

THE NEBRASKA MICROSOFT IT INITIATIVE

Step by Step Setup for Certiport and Compass

Step 1: Registration

- Individual
- School (ask Sara if your school is registered if you are not sure sara.cox@pearson.com)

Everyone who will need to proctor exams, run reports, and download the software needs to be associated with the testing center.

- Tab: **Org Profile – Associations**

Make sure you have a site license, or inventory, to deliver certifications. **You will only have one of these products assigned to your schools testing center.** Log into [Certiport.com](https://certiport.com), hover over “My Certiport” and select these products to see what you have.

If you have a Site License, make sure it is active. If you see a green radio button next to the license, your license is active, and you are ready. If it is not green, look in the top part of the screen and [accept the license agreement](#). (#6 on the Administrative Check on this link).

Step 2: Install Compass the Testing Engine

Getting your Computer Lab Ready – will most likely require assistance from your IT Staff

- Make sure [Compass](#), the software used to deliver certifications, is installed on your computers. If you are unfamiliar with how to install Compass, please refer to the [Compass User Guide](#), to walk you step-by-step through the installation process.
- Ensure the [Technical Requirements](#) of [Compass](#) have been met.
- Verify that exams have been installed into Compass. Again, the [Compass User Guide](#), starting on page 25, will walk you through the steps.

Step 3: Student Registration

Confirm your students have a Certiport account and know their username and password. If they do not have an account, they can use the instructions [here](#) to create accounts.

If you have a student who needs accommodations, follow [these instructions](#).

Step 4: Run reports and print certificates after a student has taken an exam

Print Certificates – print official certificates for your Test Candidates for up to one year.

<https://certiport.pearsonvue.com/CATCs/Print-certificates-and-score-reports.aspx>

Detail Group Reporting – Results (264) Plus – score, time, proctor, payment method, etc., on Test Candidates - up to four years of history.

<https://certiport.pearsonvue.com/CATCs/Run-reports-for-exam-results-and-groups.aspx>