

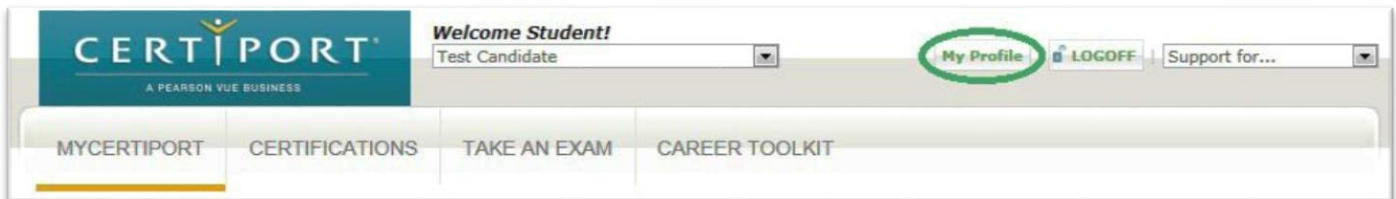
Log in to the Certiport Website

1. Navigate to www.certiport.com and click **Login**. Log in using your Certiport **Username** and **Password**.



Obtaining your Microsoft Registration Information

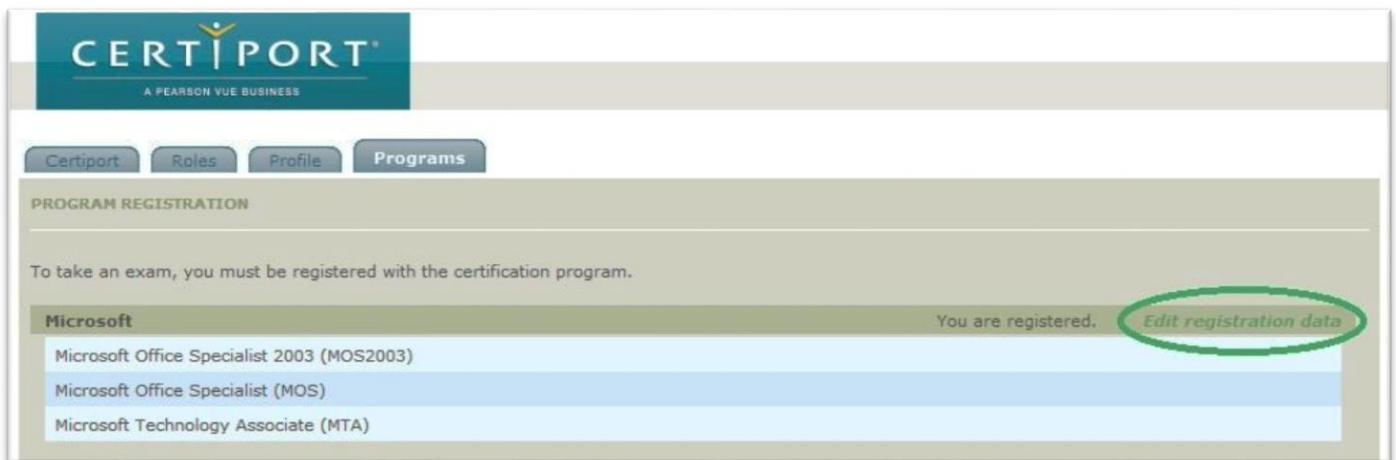
2. Once logged in, access your Profile by clicking on **My Profile**.



3. Click on the **Programs** tab to access your registration information.



4. Click on **Edit Registration Data** for the Microsoft program.



5. Locate your **MC ID** within the registration info.

Microsoft **Microsoft Office Specialist** **Microsoft Technology Associate**

Microsoft Registration

Click this button to fill in your Microsoft profile from your Certiport profile.

Attention Microsoft Technology Associate (MTA) and Microsoft Office Specialist (MOS) candidates: Please complete the Required Fields section below using the English (or Roman) alphabet. MOS Candidates who desire to have their certificates available with double-byte characters may fill in the Optional Fields (Double-Byte) section. At this time, the double-byte option is not available for MTA test candidates.

<u>Required Fields (Romanized Characters Only for name and address, i.e. o namae)</u>	<u>Optional Fields (Double-Byte Characters Only, i.e. お名前)</u>
First name: * <input type="text" value="John"/>	First name: <input type="text"/>
Middle name: <input type="text"/>	Middle name: <input type="text"/>
Last name: * <input type="text" value="Smith"/>	Last name: <input type="text"/>
Phone: <input type="text"/>	
Email: * <input type="text" value="jsmith@certiport.com"/>	
Company: <input type="text"/>	
Job title: <input type="text"/>	
Country: * <input type="text" value="United States"/>	Country: <input type="text" value="United States"/>
Line 1: * <input type="text" value="1276 South 820 East"/>	Line 1: <input type="text"/>
Line 2: <input type="text"/>	Line 2: <input type="text"/>
City: * <input type="text" value="American Fork"/>	City: <input type="text"/>
State/Province: * <input type="text" value="Utah"/>	State/Province: <input type="text"/>
Zip/Postal Code: * <input type="text" value="84003"/>	Zip/Postal Code: <input type="text"/>
(* indicates a required field)	
Microsoft Certification ID: <input type="text" value="1234567"/>	
Access Code: <input type="text"/>	

Frequently Asked Questions

Q: What is Microsoft’s website for Certified Professionals?

A: Navigate to <https://mcp.microsoft.com> – Please note that you will need to create a Microsoft Account to access the site.

Q: Why do I need the MCP website? What will I find there?

A: In addition to your MS only transcripts, the MCP site is the only place to access logos and to print your MTA and MCE certificates.

Q: Can I access my MOS (Microsoft Office Specialist) certificates on Microsoft’s website?

A: No. Certiport fulfills all MOS certificates and Microsoft fulfills all MTA and MCE certificates.

Certiport Contact Information

Test Candidate Only Support: 800.497.8923 | Mon-Fri: 6am-5pm (MST) Customerservices@certiport.com | Technicalsupport@certiport.com