



CERTIFIED
ASSOCIATE

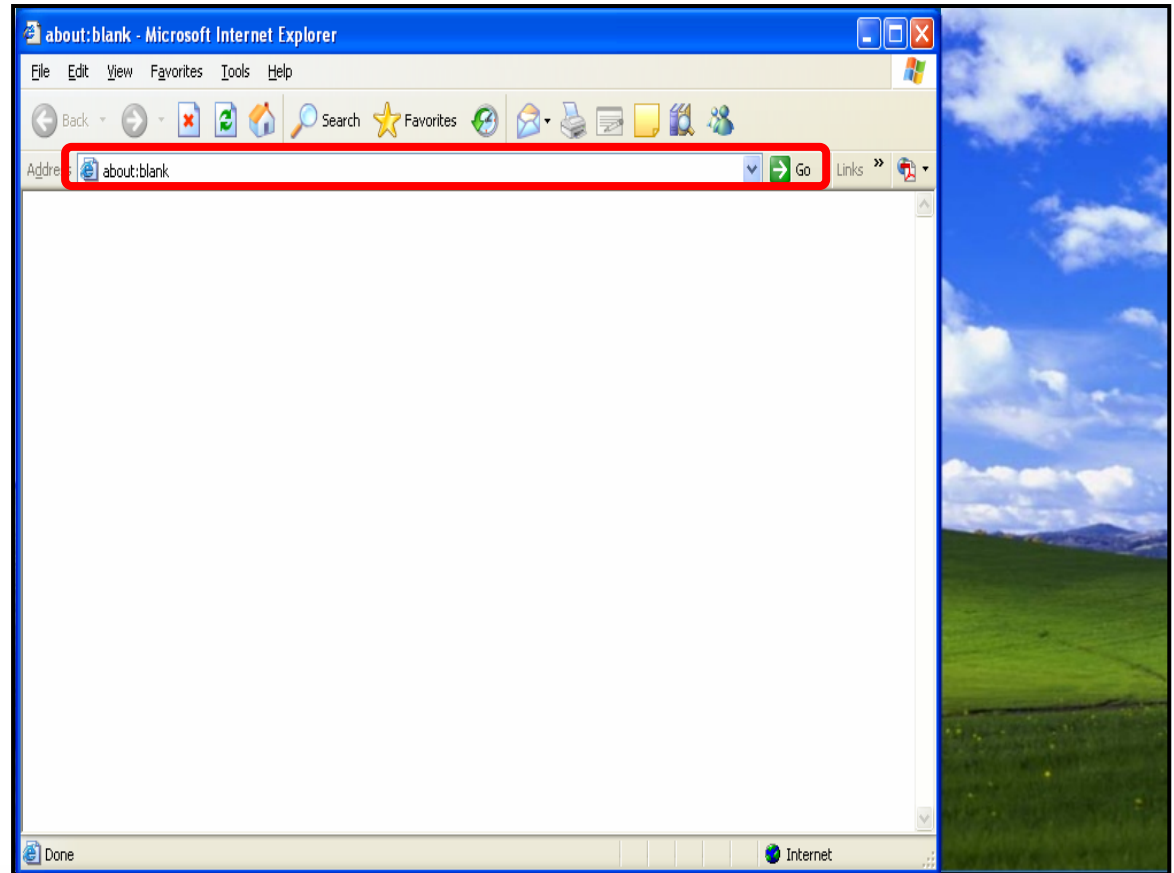
Administering Adobe Certified Associate Exams



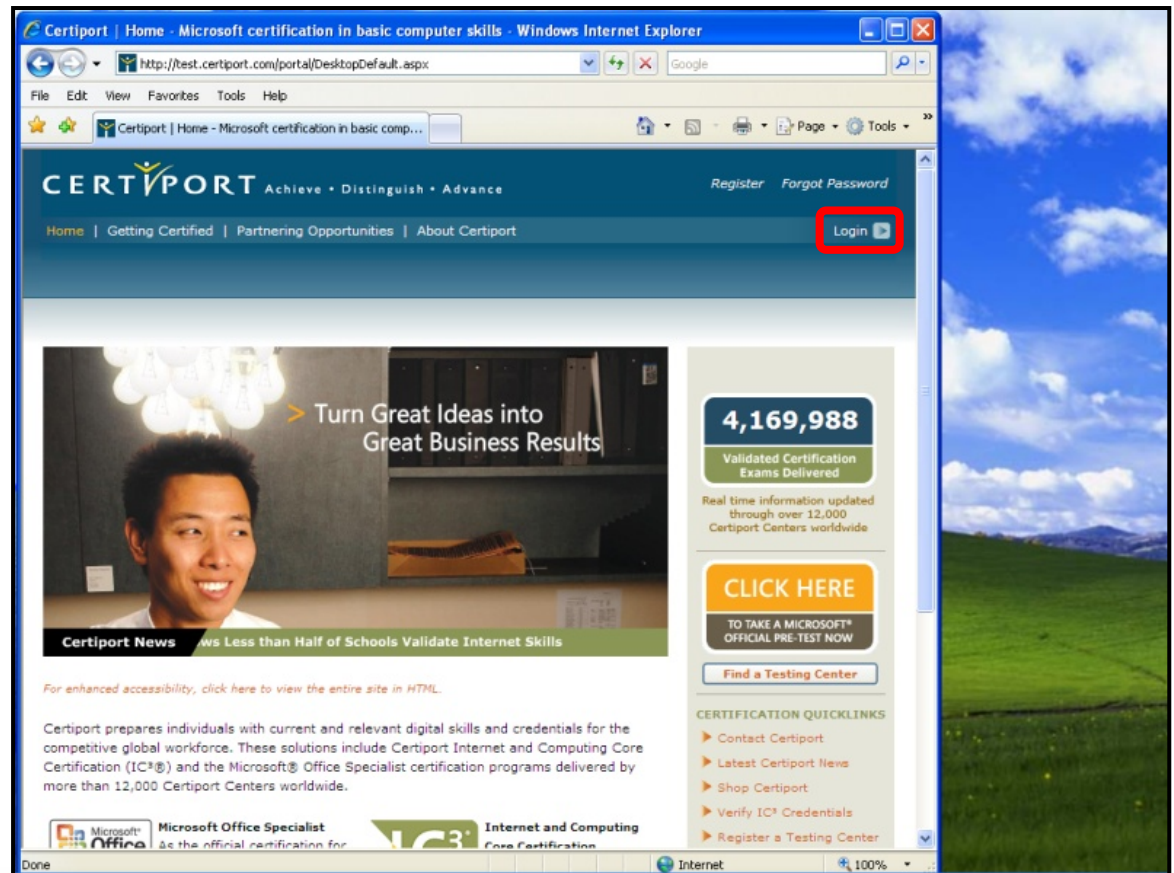
Open Internet Explorer

To begin:

Open your internet browser.
In the address line type in
www.certiport.com, then
click on go.



