

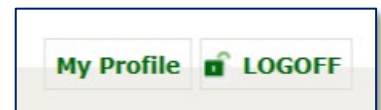
Guide Summary

The following instructions will guide you through the setup of the **Test Center Group Admin Role**, which will allow you to run and share reports that detail the exam results from one or more different participating Certiport Authorized Testing Centers (CATCs). New to Exam Groups? Please see our [Exam Groups guide](#).

Accepting the Role of the Test Center Group Admin

✓ **Note:** You must be an Organization Administrator within a CATC in order to view the results of another CATC, or to share your own results with another CATC.

1. Navigate to the Certiport home page at www.certiport.com and log in.
2. Click the **My Profile** button in the top right-hand corner.

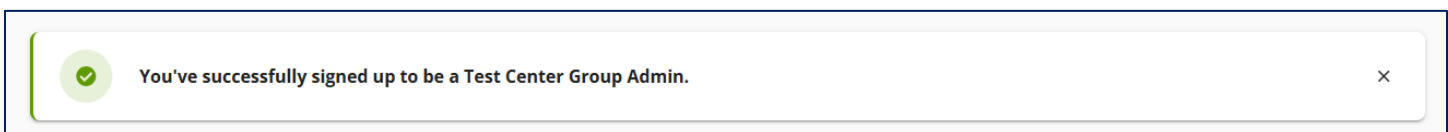


✓ **Important:** We are currently in the process of updating Portal (the authenticated/logged in area of our website). As such, some areas of the website will appear in our Classic look (shown above with the My Profile and Logoff buttons), and some will be updated to our “New Portal” with the blue & white theme and updated UI such as in the next few screenshot below. For more information please see our [Blog](#).

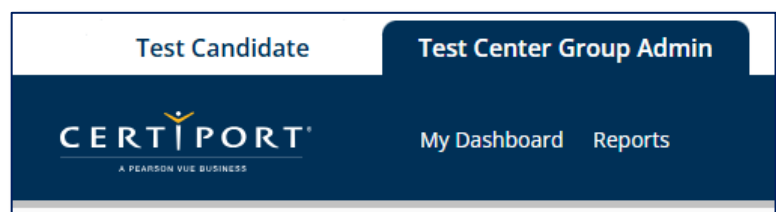
3. When your profile page appears, click the **Roles** tab.
4. Next, click on the **Register** button at the end of the row for Test Center Group Admin.



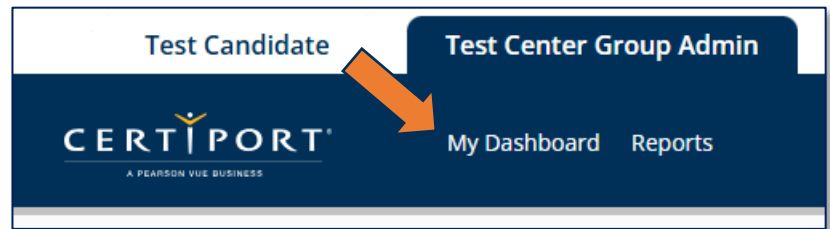
5. After clicking Register, you will see a confirmation notice indicating your success.



6. You now have the **Test Center Group Admin** role and will see it appear at the top of the page along with any other roles you may have.



- To use your new role to set up groups, ensure the Test Center Group Admin tab is selected and then click **My Dashboard**.

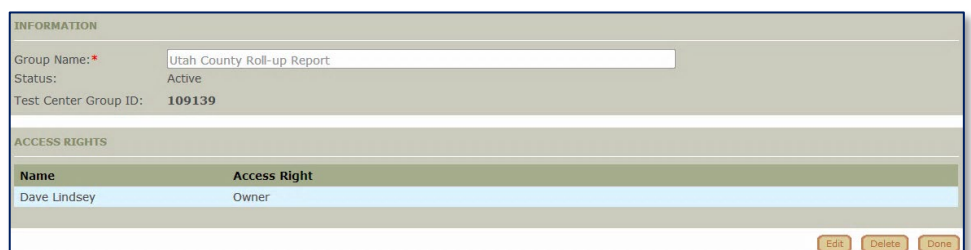


- ✓ **Important:** *At this point you will be redirected back to "Old" Portal and can continue with the preterite instructions below.*

Creating a Test Center Group

After clicking to become a Test Center Group Admin you will be taken to the Group Admin page under the new role. In order to view the exam results of another CATC, you must first start by creating a group. Any CATC that joins your group will be allowing you to view their results. Follow these steps to create a new group:


- Click the green **Create a Group** link.
- Name** the new test center Group.
- Set the **Status** of the group to Active or Inactive (optional).
- You will be added to the group's **Access Rights** by default as the **Owner**.
- Add additional users** who you wish to grant access rights to the Group.



Access Rights Details:

- To view the reports that this new Group will provide access to, you must be on the Access List.
 - Anyone added to the list must also be an Organization Administrator.
 - The Owner of the list must designate additional user Access Rights by selecting Owner, Editor, or Viewer.
 - If additional users want to create their own Test Groups, they must accept the Test Center Group Admin role as laid out in Section I of this document
6. Click **Update** to complete the process.

