Guide Summary

Bulk Registration is a process that allows a **Teacher** to create numerous Certiport **Test Candidate** profiles at once. When used as instructed, this process will save time, promote uniformity, and reduce data entry errors. To use the Bulk Registration feature, you must already be associated to a Certiport Authorized Testing Center (CATC) and be designated as a Teacher (in addition to any other roles you may already have).

Process Summary & File Creation

This process will involve typing a list inside of Microsoft Excel, then exporting it as a special file type called **Unicode Text**. Converting the spreadsheet to this file type allows it to keep track of all the rows and columns by using tab stops to make that same sequence delimitation, which will then be in a format that we can seamlessly import to our database.

	A	B	C	D
1	Liddane	Layne	lliddane@example.net	123456
2	Janssen	Alice	ajanssen@example.net	123457
3	Kianu	Kai	kkianu@example.net	123458
4	Bensin	Braxton	bbensin@example.net	123459
5	Bensin	Brianna	bbensin2@example.net	123455
6	Atkinson	Hailey	hatkinson@example.net	123454

The example above is showing 6 records with all the required fields and employing one optional field (the Student ID in Column D). The **first name, last name, and email fields are required** (A, B, and C), however columns D through G are optional. If you do not use any optional columns please leave them blank. Additionally, if for example you were using the optional field G (Username) but no other optional fields, please enter it in D and leave the other columns blank (do not skip columns). Whether you are entering 10, 100, or 1000 users, the process will be the same.

- **Column A:** Last Name
- **Column B:** First Name
- **Column C:** Email
- **Column D:** Student ID (*optional* unless desired or your CATC is employing Exam Launch Requirements – see the Exam Launch Guide)
- **Column E:** Alternate Name (*optional*)
- **Column F:** Voucher (*optional*)
- **Column G:** Username (*optional*)

Note: *Do not include headers (column/row/field descriptions) in your worksheet. If you are using Office 2010, please delete the extra worksheets created by default before completing the next steps (Office 2013, 2016, 2019, and 365 only make one worksheet).*

*If you are unsure of what information to include in the optional fields, please contact **Certiport** or have the **Test Candidate** manually add that information after the Bulk Registration process is completed.*

1. Open Excel and enter the necessary information that you would like included in the profiles. **Note:** If you include the voucher field you must ensure the voucher has not been previously assigned, and that it is entered exactly as issued (with dashes).

Using Optional Usernames: If an exact Username is specified in an optional column, ensure the value contains only ASCII* characters. A specified Username will only be created if that Username doesn't already exist in our database. If it does exist, a slightly modified Username will still be generated based on the value you entered.

Leaving Usernames Blank: Usernames will be derived from the First and Last Names if not specified. If the "Alternate Name" field has a value, it will be based on that instead. Once the Username is created it can't be changed.

Note: *You may not use any double-byte or extended characters in the **First Name** and/or **Last Name** fields.*

ASCII: *Basically, this would include UNY character that is not A through Z. Dashes, tildes, apostrophes, and non-English characters would be prime examples of restricted types. Extra or erroneous spaces will also cause issues with the delimitation.*

2. **Exporting as Unicode:** Inside Excel, click on **File** and then **Save As**. Change the **Save as Type** to **Unicode Text**. Save the file to your desktop (the file name can be left default).
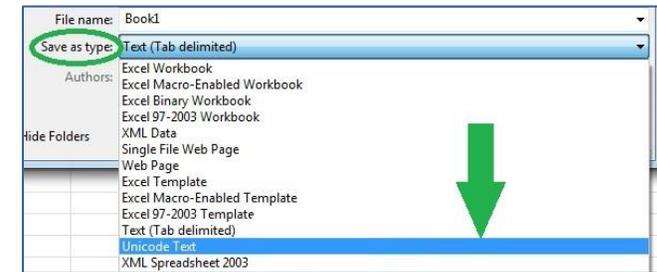
Teacher Login and Setup

Important: *For the next steps, please ensure that you turn off all pop-up blocker features in your browser. This includes ones that may be built into the browser, as well as all third-party toolbars such as Google, Yahoo, etc. which must also be disabled or uninstalled before proceeding. See the FAQ for more information.*

1. Navigate to www.certiport.com and click **Login**. Enter your Certiport credentials and click **Login**.
2. Click in the dropdown menu at the top of the screen and ensure your role is currently set to **Teacher**.

3. Then click on the **Bulk Registration** tab.



Uploading the Unicode File

Once you have created your Unicode file, it is time to upload your data to Certiport. It is essential that all steps are followed exactly or you will not be able to recover the automatically generated information.

1. Using the Bulk Registration page that you navigated to in the previous steps, ensure that your Center is set in the **Organization** dropdown, and verify that your address is appearing correctly as well.
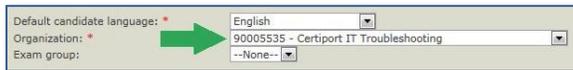
You may also pre-associate every profile created with this process to an Exam Group. If you already have an Exam Group created, simply select it from the dropdown on this page. Pre-association to an Exam Group here does not mean that the group number will automatically be paired with any given exam taken by the candidate. The group number will still need to be selected from the dropdown menu when a candidate launches an exam.

2. Next, click on the **Browse** button in the Import section and locate the Unicode file you previously saved to your desktop.
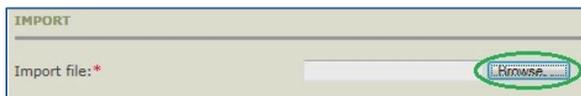
3. When finished click **Register**.

4. A success notification will appear in the bottom left-hand corner of the screen if it accepted your results. You can click **"View the results"** or **"save the results"**.

Note: *It is important to click on the **Save the results** link here. There will not be another chance to access this list so you must view or save it at that point in time. Saving the results will be in a text file, while viewing the results will allow you to print the results or print to a file. To avoid registering a candidate twice, please do not repeat this process if something goes wrong, contact Certiport first.*

"View Results" Screen

Completing the Registration

Additional information is required before testing after employing the **Bulk Registration** feature. Failure to do so may inhibit or prevent official correspondence to the test candidate, as well as fulfillment of certificates.

1. After you have uploaded your unicode file and retrieved your list of User Names and Passwords, please instruct each **Test Candidate** to log in to their newly created profiles at www.certiport.com to complete the registration process. Items such as the birthdate, address, email, secret questions, and program registration will all need to be manually appended to what was automatically entered via Bulk Registration.

FAQ

Q: Can we export from Excel to a CSV (comma separated variable) file?
A: No. CSV and Unicode files are the same except that one uses commas to distinguish where one field ends and the next one begins (delimitation), and the other uses tabs. We found that the Unicode format produced less errors after parsing (removing the commas or tabs), and was more compatible with proper names around the world, so we ended support for the CSV format.

Q: Why do we need to turn off all pop-up blockers?
A: The View Results screen appears as a separate window that could be treated as a pop-up. If the window is blocked or it gets hidden behind other windows, you could miss the chance to save the results (even though at that point they have been created in our database) which would force you to go through the Bulk Registration process again.

Contacting Support

Find Answers online or Contact Support through Phone, Email, or Live Chat. Support is available Monday through Friday 6am to 5pm MT