Guide Summary

This guide outlines the preliminary steps that a CATC (Certiport Authorized Testing Center) should follow to prepare for and administer any of Certiport’s certification exams for the first time.

Registering as a CATC

Follow these steps to register your organization as a CATC. For more information, visit the following site: www.certiport.com/go.

1. Navigate to www.certiport.com, click on the Educator Resources tab and click on the dropdown item to Get started as a test center.

2. After reviewing the Verify section, move on to section 2.

3. Create a Certiport user profile by following the directions under New users: Create a user account or see the Registration QRG.

4. After you create a profile, move on to the Returning users: Register your Certiport Center section and click on the Register a CATC link.

5. After logging in, the CATC registration will begin. Follow the prompts to complete the registration process.

6. You will receive a confirmation email from Certiport with further instructions to verify your account. The person who registers will become the CATC’s Organization Administrator.

Important: A CATC should become familiar with all of Certiport’s exam policies and technical requirements prior to administering an exam for the first time.

Note: Additional quick reference guides are available.

Managing Associations

To assign rights to your personnel, they need to be associated to your newly created CATC. The Roles you assign through this association will determine the rights they will have on behalf of your CATC.

Note: If you are using this guide just for the management of associations you may ignore the registration section.

1. Log in to www.certiport.com, and select the Organization Administrator role.

2. Hover over the Org Profile tab and click on the dropdown for Associations.

3. Using the Find Users tool on this page, search for the person you are adding to your organization (they must have already created a Certiport profile).

4. Click the Last Name of the person you are wanting to associate to your CATC.

5. In the Manage Associations list, assign the appropriate role(s). See details of each role.

You may assign a new User as a Proctor, but they must first accept the Proctor Agreement. The agreement can be accepted during the registration process if the “proctoring” purpose is selected. If a user did not accept the Proctor Agreement during registration, they can still do so afterwards by following these instructions:

a. Log in and click My Profile
b. Select the Roles tab
c. Click Become a Proctor
d. Read and Accept the Proctor Agreement

Need to set up Compass? See our install page.

Contacting Support

Find Answers online or Contact Support through Phone, Email, or Live Chat.

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