

Certiport To-Do List: (please print)

Welcome Back to School!

Below are a few items we recommend completing at the start of the school year.

Traditional Classroom

- Inspire and Engage** – Decorate your room and create a thermometer to reach a goal on the number of certifications earned in your classroom. To help decorate you can order your posters at www.certiport.com/programkit
- Be sure your computer lab is set up with the testing engine, **Compass**. You may need to arrange a day for your IT Staff to update your lab. Should you have any questions please let me know.

Please visit <https://certiport.pearsonvue.com/Support/Technical-requirements> to view the tech requirements for **Compass** prior to installing.



Manage Certiport Portal

- Is your Certiport default role set for Organization Administrator? If not here are the steps.
 1. Log in to Certiport, click on “My Profile”
 2. Click on “Roles” then “Edit”
 3. Locate “Organization Administrator” in the pull-down menu then click “Submit” the “Finish”
- Accept/Renew your Certiport Site License Agreement (Multiple Programs)
 1. Login to Certiport.com account
 2. Select Organization Administrator as your role from the drop-down menu at the top of the page
 3. Hover your mouse over the My Certiport tab and click on Licenses
 4. Click on the green Accept or Renew button
 5. Type your name at the bottom of agreement
 6. Click Accept

Clean up your Certiport School Association Page and GMetrix Admin Panel:

1. Log in to Certiport as an Organization Administrator
2. Hover over Org Profile and click on “Associations”
3. Remove anyone who is no longer at your school by clicking on the “X” next to his/her name
4. Log in to gmetrix.net/manage
5. Click on “User Accounts”
6. Remove anyone who is no longer at your school by clicking on the “X” next to his/her name

Virutal Classroom

In an effort to support customers and individuals to continue their education online in these extraordinary times, Certiport has developed a home-based assessment solution that allows for administered exams that Test Candidates can take from home, now extended until June 2022.

Review all Exams from Home Requirements -

<https://certiport.pearsonvue.com/Educator-resources/Exams-from-Home>

Schedule Students to take Virtual Exams by signing in as an Org. Admin at Certiport.com.

If you have any questions, please contact Nebraska Project Manager, Rita Porter at ritamporter@gmail.com.