Step 1: Select “Login”



Step 2: Enter your Username and Password, then click on “Login”

Certiport Login - Windows Internet Explorer

https://test.certiport.com/portal/SSL/Login.aspx

File Edit View Favorites Tools Help

Certiport Login

CERTIPORT Achieve • Distinguish • Advance [Forgot Password](#)

Login

Please enter your username and password to login to the Certiport website.

Username:

Password:

[Login](#) [Cancel](#)

New Users

To create a user account with Certiport, you must register.

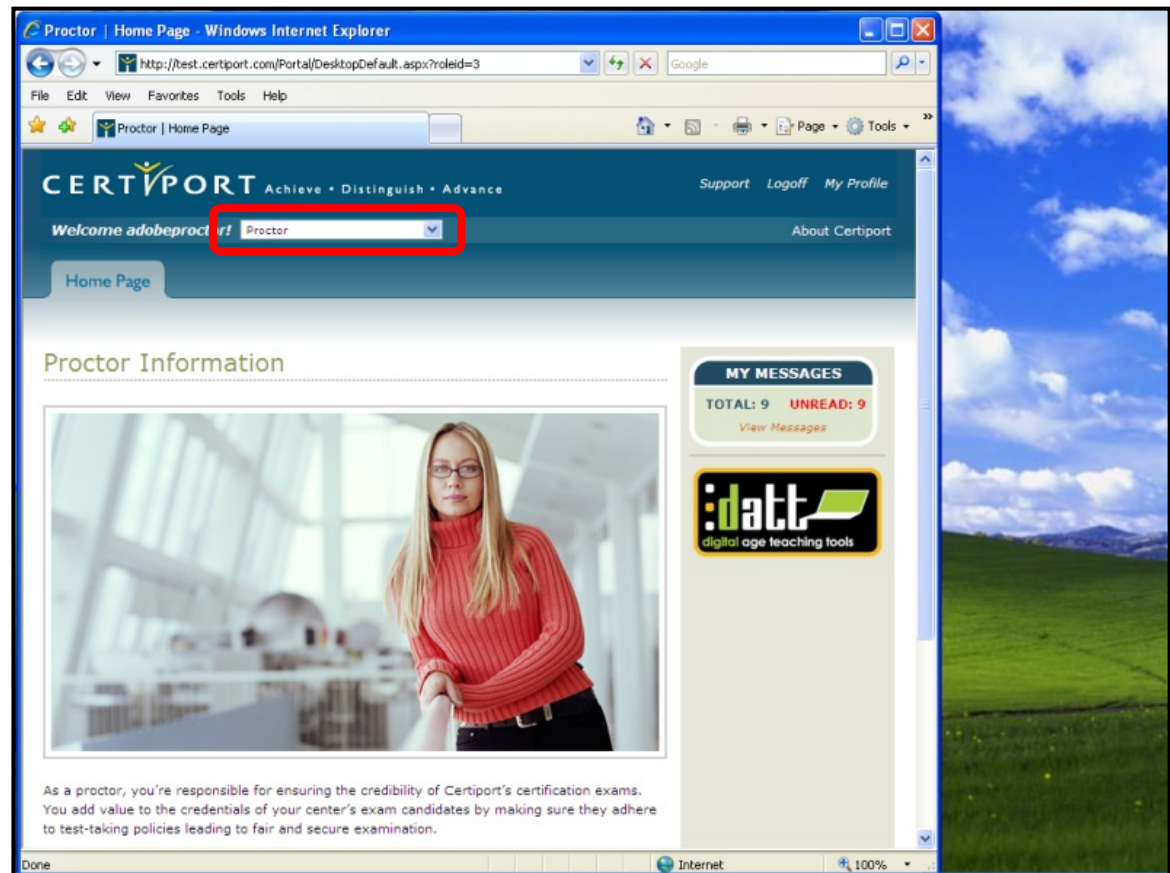
[Register](#)

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Trusted sites 100%

Step 3:

In the drop down menu,
change roles to
“Organization Administrator”



Step 4:

Select “Create Shortcut to Launch Online Exams”

The screenshot shows the Certiport Organization Administrator interface. The browser window title is "Organization Administrator | MyCertiport - Windows Internet Explorer". The address bar shows "http://test.certiport.com/portal/DesktopDefault.aspx". The page header includes the Certiport logo and the tagline "Achieve • Distinguish • Advance". The main content area displays a welcome message for "adobeproctor!" and a "SELECT ORGANIZATION" section with a dropdown menu showing "90020644 - University of Antarctica". Below this is a table of program information.

Program	Status	Logo License	Locator Info
Adobe Certified Associate	Active	N/A	Edit View
Internet and Computing Core Certification	WaitingApproval	Accepted	Edit View
Microsoft Certified Application Specialist	WaitingApproval	N/A	Edit View
Microsoft Office Specialist	WaitingApproval	Apply	Edit View

