



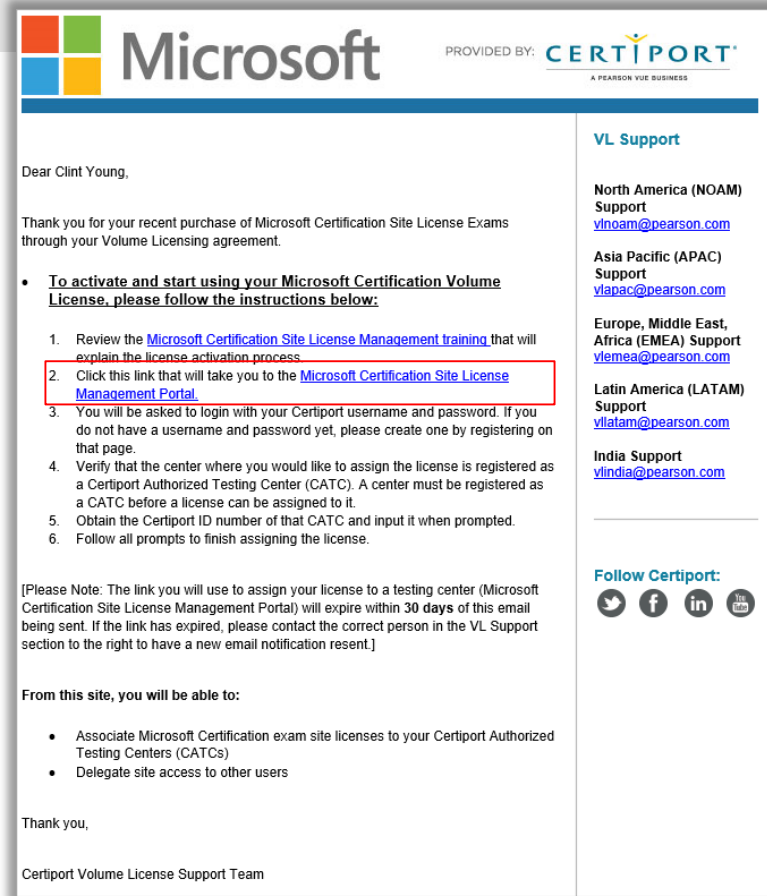
# Getting Started VL Microsoft Certification

# Order Confirmation Email

You should have received a email, like the image displayed to the right, from [customerservices@certiport.com](mailto:customerservices@certiport.com). (Please check your spam folder if you haven't.)

The links on the email will expire in 30 days. If you require an extension, please reply to [customerservices@certiport.com](mailto:customerservices@certiport.com).

The link in “**Step 2**” of the email will take you to [www.certiport.com](http://www.certiport.com). From there, you will register yourself by creating a username and password to gain access to the VL portal.



The screenshot shows an email from Microsoft Certiport. The header includes the Microsoft logo and the Certiport logo with the text "PROVIDED BY: CERTIPOINT A PEARSON VUE BUSINESS". The email is addressed to "Dear Clint Young," and thanks the recipient for their recent purchase of Microsoft Certification Site License Exams. It provides instructions on how to activate and start using the license, with a list of steps. Step 2, "Click this link that will take you to the Microsoft Certification Site License Management Portal," is highlighted with a red box. The email also includes contact information for VL Support in various regions (North America, Asia Pacific, Europe, Middle East, Africa, Latin America, India) and social media links for Certiport.

**Microsoft** PROVIDED BY: **CERTIPOINT**  
A PEARSON VUE BUSINESS

Dear Clint Young,

Thank you for your recent purchase of Microsoft Certification Site License Exams through your Volume Licensing agreement.

- **To activate and start using your Microsoft Certification Volume License, please follow the instructions below:**
  1. Review the [Microsoft Certification Site License Management training](#) that will explain the license activation process.
  2. Click this link that will take you to the [Microsoft Certification Site License Management Portal](#).
  3. You will be asked to login with your Certiport username and password. If you do not have a username and password yet, please create one by registering on that page.
  4. Verify that the center where you would like to assign the license is registered as a Certiport Authorized Testing Center (CATC). A center must be registered as a CATC before a license can be assigned to it.
  5. Obtain the Certiport ID number of that CATC and input it when prompted.
  6. Follow all prompts to finish assigning the license.

