

Certiprep instructions

IMPORTANT! BEFORE INSTALLATION

Certiprep for Microsoft® Office Certifications functions best when the following conditions are met:

- **Certiprep is accessed through the Internet.** A high-speed connection is recommended for peak performance.
- **Before launching Certiprep, you must hide your taskbar.** (Right-click on an empty area of your task bar and select Properties. In the properties, place a check mark in the option for Auto-hide the Taskbar. Hiding the taskbar allows you to move unencumbered through the application.)
- **If your computer system uses dual monitors,** you must disable dual-monitor mode before using Certiprep.
- **If your computer system uses a firewall,** you may need to disable it in order to use Certiprep.

To see a full list of technical requirements and FAQs, including **score-report printing**, visit www.certiport.com/certiprepReadNow.

OVERVIEW

Certiprep for Microsoft® Office Certifications is a preparation tool designed to familiarize you with the style and experience of Microsoft® Office Specialist certification exams. Through hands-on exercises, Certiprep assesses your computer skills as they align with the objectives of the Microsoft® Office Specialist certification exams. Certiprep features two modes – a Practice Test mode and a Learning Mode – for the very best in self-paced learning and certification exam simulation.

The Certiprep Single User license allows Certiprep to be used on any computer, at any location using a web browser. The Single User license is valid for *only one user*. Once the license is registered to a user, only the registered user may access and use the license. However, the same user may use the product on any number of machines. The license will be associated with the user's account and will be automatically recognized each time he or she uses Certiprep for the duration of the license period.

SYSTEM REQUIREMENTS

OS: Windows® XP, Windows® Vista®, or Windows® 7

Disk Space: 3 MB

Display: 1024 x 768 resolution or better

Microsoft® .NET 1.1 or greater required

USER GUIDE

Download instructions for launching and using Certiprep in the User Guide:
www.certiport.com/portal/common/documentlibrary/certiprep07_User_Guide.pdf

INSTALLATION and USE

1. Download and save to the desktop, the Certiprep 2X Installation file from <ftp://ftp.certiport.com/certiprep/TerminalServices/CertiprepSetup.exe>.
2. Double click the downloaded file to initiate installation.
3. You will receive a dialog box asking if your system uses a proxy server. If not click no and continue with installation. If so click yes. Fill out the proxy information and then read the below "**Proxy File**" under support to finish configuration.
4. Installation places an icon labeled "Certiprep Launcher" on your desktop. Click the "Certiprep Launcher" icon to launch Certiprep.
5. The Certiprep application will initiate and ask you for a username and password
 - a. If you already have a user account with Certiport, enter your username and password, and click "Login."
 - b. If you do not have an account with Certiport, click the "Register User" link. You will be taken to the Certiport website to register. Enter your information, including a selected username and password. Once registration is completed, you will be returned to the Certiprep login page. Enter your new username and password, and click "Login."
6. Once you are logged in, you will be presented with a list of available Learning Mode and Practice Test options. Select the desired activity.
7. The first time you access Certiprep, you will be prompted to enter your license number. Your license key is provided at the end of this email. Enter the license key and click "OK".
8. The test will begin.

SUPPORT

Installation & Technical Issues: If you require technical support regarding installation or other technical issues surrounding the performance of your product, please visit the Certiport Support website at www.certiport.com/certiprepReadNow, where you have access to Support documentation and live-chat eSupport.

Product Feature Use: If you have questions regarding Certiprep usage or product features, please email customerservices@certiport.com or call 888-222-7890.

Proxy File:

***** **PROXY SERVER README FOR CERTIPREP LAUNCHER** *****

INTRODUCTION In some network environments, proxy servers are used to insulate internal network components from the Internet. Due to this fact, you may need to configure your Certiprep Launcher to utilize your proxy server to reach the Certiprep application.

CONFIGURATION During setup of the Certiprep Launcher you selected **Yes** when asked if your environment uses a proxy server. You can now configure the appropriate proxy server information for your network. Since every network environment is different you will need to contact your network administrator for the proper proxy server information. This information is used by the Certiprep Launcher to establish a network connection to the Certiprep Terminal Servers that host the Certiprep application you are attempting to access. Sometimes it may be necessary to change your proxy server configuration. If you need to change the proxy configuration of the Certiprep Launcher, you may do so by following the procedure below.

- 1.) If you still have the CertiprepSetup.exe file that you downloaded to install the Certiprep Launcher, you may simply run it again, and it will prompt you if you need to change your proxy settings.
- 2.) If you have deleted the CertiprepSetup.exe file, you can download it again by going to <ftp://ftp.certiport.com/certiprep/terminalservices/certiprepsetup.exe>.

IMPORTANT NOTE: The proxy server information you enter during the setup process of the Certiprep Launcher is partially passed to the 2X Application. The 2X Application is the program used to deliver the Certiprep application to your computer as though it were installed locally on your computer. If your proxy server requires you to present a username and password to it, you will need to configure this information separately in the 2X Application. To configure proxy server information for 2X perform the following steps.

- 1.) Click Start, All Programs, 2X, then 2X Application Server Client.
- 2.) On the tool bar click the tab "Farm Properties".
- 3.) Select the **Network** sub tab and configure the appropriate proxy server information for your network. You may need to contact your network administrator for the appropriate information. Please do not change any of the information on the **Connection** tab of the **Farm Properties**. This information is pre-populated by the Certiprep Launcher and should never be changed.

Technical Information for your network administrator

The Certiprep Launcher utilizes TCP Port 80 to establish communication with our servers. Once this communication is established the 2X Application utilizes TCP port 443 to deliver the Certiprep application to your computer. It may be necessary for your administrator to allow communication on these ports through your proxy server.

Certiport Customer Support

Phone: (801) 847-3100

Toll Free: (888)999-9830, option 9

Technical Inbox: technicalsupport@certiport.com

NOTE: Your feedback is always welcome; it will help the Certiport Operations team serve you better.

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