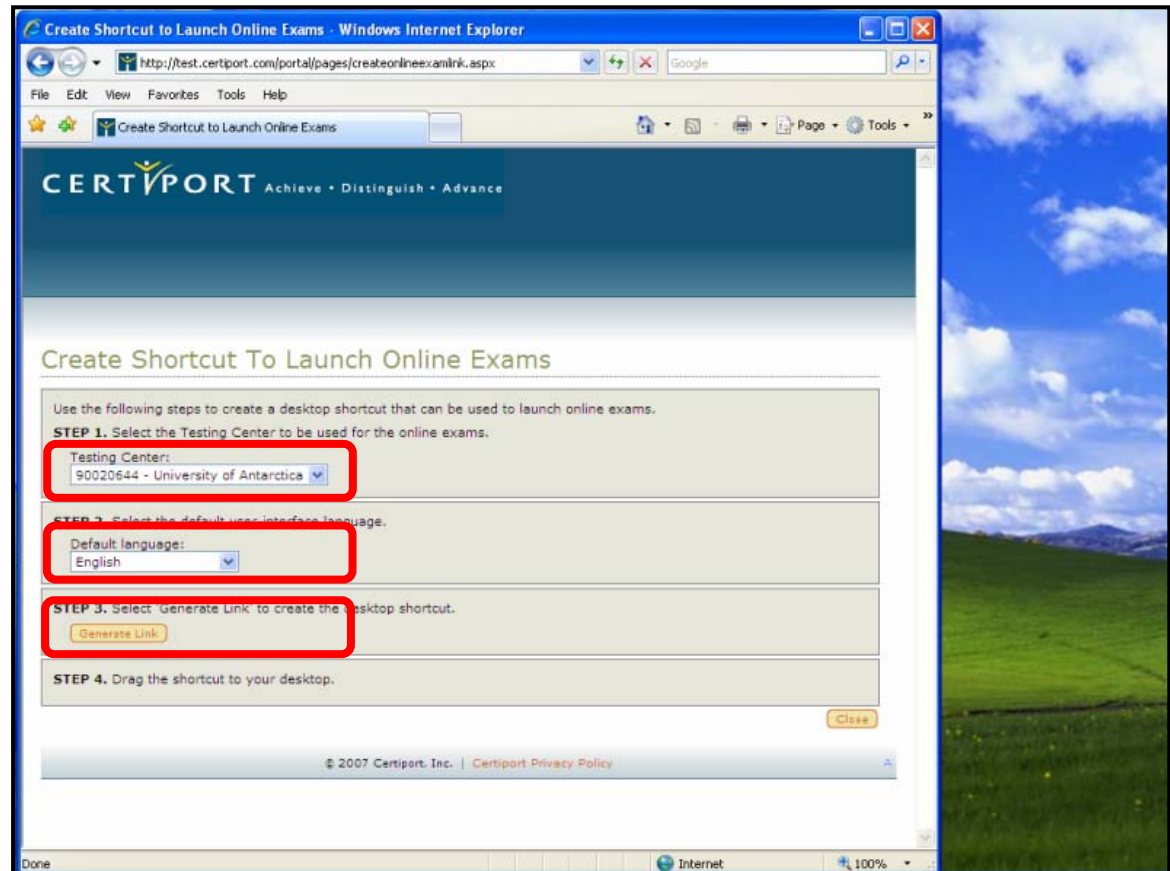
The right sidebar contains a "MY MESSAGES" section with "TOTAL: 9" and "UNREAD: 9", and a button labeled "Create Shortcut to Launch Online Exams" which is highlighted with a red box. Below this is a "2007 BE THE WORLD CHAMP" graphic and a "CERTIPORT NEWS" section.

Step 5:

Select a Testing Center from the drop-down

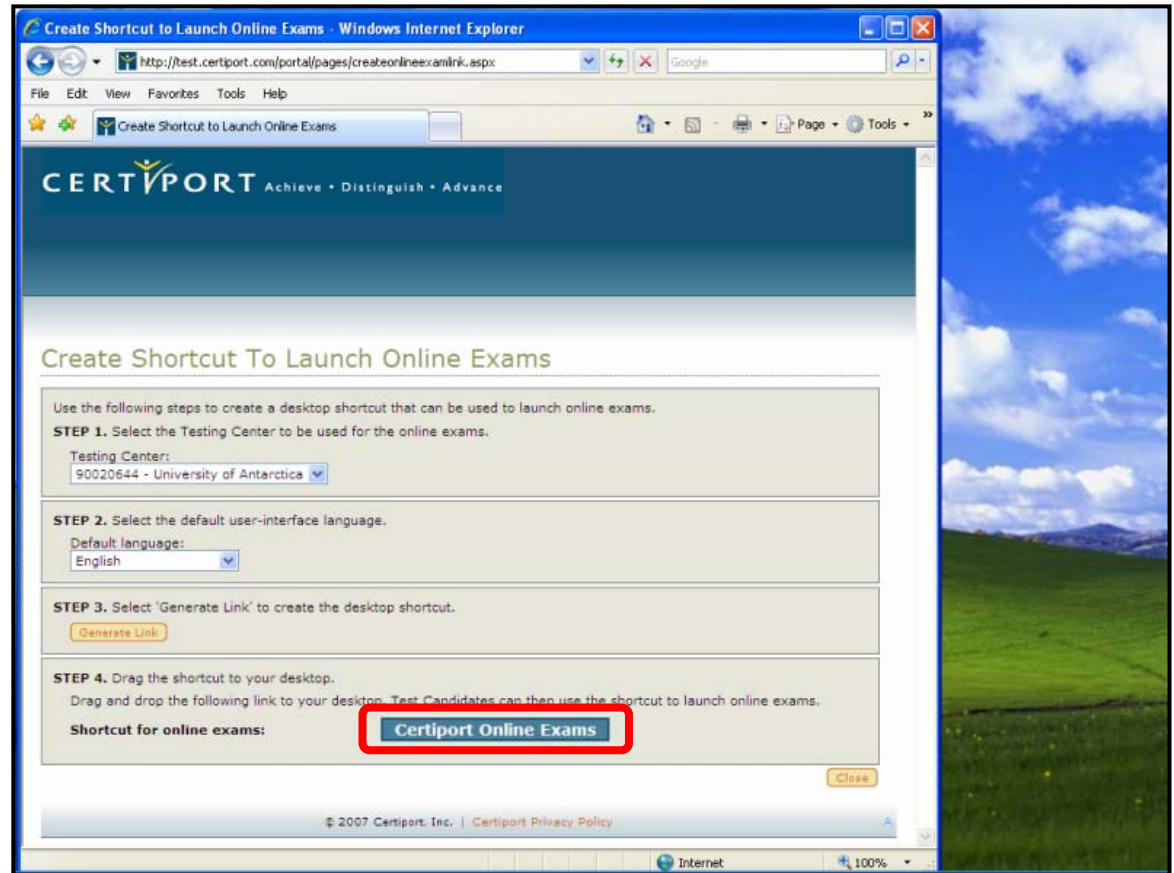
Change the “Default language”, if desired.