[Please Note: The link you will use to assign your license to a testing center (Microsoft Certification Site License Management Portal) will expire within 30 days of this email being sent. If the link has expired, please contact the correct person in the VL Support section to the right to have a new email notification resent.]

**From this site, you will be able to:**

- Associate Microsoft Certification exam site licenses to your Certiport Authorized Testing Centers (CATCs)
- Delegate site access to other users

Thank you,

Certiport Volume License Support Team

**VL Support**

**North America (NOAM) Support**  
[vlnoam@pearson.com](mailto:vlnoam@pearson.com)


**Asia Pacific (APAC) Support**  
[vlapac@pearson.com](mailto:vlapac@pearson.com)

**Europe, Middle East, Africa (EMEA) Support**  
[vlmea@pearson.com](mailto:vlmea@pearson.com)

**Latin America (LATAM) Support**  
[vllatam@pearson.com](mailto:vllatam@pearson.com)

**India Support**  
[vlindia@pearson.com](mailto:vlindia@pearson.com)

**Follow Certiport:**



# Your VL Portal

After you have registered with Certiport, you will be taken to the VL portal. On the VL portal, you have the rights to assign the Certification Exam Site License(s) to the institution(s) you have designated.

1. If you prefer to delegate this responsibility to someone else, you may do so by clicking **"Delegate"**.
  - A. For instruction on delegating responsibility, go to slide 4.
2. To assign the Exam Site Licenses to your institutions, click **"Select"**.
  - A. For instructions on assigning Exam Site Licenses, go to slide 5.



**CERTIPORT**  
A PEARSON VUE BUSINESS

Welcome Lori!  
Microsoft VL Management My Profile

MANAGE ORDERS DELEGATE

**Microsoft** PROVIDED BY: **CERTIPORT**  
A PEARSON VUE BUSINESS

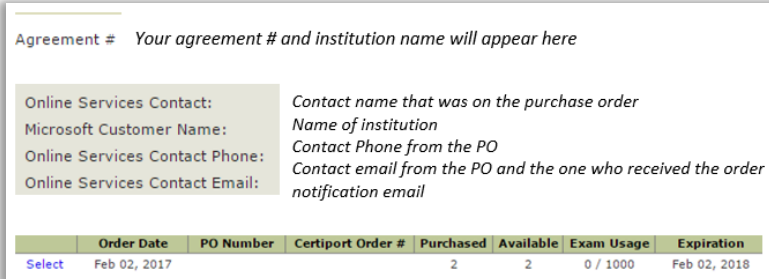
Welcome to the Microsoft Certification Site License Management Portal provided by Certiport. This portal will help you administer Certification Site License orders which have been purchased through your volume license agreement with Microsoft.

To delegate access to another administrator to manage Site License assignment, you will use the Delegate tab within this portal.

To assign a site license or view details of a volume license order, please select the desired agreement number from the dropdown menu below. Then, you may Select an order to go to the order detail page.

From the detail view, you will be able to view Site Licenses which have been assigned and assign any available Site Licenses.

[Volume License Order Management](#)



Agreement # *Your agreement # and institution name will appear here*

Online Services Contact: *Contact name that was on the purchase order*  
Microsoft Customer Name: *Name of institution*  
Online Services Contact Phone: *Contact Phone from the PO*  
Online Services Contact Email: *Contact email from the PO and the one who received the order notification email*

	Order Date	PO Number	Certiport Order #	Purchased	Available	Exam Usage	Expiration
Select	Feb 02, 2017			2	2	0 / 1000	Feb 02, 2018

# Delegating Responsibility

To delegate responsibility, the individual that you would like to delegate to will need to register at [www.certiport.com](http://www.certiport.com).

After they have completed their registration, they will need to provide you with their Certiport username.

1. You would then log in to Certiport and click on the "Delegate" tab.
2. Click "Add User".
3. Type in their Certiport username in the white box and click "Find".
4. Their full name will appear below. Then click "Delegate/Notify".

