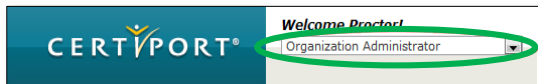


Guide Summary

A Certiport Online Exam shortcut must be added to the desktop of each computer that will be used to deliver any of the following exams or practice tests: MCE, MOS (2010 OneNote & SharePoint only), Autodesk, ACA, IC3, and QuickBooks. Before installing, [click here](#) to review Certiport's Technical Requirements. [Click here](#) for the Mac setup guide.

Online Setup Page

1. Log in to www.certiport.com. If you do not have a login, **Register** on our website, then obtain the appropriate role rights from your Admin.
2. Select the **Organization Administrator** or **Organization Member** role.



3. Mouse over the **Training & Tools** tab and click **Online Exam Setup - Windows**.



Creating the Desktop Shortcut

Scroll down the page to Step 1 and click the **Create Shortcut to Launch Online Exams** button which will open another window on a new tab:

Create Shortcut To Launch Online Exams

Use the following steps to create a desktop shortcut that can be used to launch online exams.

STEP 1. Select the Testing Center to be used for the online exams.

Testing Center:

STEP 2. Select the default user-interface language.

Default language:

STEP 3. Select 'Generate Link' to create the desktop shortcut.

[Generate Link](#)

STEP 4. Drag the shortcut to your desktop.

Follow the steps on this page to generate the link:

1. **STEP 1:** Verify the correct **CATC** is shown.
2. **STEP 2:** Select the UI default **language**.
3. **STEP 3:** Click the **Generate Link** button.
4. **STEP 4:** Click and drag the blue shortcut button *for Windows* onto an open area of the desktop (you may have to resize your browser window).

Tip: To avoid changing your default browser association, ensure that you only create the desktop shortcut from a [supported](#) version of Internet Explorer.



Note: *The shortcut is created manually and will not be placed on the desktop with the installation of Browser Lockdown (next step) because it must establish a direct link with your Certiport Authorized Testing Center (CATC). This relationship facilitates the proper debiting of inventory or Site Licenses, and also creates the association to the Test Candidate's exam results.*

5. When completed, you will now have a shortcut on your desktop that is labeled **Certiport Online Exams**.

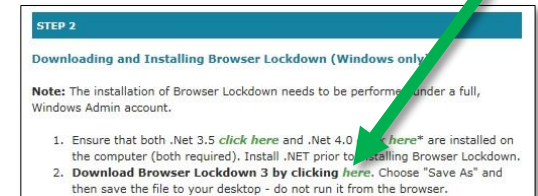


Installing Browser Lockdown

The complete Online Exam setup also requires the installation of our lockdown software.

Note: *The following should be performed as a full, Windows Admin so the software is available to all Users.*

1. First, ensure that both Microsoft .Net 3.5 [click here](#) and .Net 4.0 [click here](#)* are installed on the computer (both required). Install .NET prior to installing Browser Lockdown.
2. After .Net is installed, return to the [setup page for Windows](#), scroll down to **Step 2** and click the green link to begin the download.



3. Perform a **Save As** and save the file to your desktop – do not run the file from the browser.
4. After the download is complete, **run** the file to begin the installation.
5. Follow the **on-screen prompts** to complete the installation.

*This link installs Microsoft .Net Framework 4 Client Profile and Microsoft .Net Framework 4 Extended. Both are required in addition to .Net 3.5 to run Browser Lockdown 3.

Adding Certiport as a Trusted Site to Internet Explorer

The Certiport domain and all sub-domains will need to be blanket-added to your Trusted Sites list as part of secure browser exam delivery. To cover them all we will employ the use of a wildcard:

1. **Open** Internet Explorer's Internet Options.
2. Select the **Security tab**.
3. Select the green check for **Trusted Sites**.
4. Click **Sites**.
5. **Uncheck** the **Require server verification (https:) for all sites in this zone** box.
6. In the **Add this website to the zone** field, enter **"*.certiport.com"** and click **Add**. The entry should look like the example below.



Disabling Pop-up Blockers

An additional element of secure browser delivery is to allow pop-ups to occur. This includes any pop-up blocking features that may be installed with third-party toolbars such as Google, Yahoo, or Bing.

1. **Open** Internet Explorer's Internet Options.
2. Select the **Privacy tab**.
3. **Uncheck** the box for the Pop-up Blocker.
4. **Disable** all pop-up blocking features in other toolbars or completely uninstall them.

Contacting Support

Certiport Support: 888.999.9830

Customerservices@certiport.com

Technical Support: 888.999.9830

Escalations to Technical Support are facilitated by Customer Service

Technicalsupport@certiport.com