

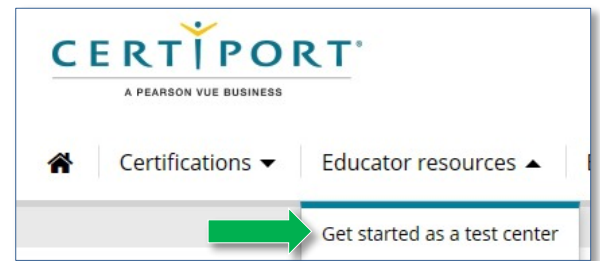
Guide Summary

This guide outlines the preliminary steps that a CATC (Certiport Authorized Testing Center) should follow to sign up to be a CATC and 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 **Certiport Basics** and **Verify** sections, move on to section 3.
3. Create a Certiport user profile by following the directions under **New users: Create a user account** or see the [Test Candidate Registration QRG](#).



- ✓ **Note:** A Test Candidate user account is the basis for all functions here at Certiport. Whether you will be the one just signing up your organization to be a CATC, or be the person managing it, or proctoring exams, or doing it all, a new user account is where everything begins.

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 also become the CATC's first **Organization Administrator**.

- ✓ **Important:** All CATCs should become familiar with all of Certiport's [exam policies](#) and [technical requirements](#) prior to administering an exam for the first time. If you work at an institution that is locked down, ensure that Certiport communications are not blocked by whitelisting: customerservices@certiport.com and noreply@certiport.com.

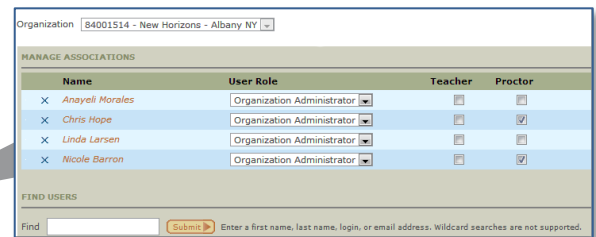
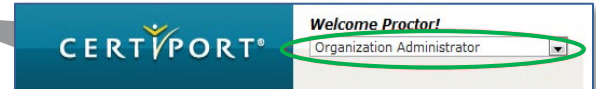
- ✓ **Tips:** Additional [quick reference guides](#) are available on a variety of topics.

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](#) (including becoming a Proctor).



✓ **Note:** *You may assign a new User as a Proctor at this point, but they must first obtain the Proctor role and 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

✓ **Important:** *After obtaining the Proctor role and signing the agreement, you must still follow the steps above to associate the Proctor to your CATC and then checkmark the Proctor box once they have been added.*

✓ **Tip:** *Do you need to set up an exam delivery system next? See our [Choosing a delivery system](#) 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