Select “Generate Link”



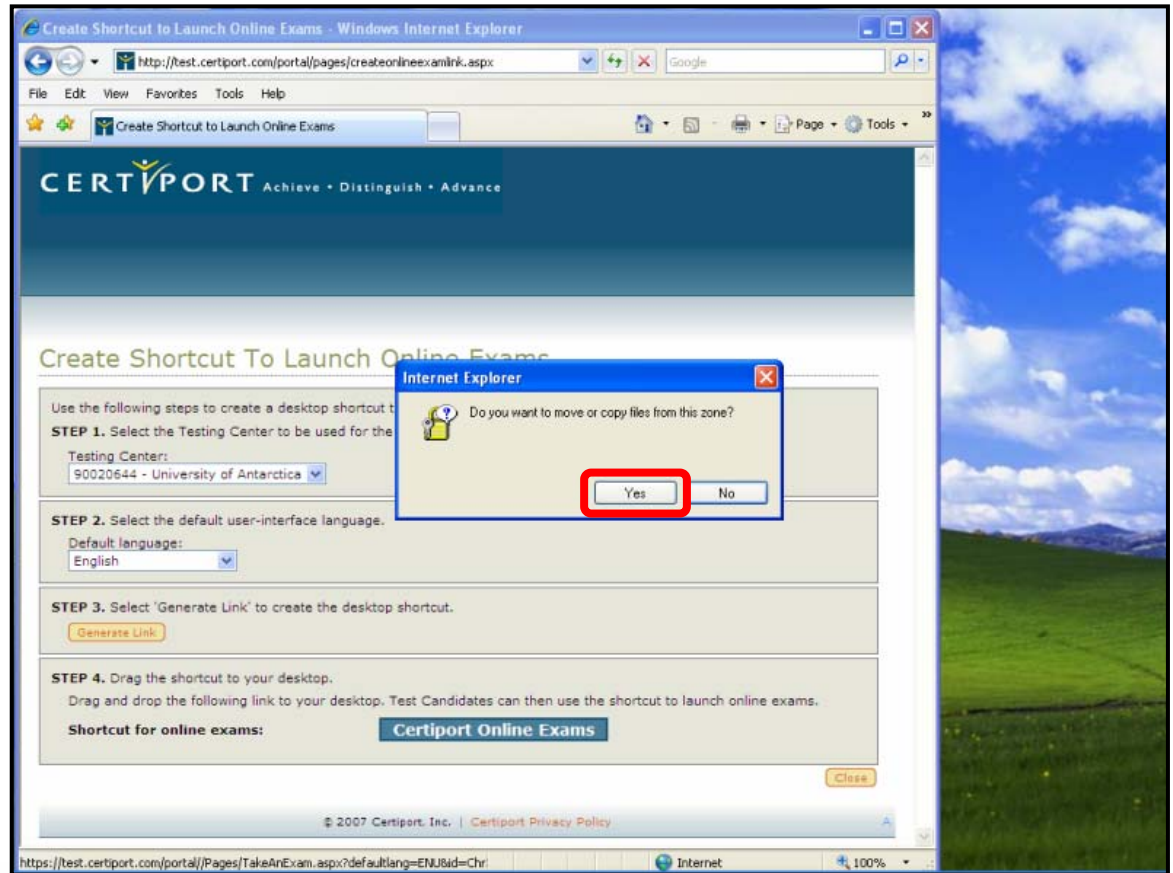
Step 6:

Left mouse click and hold on the “Certiport Online Exams” link and drag the shortcut to the desktop.



Step 7:

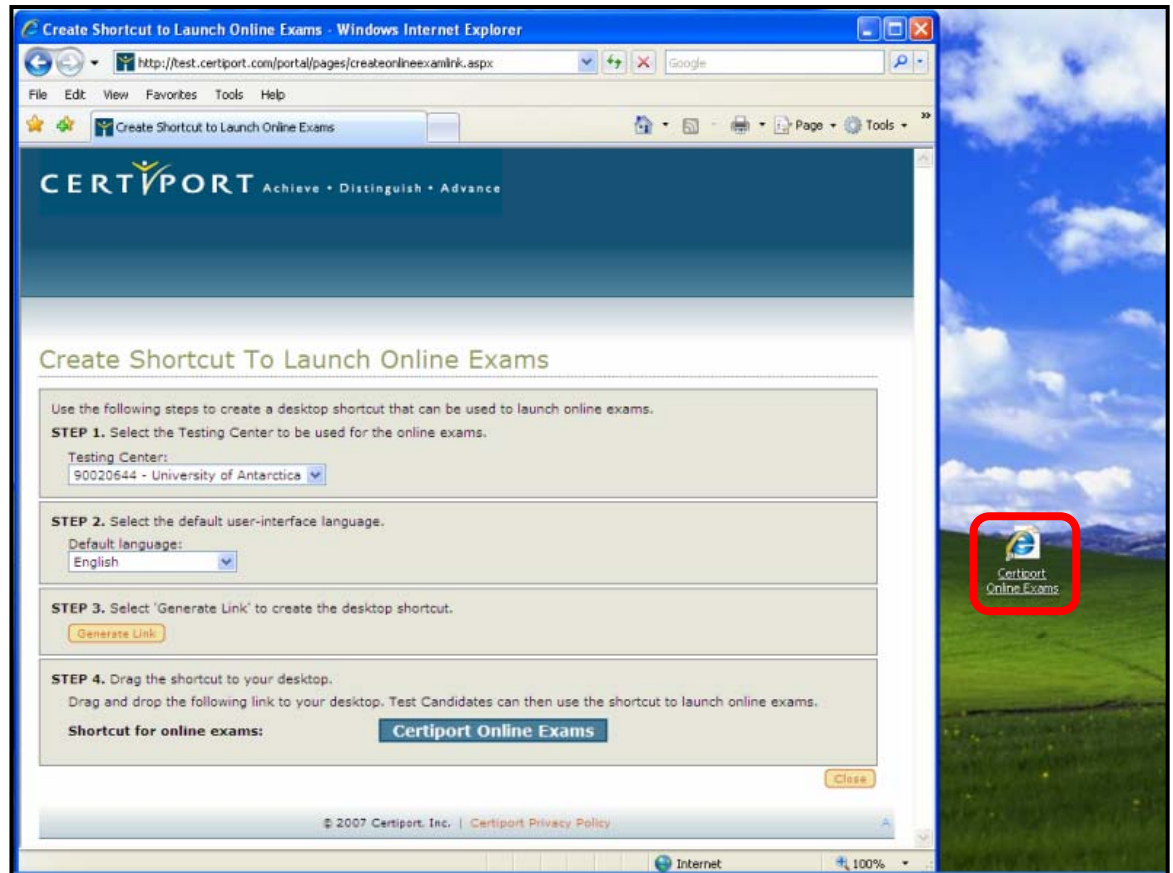
Accept the move or copy.