The image displays three screenshots of the Certiport web interface, illustrating the steps for delegating responsibility. Each step is marked with a green box containing a number.

**Step 1:** The first screenshot shows the Certiport user interface. The "DELEGATE" tab is highlighted with a red box. The user is logged in as "Lorif" with "Microsoft VL Management" access.

**Step 2:** The second screenshot shows the "Microsoft" page with the "Add User" button highlighted in a red box. The page text explains that users can be given Owner or Manager access and provides instructions on how to grant management access.

**Step 3:** The third screenshot shows the "DELEGATE OPTION" form. The "Provide User Name" section is selected. The "Certiport User Name" field is highlighted in a red box, and the "Find" button is also highlighted. The "Notify User" section is also visible.

**Step 4:** The fourth screenshot shows the bottom of the "DELEGATE OPTION" form. The "Delegate/Notify" button is highlighted in a red box, along with the "Cancel" button.

# Assigning Certification Exam Site Licenses

Prior to assigning any Exam Site License(s), your institution(s) must be registered as a Certiport Authorized Testing Center (CATC) \*.

1. Once a site is registered as a CATC, log in at Certiport. Within your VL Account Portal, click **"Select"**.
2. Click **"Assign"**.
3. Type in the organization's Certiport ID and click **"Find"**.
4. The name of the institution will appear below the box.
5. Click **"Assign/Notify"**.

\*Instructions on how to register your institution as a CATC can be found on slides 6 – 7.

1.

Order Date	PO Number	Certiport Order #	Purchased	Available	Exam Usage	Expiration
Feb 02, 2017			2	2	0 / 1000	Feb 02, 2018

2.

Product Name	Purchased	Available	Exam Usage	Expiration	Action
MOS Certification Site Pack - 500 exams	2	2	0 / 1000	Feb 02, 2018	Assign

3.

Assignment Method

Certiport Authorized Testing Center

Enter the testing center's Certiport ID and select *Find* to verify the testing center name.  
If the testing center name is correct, select *Assign* below.

Certiport ID:

Name:

Note: All testing center administrators will receive an email notification.

Notify Institutional Administrator

Enter the information so that Institutional Administrator's information in the fields below to send a notification of the available Site License. An email will be sent to the individual with the instructions on how to proceed.

Institution Admin:

Institution:

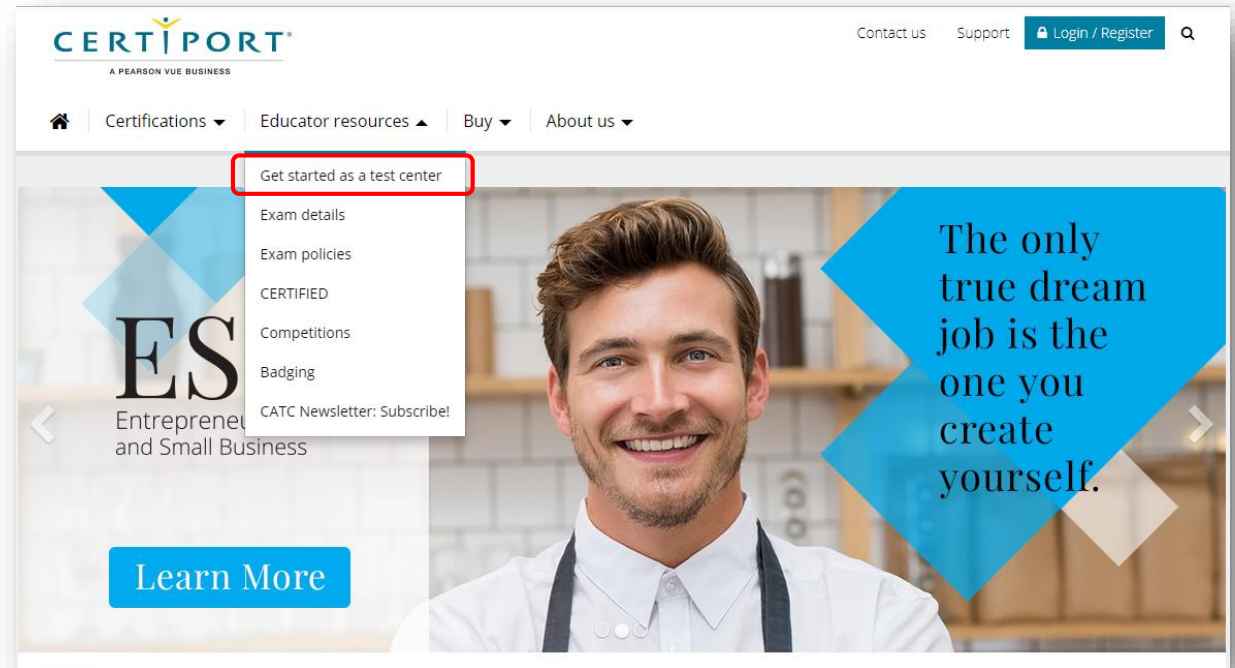
Email:

