

Any person attending the Microsoft Certification classes must do the following prior to the start of the class.

- 1) Go to www.certiport.com
 - a. Register as a new user by clicking the Login/Register button at the top right
 - b. Click on Join for free
 - c. Complete the forms with your information

When the account is created you will come to the test candidate page and you will need to do the following to register for testing

- 1) On the top, click on My profile
 - a. On the Certiport tab, go to the bottom and click on edit
 - b. Checkmark the box that says specify mailing address
 - c. Enter your mailing address in the appropriate area (this is where your certification will be mailed)
 - d. At the bottom, click on submit
- 2) At the top, click on the programs tab
 - a. Click the register button next to Microsoft
 - b. Click on the use Certiport data button
 - c. Accept the non-disclosure agreement at the bottom
 - d. Click submit and finish

MAKE SURE TO HAVE YOUR USERNAME AND PASSWORD, IT WILL BE REQUIRED TO TAKE THE CERTIFICATION TEST.