Step 8:

Online shortcut has been created.

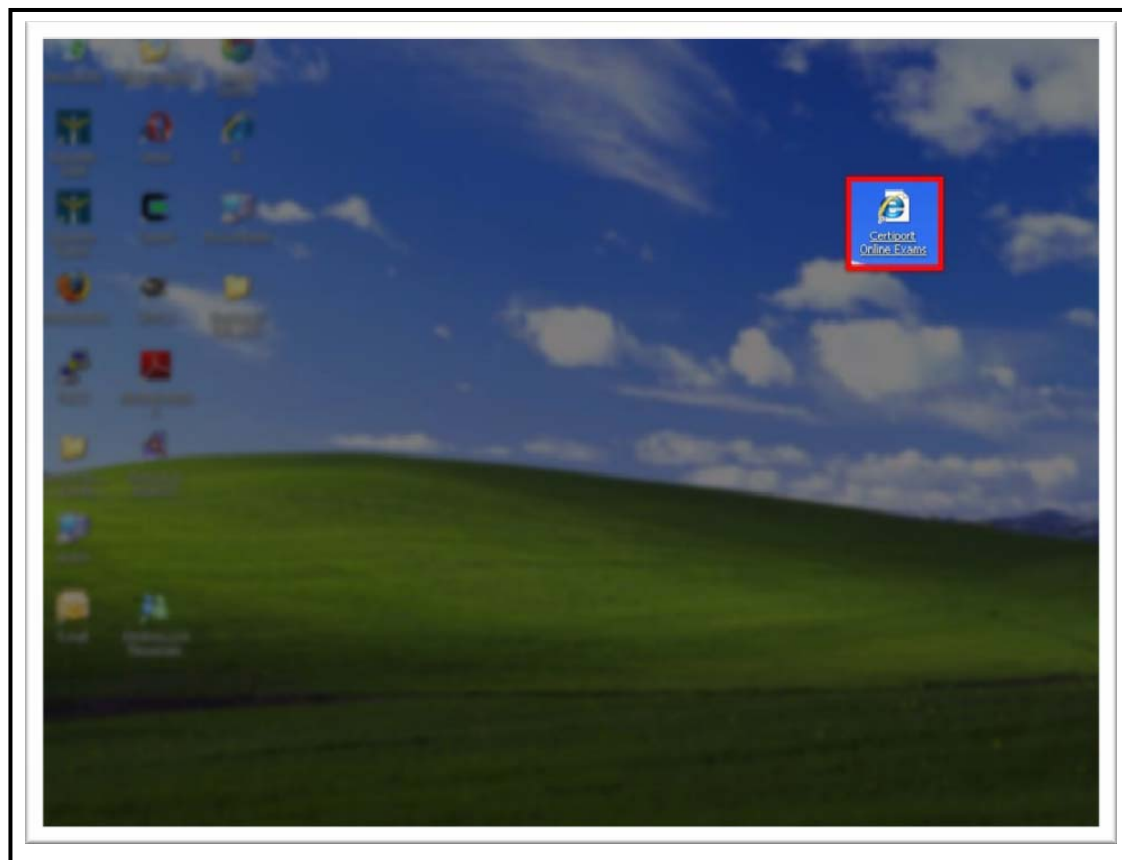
Close the internet browser.





Step 9:

Launch “Certiport Online Exams” shortcut



Step 10:

Enter your Username
and Password

Select “Adobe Certified
Associate” from the
Program drop-down

Click “Login”

* For new user click on the
“Register” link to the
right and complete the
following screens.

Take An Exam - Windows Internet Explorer

https://test.certiport.com/portal/Pages/TakeAnExamLogin.aspx

File Edit View Favorites Tools Help

Take An Exam

CERTIPORT Achieve • Distinguish • Advance

Take An Exam

Welcome English

Enter your Certiport username and password.

Username:

Password:

Passwords are case sensitive.

Program:
<-Select->

Forgot Password

Login Cancel

New Users

To create a user account with Certiport, you must register.

Register

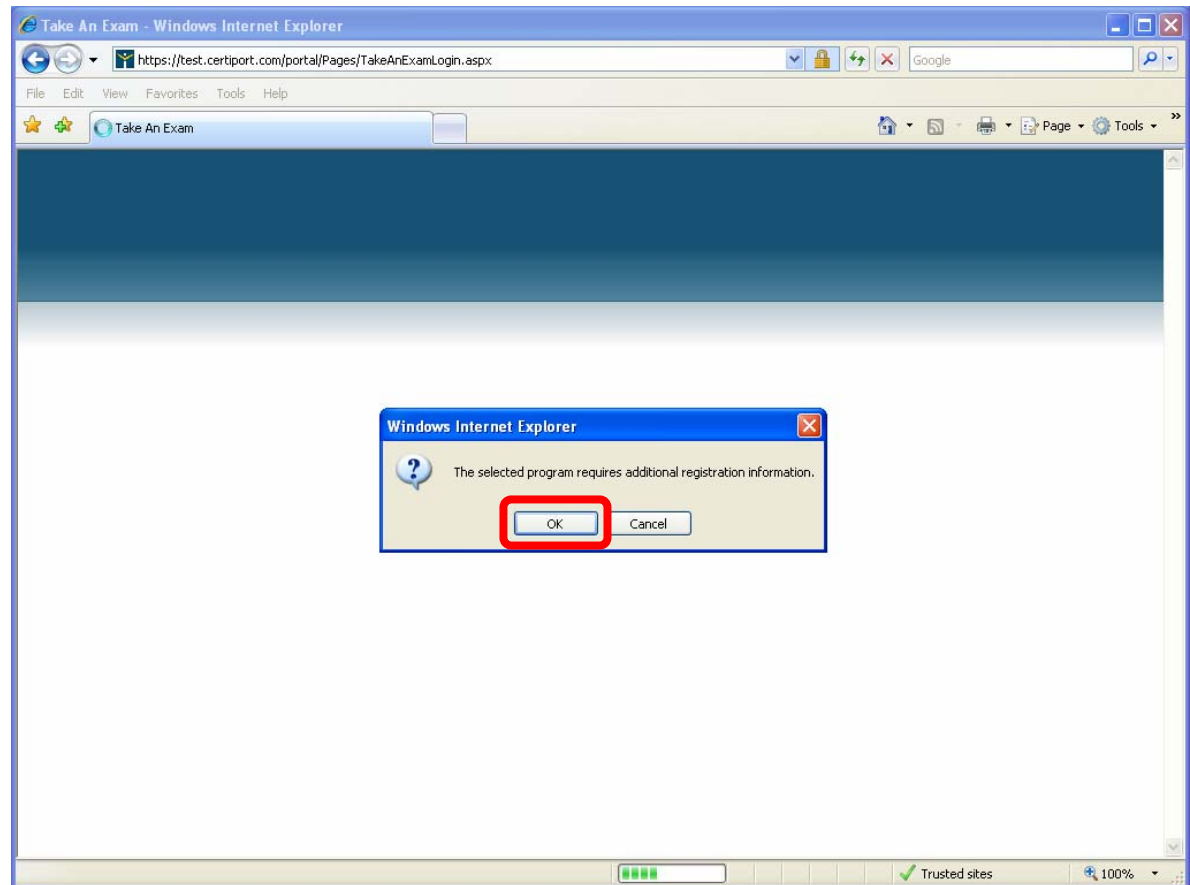
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Step 11:

