

Certification Testing Sign-Up

- Certiport.com
- Log/Register
- “New Users” section & click Register
- Fill out all * (required) information including “Country”, **YOUR STUDENT NUMBER IS YOUR 52 NUMBER- YOU MUST ENTER IT ACCURATELY**, Check Certiport privacy statement, and enter the captcha info.
- On next screen fill out * information again including- first/last name **(spelled exactly like FOCUS- no nicknames)**, birthday (must be accurate), and create a username and password you can remember- you will need this to start the test and to pull up your records for employers so it should be something you can remember long past graduation.
- On next screen fill out * information again including your email, mailing address (if you need to request another certification copy this needs to be accurate).
- On next screen fill out * Yes to full-time student (choose what grade you are in then “No” to student organization), Choose “No” for job & “Unemployed” even if you have one.
- On next screen, choose “Take an exam or prepare for an exam”. On next screen just choose “Next” at bottom no need to register for anything.
- Click Finish on next page then logoff at top right.

--This will be the username and password you need to log in to the actual test.