Send me a copy of the email.

4.

# Registering Your Institution

- Go to [www.certiport.com](http://www.certiport.com).
- Click on the “Educator resources” tab and click on “Get started as a test center”.



# Registering Your Institution

1. [Register a CATC](#)
2. **Log in** with your user account. If you have not previously registered a user account, see the **Create a user** account section.
3. Select your **country** and whether you are registering a **Certiport Center** or a **Child Center**. If you are unsure which type of center you should be registering, contact [support](#) or a [Certiport Solution Partner](#).
4. Select your **sector** and verify accuracy by reading the definition on the right side of the screen.
5. Enter the **organization name** and other pertinent account information.
6. Accept the Certiport Center Agreement by typing your name at the bottom.
7. Click **Accept**.

The screenshot displays the Certiport website interface for becoming an Authorized Testing Center (ATC). The page title is "Become a Certiport Authorized Testing Center (ATC)". A navigation menu at the top includes "Certifications", "Educator resources", "Buy", and "About us". A sidebar on the left lists "Exam details", "Exam policies", "CERTIFIED", "Competitions", "Badging", and "CATC Newsletter: Subscribe!". The main content area features a "Get started as a test center" button and a list of steps. Step 1, "Verify", is highlighted with a red circle and includes a warning box: "Avoid creating a duplicate test center account. Make sure to verify that your organization has not previously registered. For assistance, contact support or a Certiport Solution Provider." Step 2, "Register a new testing center", is also highlighted with a red circle and includes a dropdown menu with options "New users: Create a user account" and "Returning users: Register your Certiport Center". The "Returning users" section lists steps 1 through 7, which correspond to the instructions in the adjacent text.

# Certiport Authorized Testing Center Portal

Your site portal has now been created. Within the “**Organization**” field prior to your institution's name is the unique Certiport ID. You may now assign the Exam Site Licenses available in your VL portal.

The screenshot displays the Certiport Organization Administrator interface. At the top left is the Certiport logo with the tagline "A PEARSON VUE BUSINESS". To the right, a welcome message "Welcome Jane!" is shown above a dropdown menu currently displaying "Organization Administrator". Further right are buttons for "My Profile" and "LOGOFF". A horizontal navigation bar contains tabs for "MY CERTIPORT", "PURCHASE", "REPORTS", "TRAINING & TOOLS", "ORG PROFILE", and "EXAM GROUPS", with "MY CERTIPORT" being the active tab. The main content area features a large banner with a photo of a woman at a laptop, the text "Welcome to the Certiport Organization web page.", and a sub-header: "From here you can manage your organization, view configuration settings, and purchase exams." Below this banner, the "Organization" field is highlighted with a red box and contains the ID "90075320", followed by a dropdown menu showing "Main Street High School" and a "Sort" link. At the bottom left, it indicates "Customer type: CATC" and at the bottom right, "Account status: Active". On the right side, there are two vertical panels: "IMPORTANT NOTICES" with a "Newsletter Archive" link and a photo of a woman, and "NEW PRODUCTS" with a gear icon.