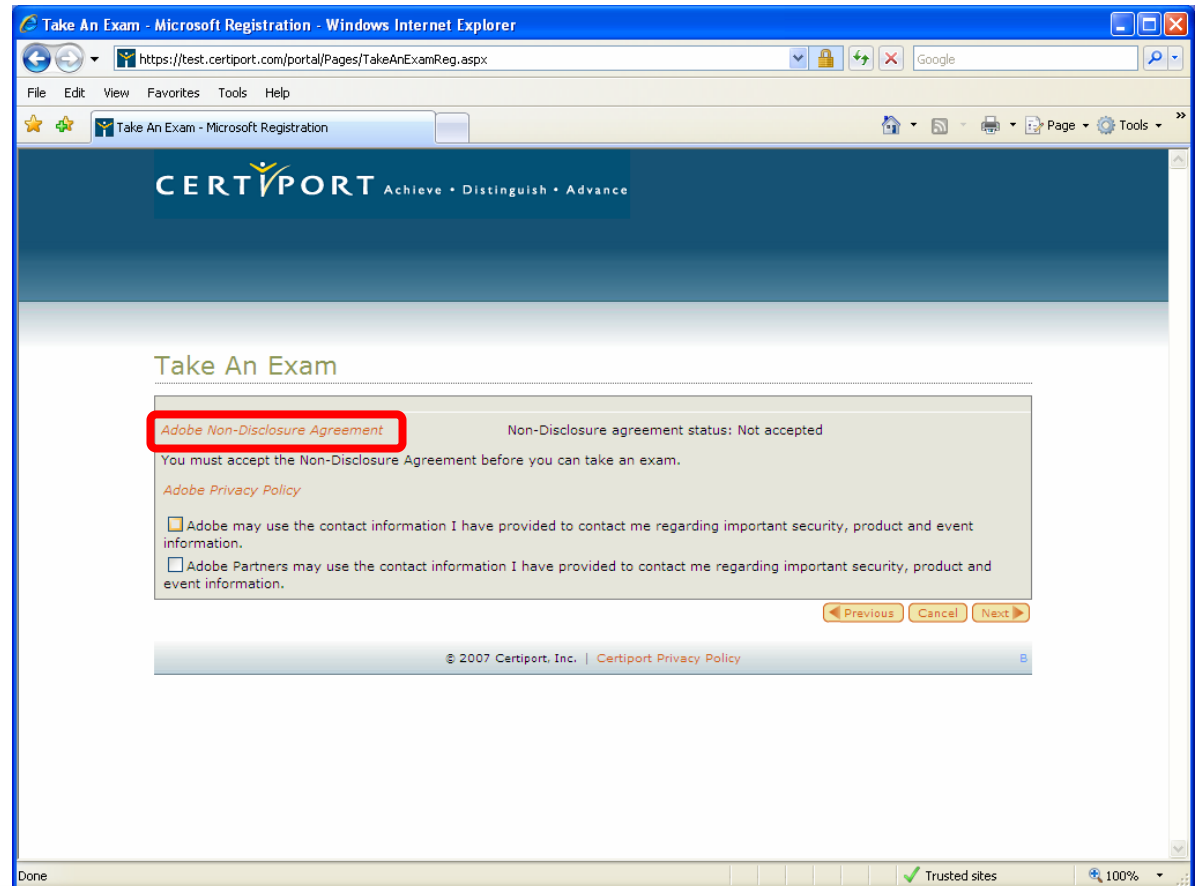
The first time taking an Adobe exam a contract must be signed.

To continue select “OK” to provide additional information.



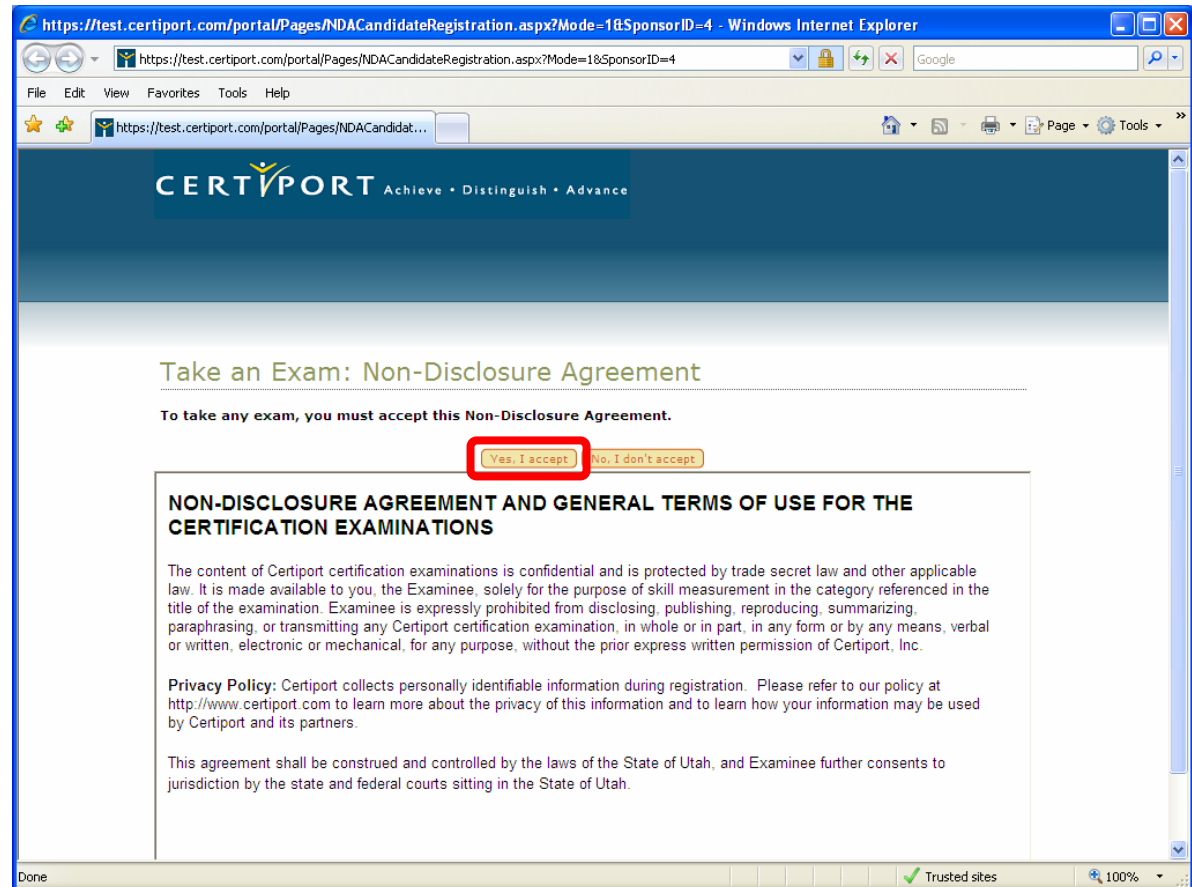
Step 12:

