

Log in to the Certiport Website

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

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Obtaining your Microsoft Registration Information

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

		Welcome Alice! Test Candidate	~	My Profile	LOGOFF	Support
MY CERTIPORT	MY TRANSCRIPT					

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

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Certiport Roles Profile Programs	

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

CERTIPORT A PEARSON VUE BUSINESS		
Certiport Roles Profile Programs		
To take an exam, you must be registered with the certification program.		
Microsoft	You are registered.	Edit registration data
Microsoft Office Specialist (MOS)		
Microsoft Technology Associate (MTA)		
Microsoft Certified Educator (MCE)		

QRG – ACCESSING YOUR MC ID

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

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Required Fields (Romanize	ed Characters Only for name and addres	s, i.e. o namae)Optional Fields (Dou	ble-Byte Characters Only, i.e. お名前)	
Use my Certiport profile d	ata Click this button to fill in your Mic	rosoft profile from your Certiport pr	ofile.	
First name:* Alice	8	First name:		
Middle name:		Middle name:		
Last name:* Layr	ne	Last name:		
Phone:				
Email:*				
Company:				
Job title:				
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(* indicates a required fiel	d)			

Frequently Asked Questions

- Q: What is Microsoft's website for Certified Professionals?
- A: Navigate to <u>https://mcp.microsoft.com</u> 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) <u>Customerservices@certiport.com</u>

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) CERTIPORT

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