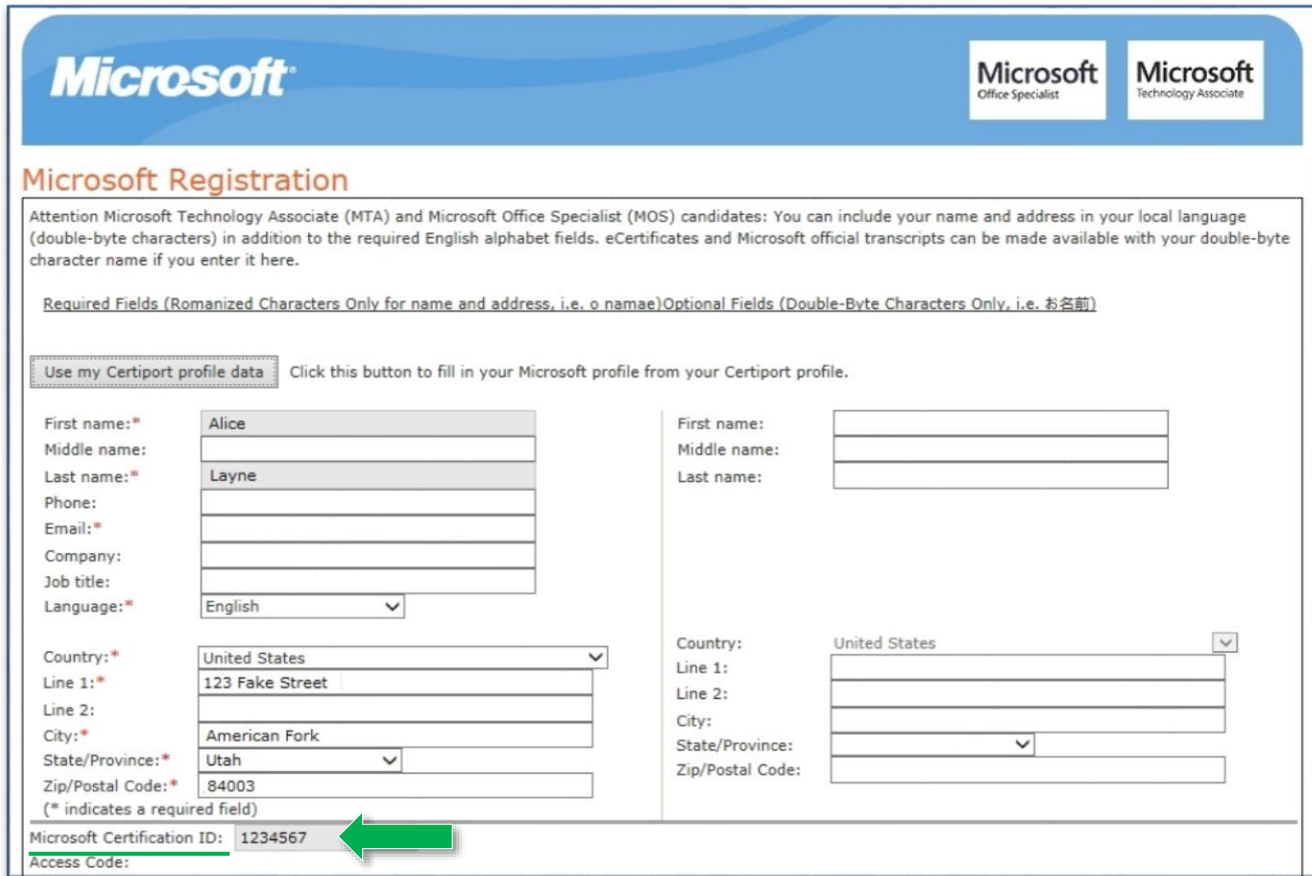
3. Click on the **Programs** tab to access your registration information.



4. Click on **Edit Registration Data** for the Microsoft program.



5. Locate your **MC ID** within the registration info.



Microsoft Registration

Attention Microsoft Technology Associate (MTA) and Microsoft Office Specialist (MOS) candidates: You can include your name and address in your local language (double-byte characters) in addition to the required English alphabet fields. eCertificates and Microsoft official transcripts can be made available with your double-byte character name if you enter it here.

Required Fields (Romanized Characters Only for name and address, i.e. o namae) Optional Fields (Double-Byte Characters Only, i.e. お名前)

Use my Certiport profile data Click this button to fill in your Microsoft profile from your Certiport profile.

First name:* Alice
 Middle name:
 Last name:* Layne
 Phone:
 Email:*
 Company:
 Job title:
 Language:* English
 Country:* United States
 Line 1:* 123 Fake Street
 Line 2:
 City:* American Fork
 State/Province:* Utah
 Zip/Postal Code:* 84003
 (* indicates a required field)

First name:
 Middle name:
 Last name:
 Country: United States
 Line 1:
 Line 2:
 City:
 State/Province:
 Zip/Postal Code:

Microsoft Certification ID: 1234567
 Access Code:

Frequently Asked Questions

Q: What is Microsoft’s website for Certified Professionals?

A: Navigate to <https://mcp.microsoft.com> – Please note that you will need to create a Microsoft Account to access the site.

Q: Why do I need the MCP website? What will I find there?

A: In addition to your Microsoft transcripts, the MCP site can also provide certification logos and more.

Q: Can I access my MOS (Microsoft Office Specialist) certificates on Microsoft’s website?

A: No. Certiport fulfills all Microsoft certificates.

Contacting Support

Find [Answers](#) Online

Test Candidates: 888.999.9830, Opt. 2 (M – F 6am to 5pm MT)

Customerservices@certiport.com

CATC Customer Service: 888.999.9830, Opt. 3 (M – F 7am to 5pm MT)

CATC Technical Support: 888.999.9830, Opt. 1 (M – F 6am to 5pm MT)