Open the agreement by selecting “Adobe Non-Disclosure Agreement”



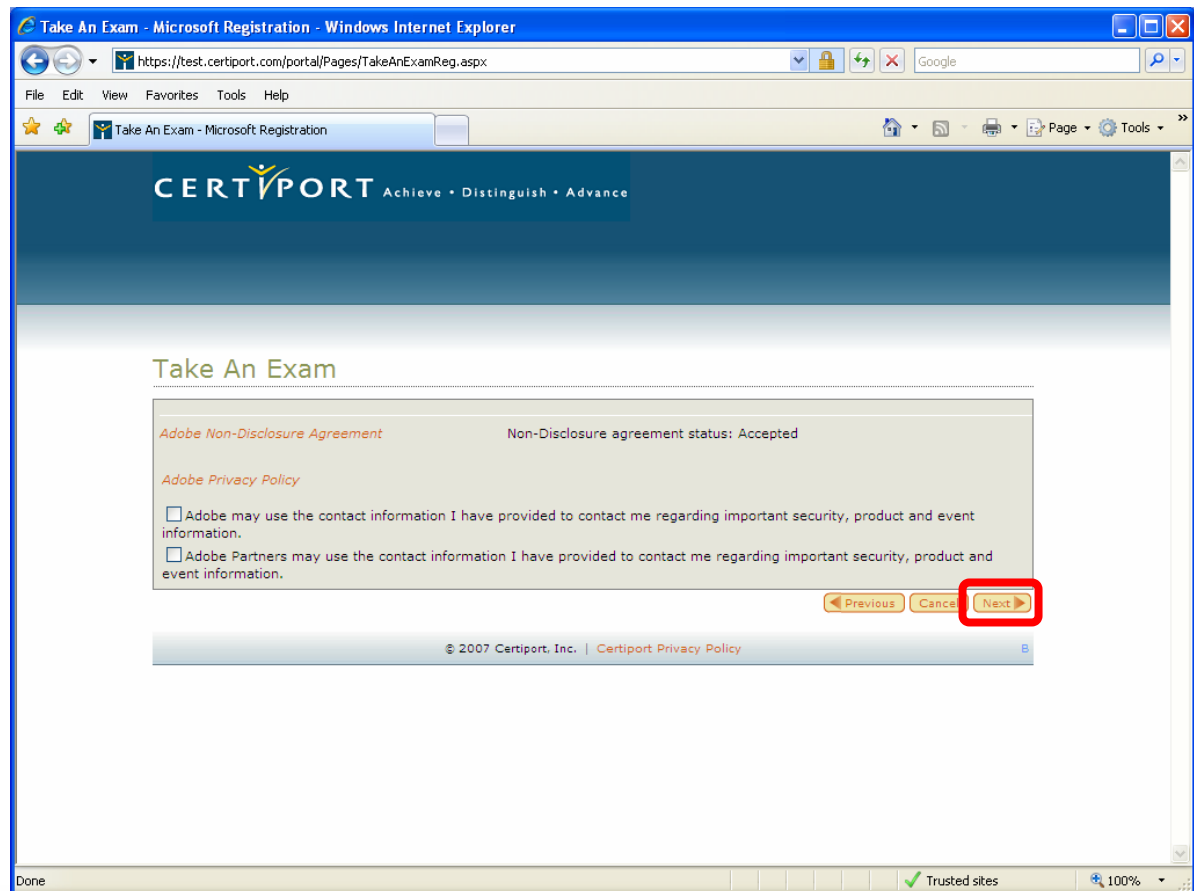
Step 13:

To accept the agreement
click “Yes, I accept”



Step 14:

To complete the
Sponsor Registration,
Select “Next”



