Bulk Registration is a process that allows a **Teacher** to create numerous Certiport **Test Candidate** profiles at once. When used as instructed, this process will save time, promote uniformity, and reduce data entry errors. To use the Bulk Registration feature, you must already be associated to a Certiport Authorized Testing Center and be designated as a **Teacher** in addition to any other roles.

File Creation Process

This process will involve typing a list inside of Microsoft Excel, then exporting it as a special file type called a **CSV File** (comma separated values). Using Excel allows it to make the distinction of where one field ends and the next one begins by separating it in to rows and columns, then when exported to the CSV file format, it uses commas to make that same distinction. When uploaded to us, the commas are parsed out so it can be seamlessly added to our database. Whether you are entering 10, 100 or 1000 users, this process will be the same.

	A	B	C	D	E	F
1	Smith	Jack	123456			
2	Black	Joe	123457			
3	Barton	Amy	123458			
4	McDonald	Jenny	123459			
5	Benson	Jerry	123455			
6	Daughtry	Hailey	123454			

The example in the table shown above includes 6 names and one optional field (in this case the Student ID in Column C). The **first and last name fields are required** (A and B), however columns C through F are optional and if you are not planning on using them please leave them blank. Additionally, if for example you were using the optional field D but no other optional fields, please enter it in D and leave the other columns blank. The columns should contain the following information:

- **Column A:** Last Name
- **Column B:** First Name

- **Column C:** Student ID (*optional* unless employing Exam Launch Requirements)
- **Column D:** Alternate Name (*optional*)
- **Column E:** Voucher (*optional*)
- **Column F:** User Name (*optional*)

Note: *Do not include a header (column/field description name) in your worksheet. If you are using Office 2010, please delete the extra worksheets created by default before completing the next steps - (Office 2013 and Office 2016 only make one worksheet).*

*If you are unsure of what information to include in the optional fields please call in to **Certiport**, or have the **Test Candidate** manually add that information after the Bulk Registration process is completed (this particular info cannot be appended by you under the Teacher role).*

1. Open Excel and enter the necessary information that you would like included in your profiles. If you include the voucher field you must ensure the voucher has not been previously assigned, and that it is entered exactly as issued (with dashes). The Login Information: Username and Password, will be **automatically generated**.

The User Name (Login) will be derived from the First Name and Last Name fields. If the Alternate Name field has a value, the User Name will be based on that. If a User Name is specified, this value must only contain ASCII characters, and will be used only if that Username doesn't already exist. If it does exist, a modified Username will still be generated based on the value you entered. Once the Username is created it can't be changed, however the password can be changed by the Test Candidate.

Note: *You may not use any double-byte or extended characters in the **First Name** and/or **Last Name** fields.*

*Basically this would include ANY character that is not A through Z. Dashes, tildes, apostrophes, and non-English characters would be prime examples of restricted types. Extra or erroneous spaces will also cause issues with the delimitation. If you have to include such a character, you must follow the instructions pertaining to the creation of a Unicode formatted file as outlined in **Step 3**.*

2. **Exporting as CSV:** After the data is entered, it is time to export your worksheet to a CSV file. Inside Excel, click on **File** and then **Save As**. Change the **Save as Type** and choose the **CSV (Comma delimited)** option. Save the file to your desktop (the file name may be left default).

3. **Exporting as Unicode:** Only use this option if you
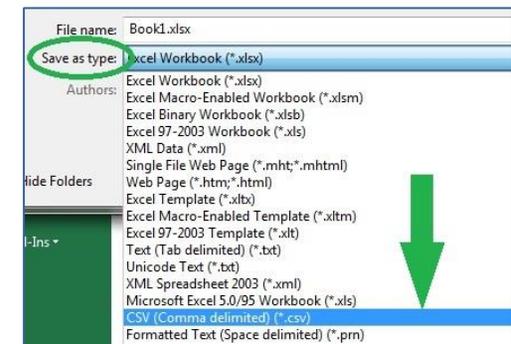
must include special or extended characters in the **First Name** and/or **Last Name** fields. Inside Excel, click on **File** and then **Save As**. Change the **Save as Type** to **Unicode Text**. Save the file to your desktop (the file name can be left default).
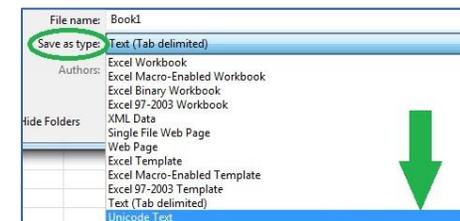
The Unicode format is not unlike the CSV format; it simply uses tab stops to delimit the data (make the distinction between fields) as opposed to a comma.

