

How to find MCP ID and access code

SUMMARY

This article describes how to handle MCP ID inquiries. It explains how a customer who has taken an Office 2003 or Office 2007 exam can obtain the MCP ID that will allow them to access the Microsoft Site. It also explains the steps a candidate should take to become an MCT (Microsoft Certified Trainer).

NOTE: For a candidate to receive an MCP ID, they must first pass an exam. Once they pass the exam, the MCP ID number field will be populated (see procedure section, below).

WARNING! A customer may have more than one MCP ID. Be sure to have him/her ask Microsoft to search on his/her name to make that determination. If you follow the steps below and they cannot see their credentials with their MCP ID, they could be associated with another MCP ID!

PROCEDURE

Any candidate who has taken a MOS Office 2003 exam can obtain an MCP ID number and then apply for the MCT certification. Here are the required steps to obtain an MCP ID:

1. Verify that the candidate can see their MOS Office 2003 exam(s) on the Certiport "Transcript" screen.
2. If the above is true, have candidate contact Microsoft Regional Service Center via phone numbers & emails listed in URL: <http://www.microsoft.com/learning/support/worldsites.msp>. A Microsoft representative will provide an MCP ID number along with an access code.
3. Upon completion of the above, the candidate can apply for the MCT certification at <http://www.microsoft.com/learning/mcp/mct/guide/default.msp>.
4. MCP ID's for MOS candidates are only for those that want to become MCT's.

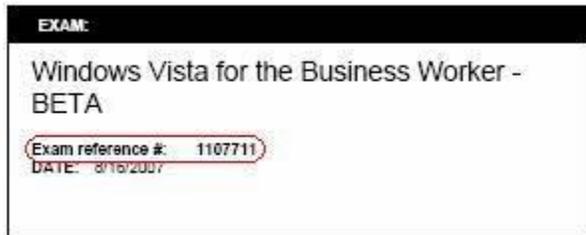
NOTE:

MOS 2007 (MCAS) exams

When passing one of these exams, you will automatically receive an MCP ID.

MOS exams

When passing one of these exams, you will need to get the Exam reference # from the Exam Score Results printout. The number should be at the bottom of the sheet (see sample, below). Contact Microsoft MCT program to 1-888-456-7077 and/or email address mct@microsoft.com, and they will generate an MCP ID.



To view the MCP ID (for candidate):

- Log into the Certiport website
- Click on “My Profile” in the top right corner of the page



- Click on the “Programs” tab in the candidate’s profile,



- Click on Edit registration data under the Microsoft section.



The Microsoft Registration dialog will show, as illustration in the sample on the next page:

To view the MCP ID (for tech support),

- Search for candidate in User Management (your role needs to be Tech Support),
- Click on candidate's last name under Last Name column,
- Click on Programs tab, then click on Edit registration data under the Microsoft section.
The Microsoft Registration dialog will show, as illustration in the sample below:






Microsoft Registration

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

(* indicates a required field)

First name: *	<input type="text" value="Benjamin"/>	Country: *	<input type="text" value="United States"/>
Middle name:	<input type="text" value="J"/>	Address 1: *	<input type="text" value="159 S. 2530 W."/>
Last name: *	<input type="text" value="Cheever"/>	Address 2:	<input type="text"/>
Phone:	<input type="text" value="801-373-0874"/>	City: *	<input type="text" value="Provo"/>
Email:	<input type="text"/>	State/Province: *	<input type="text" value="Utah"/>
Company:	<input type="text"/>	Zip/Postal Code: *	<input type="text" value="84601"/>
Job title:	<input type="text"/>		

Microsoft Person ID#: If you have a Person ID (MCP ID), enter it. Otherwise, Microsoft will create one for you.

Microsoft Non-Disclosure Agreement Non-Disclosure agreement status: Accepted

Microsoft may use the contact information I have provided to contact me regarding important security, product and event information.

Microsoft Partners may use the contact information I have provided to contact me regarding important security, product and event information.

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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