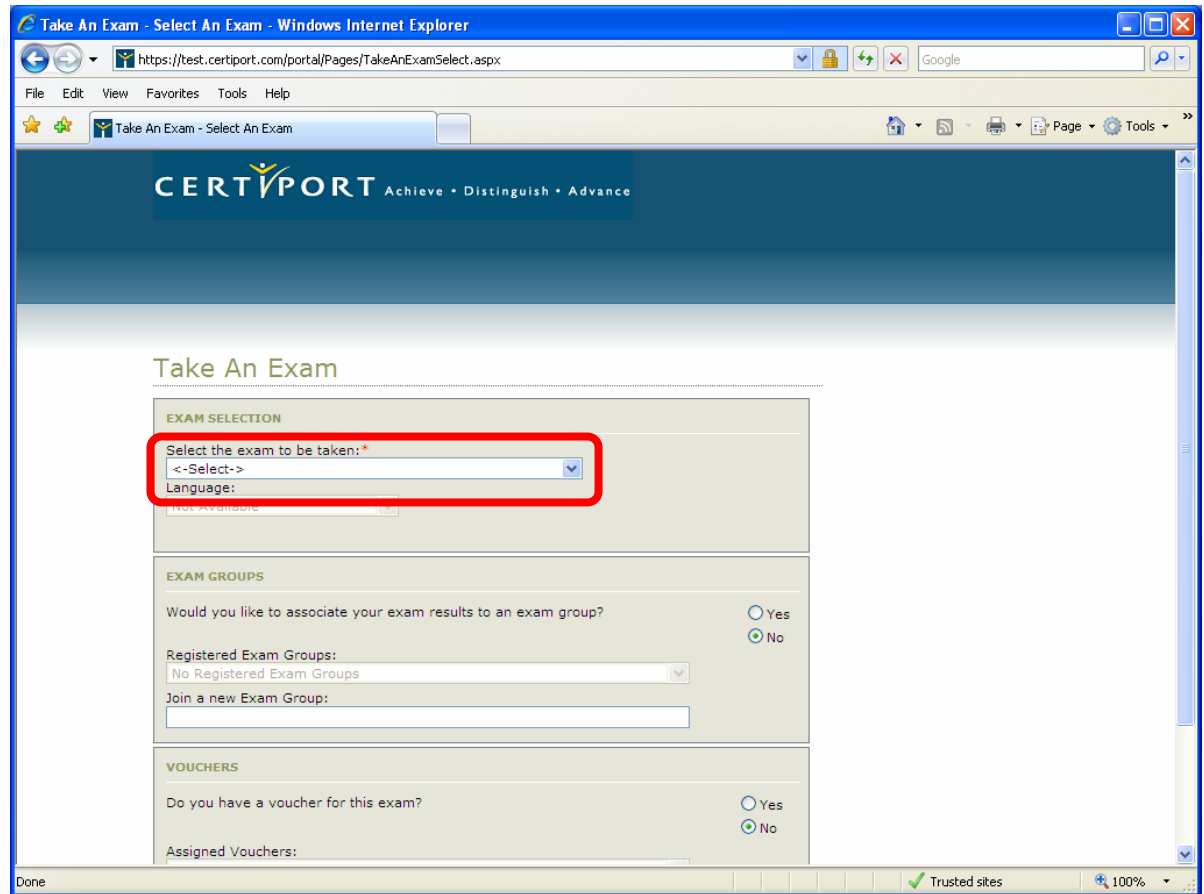
The screenshot shows a Windows Internet Explorer browser window titled "Take An Exam - Microsoft Registration". The address bar displays the URL "https://test.certiport.com/portal/Pages/TakeAnExamReg.aspx". The page features the Certiport logo with the tagline "Achieve • Distinguish • Advance". Below the logo, the heading "Take An Exam" is visible. The main content area contains a form with the following elements:

- Adobe Non-Disclosure Agreement**: A section with the text "Non-Disclosure agreement status: Accepted".
- Adobe Privacy Policy**: A section with two checkboxes:
 - ☐ Adobe may use the contact information I have provided to contact me regarding important security, product and event information.
 - ☐ Adobe Partners may use the contact information I have provided to contact me regarding important security, product and event information.
- Navigation Buttons**: Three buttons labeled "Previous", "Cancel", and "Next". The "Next" button is highlighted with a red rectangular box.
- Footer**: A line of text at the bottom of the form area: "© 2007 Certiport, Inc. | [Certiport Privacy Policy](#)".

The browser's status bar at the bottom indicates "Done", "Trusted sites", and a zoom level of "100%".

Step 15:

Select the desired exam to take from the drop-down.



Take An Exam - Select An Exam - Windows Internet Explorer

https://test.certiport.com/portal/Pages/TakeAnExamSelect.aspx

File Edit View Favorites Tools Help

Take An Exam - Select An Exam

CERTIPORT Achieve • Distinguish • Advance

Take An Exam

EXAM SELECTION

Select the exam to be taken: *
<-Select->

Language:
[Not Available]

EXAM GROUPS

Would you like to associate your exam results to an exam group? ☐ Yes ☒ No

Registered Exam Groups:
[No Registered Exam Groups]

Join a new Exam Group:

VOUCHERS

Do you have a voucher for this exam? ☐ Yes ☒ No

Assigned Vouchers:

Done

Trusted sites 100%

Step 16: Inventory

If electronic inventory for the center is available click "Next" to continue.

If a voucher code is being used Select "Yes" for "Do you have a voucher for this exam?"

Enter the voucher in the "Enter a new voucher:" field.

Select "Next" to continue.

Take An Exam - Select An Exam - Windows Internet Explorer

https://test.certiport.com/portal/Pages/TakeAnExamSelect.aspx

File Edit View Favorites Tools Help

Take An Exam - Select An Exam

Take An Exam

EXAM SELECTION

Select the exam to be taken:*

Adobe Certified Associate Exam - Dreamweaver 8 - BETA

Language:

English

EXAM GROUPS

Would you like to associate your exam results to an exam group?

☐ Yes ☒ No

Registered Exam Groups:

No Registered Exam Groups

Join a new Exam Group:

VOUCHERS

Do you have a voucher for this exam?

☒ Yes ☐ No

Assigned Vouchers:

No assigned vouchers

Enter a new voucher:

N01U-2LL3-4567-NULL

Previous Cancel Next

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Done Trusted sites 100%

Step 17:

Validate the information on the screen is correct then,
Enter "Proctor Username:"
Enter "Proctor Password:"
Select "Start Exam"

Proctors must be associated to selected center. Please view the PDF of "Organization Administrator Functions" for more information

Take An Exam - Summary - Windows Internet Explorer

https://test.certiport.com/portal/Pages/TakeAnExamSummary.aspx

File Edit View Favorites Tools Help

Take An Exam - Summary

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Take An Exam

EXAM INFORMATION

Exam: **Adobe Certified Associate Exam - Dreamweaver 8 - BETA** Language: English Duration: 90 Minutes

CANDIDATE INFORMATION

Candidate name: **Exam Candidate**
Username: **ecandidate**
Mailing address: 123 North Main
Orem UT 84057
[Update your mailing address](#)

TEST CENTER INFORMATION

Test Center name: **University of Antarctica**
Test Center ID: 90020644
Exam Group name: Not used for this exam
Exam Group teacher: Not used for this exam
Voucher number: K06L-8SP1-2224-W6EP

PROCTOR AUTHORIZATION

Proctor Username:
Proctor Password:

[Test browser](#) [Previous](#) [Cancel](#) [Start Exam](#)

Done Trusted sites 100%