CREATE A CERTIPORT ACCOUNT

You can only create your account if you have turned in your Certiport Permission Form

1. Open Firefox or Chrome browser
2. https://www.certiport.com/portal/SSL/Login.aspx
3. Register as a new user, unless you have previously created an account.
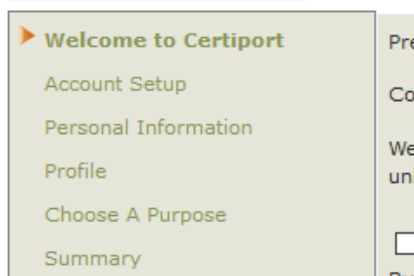
New Users

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

[Register]

4. Follow the remaining directions closely. I will walk you through each of the categories.

User Registration

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

5. **Welcome to Certiport Steps**
   - Preferred language: **English**
   - Country: **United States**
   - Accept the Certiport Privacy Statement
   - Enter the security characters provided
   - **Press NEXT**

6. **Account Setup Steps**
   All fields with a ***** *are required.*
   This information is for Certiport and needs to be 100% accurate.
   - Username and Password—Use your school computer information.
     i. Example: Username: **BL1234**
        Password: **BL-12345**
   - **Security Questions NEED to be something you can and will remember.**
     I don't have access to your Certiport account like I do all of your other accounts.
   - **Press NEXT**

7. **Personal Information**
   - Email: **use your PERSONAL email**
   - Mailing Address: **needs to be 100% accurate**
   - **Press NEXT**

8. **Profile**
   - Currently enrolled as a student: **YES**
   - How many years?: **Depends on your grade level**
   - **National Student Organization such as FFA, FBLA, etc...**

9. **Purpose and Summary**
   - **Read through and complete!**
   - **Now your Certiport account is created!**
   - **You will be able to access test results and your certificates.**