When you have completed this process, a **Test Center Group ID** will be generated (see pic). Please make a note of this number if you wish to employ the second method of invitation laid out on Page 3 of this document.

MY TEST CENTER GROUPS			
Test Center Group Name	Test Center Group ID	Status	Action
 Utah County Roll-up Report	109139	Active	View Test Centers

7. Ensure the information of your new group is correct, and then click the **Done** button when completed.



Back on the Group Admin page you will be able to view and manage the list of Test Center Groups you have created. Click the **pencil** icon to enter the edit menu.

Important Invitation and Group Membership Notes:

- To view the exam results of a CATC other than your own, an Organization Administrator from the desired center must accept the invitation sent to them from your Test Group, thereby granting access.
- If you wish to view, for example, the results of 10 different CATC's in a single report, you will need to send an invitation to an Organization Administrator from each one of those centers from your Test Group.
- If you wish to share exam results from your own center, the CATC requiring access to your info must create their own Test Group and then obtain your permission via one of the invitation methods laid out in this document.
- There are no restrictions on how many Test Center Groups you may create or join, nor are there restrictions on where each CATC group member may be located.
- The sharing of exam results via Test Groups is one-directional. Only CATC's joining a Test Group will be revealing their results. The CATC that created the group would not have their results divulged until they accepted their own invitation to a Test Group from a different CATC.

Inviting Test Centers to your Group

Now you may invite other Testing Centers to your newly created group so that they may share their exam results with your CATC. There are two methods in which to perform this action.

Method One:

1. Log in to www.certiport.com, select the **Test Center Group Admin** tab in the header and click the **My Dashboard** button to change roles.
2. Click **View Test Centers** at the end of the row of your desired Test Group.
3. Type in the **Certiport ID** of the CATC you wish to invite to your Test Group.

- ✓ **Note:** *Your currently selected CATC's Certiport ID (CID) can be found on the home page of the Organization Administrator role.*
4. Click **Invite Test Center**.
 5. At this point an **Organization Administrator** from the CATC you just sent the invite to must log in on their end and accept the invitation. The steps to perform this are as follows:
 - a. Navigate to www.certiport.com, log in, and select the Organization Administrator role from the dropdown at the top of the screen.
 - b. Mouse over the **Org Profile** tab.
 - c. Click the **Test Center Groups** dropdown.
 - d. Click the box: **I agree to share exam results with all test center groups in which this testing center is a member.**
 - e. If you are associated with multiple Testing Centers, you will need to select the correct CATC that is joining the Test Center Group.
 - f. Click **Accept** to finalize the sharing of exam results.

Utah County Roll-up Report	109139	Pending	Accept Reject
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Method Two:

In this method, your CATC will enter a Test Center Group ID number that was provided to you by another CATC that wishes to share their exam results with your center. If you have received a Group ID number, please perform the following:

1. Navigate to www.certiport.com and log in.
2. Choose the **Organization Administrator** role from the dropdown at the top of the screen.
3. Mouse over the **Org Profile** tab and then click on the dropdown for **Test Center Groups**.

4. Scroll to the bottom of the page and enter the **Group ID** number in the appropriate field.

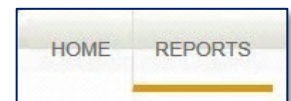
To join a Test Center Group, please enter the Group ID:

5. Click **Join**.
6. To complete the invitation, the Owner of the Test Center Group you just entered will perform steps 1 through 3 above and accept the invite on their end.

Reporting

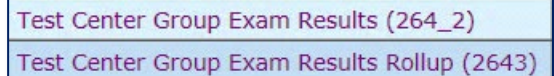
An Organization Administrator may run reports from any Test Center Group to which they have the access to. The reports may be filtered by date, program type, and pass/fail.

1. Navigate to www.certipoint.com and log in.
2. Change your role in the dropdown at the top of the screen to **Test Center Group Admin**.
3. Click the **Reports** tab.



You will have two reporting options available, the **Test Center Group Exam Results (264_2)** and the **Test Center Group Exam Results Rollup (2643)**:

4. Fill out the desired variables and click **View Report**.



Report: Test Center Group Exam Results Rollup (2643)

Start Date (limit 3 years)	<input type="text" value="3/1/2013 2:35:07 PM"/>	End Date	<input type="text" value="3/20/2014 2:35:07 PM"/>	<input type="button" value="View Report"/>
Test Center Group	<input type="text" value="Utah County Roll-up Report"/>	Test Center	<input type="text" value="Certiport"/>	
Program	<input type="text" value="Adobe"/>	Exam Level	<input type="text" value="Certification"/>	
Result	<input type="text" value="PASS"/>			

Additional Reference

Use the Test Center Group Admin Role for: Running Reports for Test Center Groups, managing or creating Test Center Groups, and sending out invitations requesting access (Method one).

Use the Organization Administrator Role for: Sending requests to join Test Groups (Method two), accepting incoming requests to join existing Test Groups, or terminating access to your exam results share with another CATC.

Contacting Support

Find [Answers](#) online or Contact Support through Phone, Email, or Live Chat.

Support is available Monday through Friday 6am to 5pm MT
