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, 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