Teacher Login and Setup

For the next steps, please ensure that you are only using Internet Explorer version 11. Additionally, please turn off all pop-up blocker features. This includes the one built in to Internet Explorer, as well as all third-party toolbars such as Google, Yahoo, etc. which must also be disabled or uninstalled before proceeding.

1. Navigate to www.certiport.com and click **Login**. Enter your Certiport credentials and click **Login**.

2. Click in the dropdown menu at the top of the screen and ensure your role is currently set to **Teacher**.


3. Then click on the **Bulk Registration** tab.

Uploading the CSV File

Once you have created your CSV or Unicode file, it is time to upload your data to Certiport. It is essential that all steps are followed exactly or you will not be able to recover the automatically generated information.

1. Using the Bulk Registration page that you navigated to in the previous steps, ensure that your Center is set in the **Organization** dropdown, and verify that your address is appearing correctly as well.
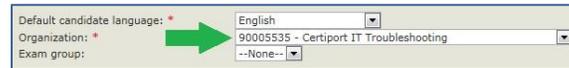
You may pre-associate every profile created with an Exam Group. If you already have an Exam Group created, simply select it from the dropdown on this page. Pre-association to an Exam Group here does not mean that the group number will automatically be paired with any given test taken by the candidate. The group number will still need to be selected from the dropdown menu when launching every exam, even when used in Offline Mode.

Note: *Pre-associating users to an Exam Group is not optional when it is used in conjunction with Console 8 in Offline Mode. You must create and select an eligible Offline Exam Group at this point. Click here for the Exam Groups QRG.*
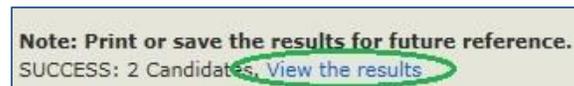
2. Next, click on the **Browse** button in the Import section and locate the CSV or Unicode file you previously saved to your desktop.
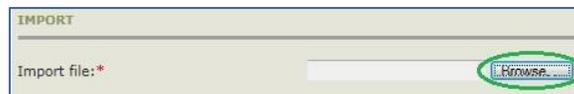

3. When finished click **Register**.

4. A success notification will appear in the bottom left-hand corner of the screen if it accepted your results. **You must click on the link to "View the results".**

Note: *It is very important to click on the **View the results** link here, which will bring up a list of your uploaded profiles. There will not be another chance to see this list - you must view, print and/or save it at this time. To avoid registering a candidate twice, please do not repeat this process if something goes wrong, contact Certiport first.*
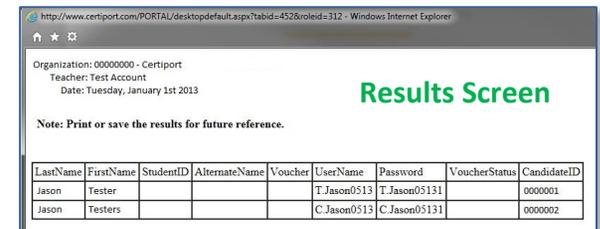
Completing the Registration

Additional information is required before testing after employing the **Bulk Registration** feature. Failure to do so may inhibit or prevent official correspondence to the test candidate, as well as fulfillment of certificates.

1. After you have submitted your file and retrieved your list of Usernames and Passwords, please instruct each **Test Candidate** to log in to their newly created profiles at www.certiport.com to complete the registration process. Items such as the birthdate, address, email, secret questions, and program registration will need to be appended to what was already entered via Bulk Registration.

Contacting Support

Certiport Support: 888.999.9830
Customerservices@certiport.com

Technical Support: 888.999.9830
Escalations to Technical Support are facilitated by Customer Service