

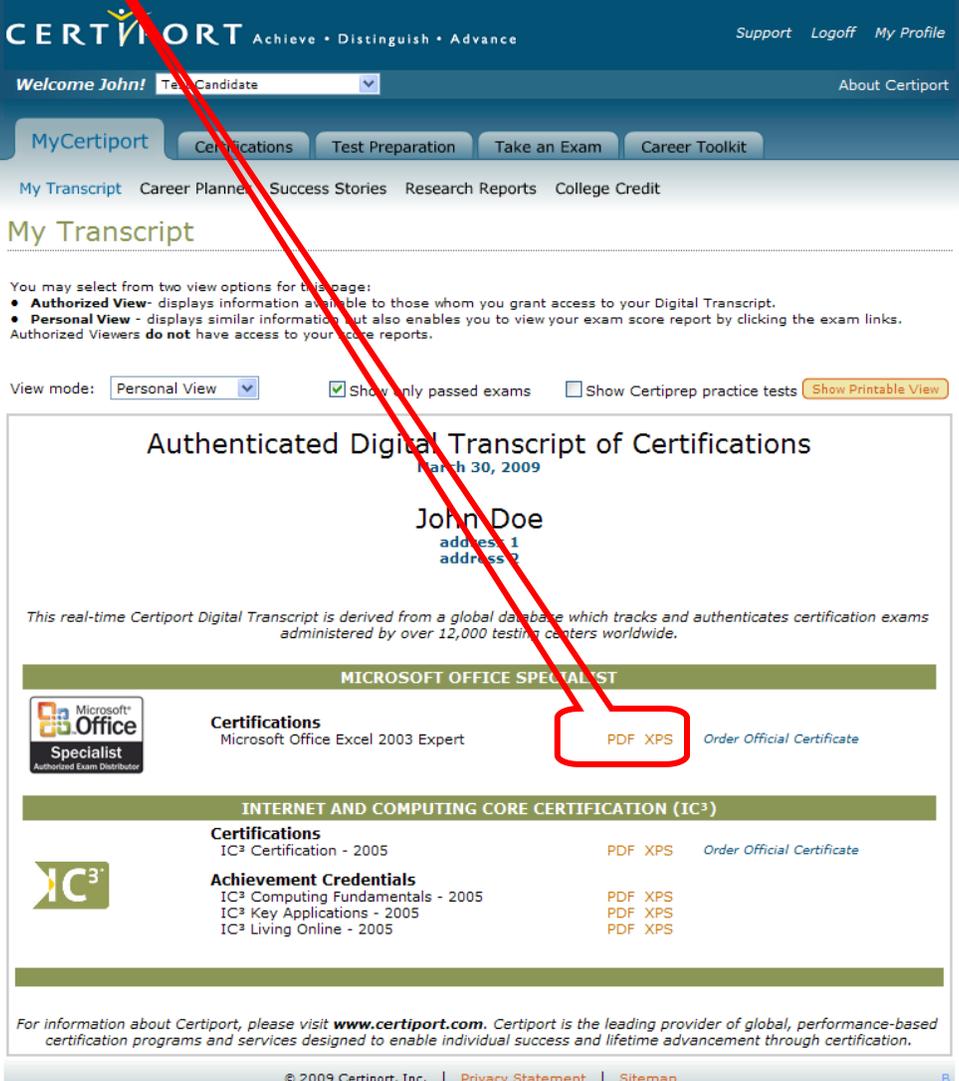
Electronic Certificate Fulfillment Process

(PLEASE NOTE: These instructions are solely for use by individuals and testing centers in regions where Electronic Certificate Fulfillment is available.)

INDIVIDUAL (“Test Candidate” Role)

For individual test candidates wishing to access and print their certificate from home or at the testing site, the process is easy, as follows

1. Login to your account at <http://www.certiport.com>
2. CLICK “My Transcript” in the sub-navigation menu, to view your Digital Transcript.
3. To the right-hand side of any certification you have earned, you will see three (3) hyperlink options available to you: “PDF,” “XPS” and “Order Official Certificate.”
 - a. “PDF” – This option allows you to open and print a PDF version of your certificate
 - b. “XPS” – This option allows you to open and print a XPS version of your certificate
 - i. **NOTE:** If Adobe or XPS readers are not installed, you will be prompted to install these readers in order to enable viewing mode.



The screenshot displays the Certiport website interface. At the top, the header includes the Certiport logo with the tagline "Achieve • Distinguish • Advance" and navigation links for "Support", "Logout", and "My Profile". Below the header, a navigation bar contains "MyCertiport" and several menu items: "Certifications", "Test Preparation", "Take an Exam", and "Career Toolkit". A secondary navigation bar lists "My Transcript", "Career Planner", "Success Stories", "Research Reports", and "College Credit".

The main content area is titled "My Transcript" and provides instructions on view options: "Authorized View" (for those with access) and "Personal View" (for exam score reports). It includes a "View mode:" dropdown set to "Personal View" and checkboxes for "Show only passed exams" (checked) and "Show Certiprep practice tests". A "Show Printable View" button is also present.

The central section is titled "Authenticated Digital Transcript of Certifications" and is dated "March 30, 2009" for user "John Doe". A red circle highlights the "PDF XPS" link next to the "Microsoft Office Specialist" certification, which is described as "Microsoft Office Excel 2003 Expert". Below this, the "INTERNET AND COMPUTING CORE CERTIFICATION (IC³)" section lists "IC³ Certification - 2005" and "Achievement Credentials" (IC³ Computing Fundamentals - 2005, IC³ Key Applications - 2005, IC³ Living Online - 2005), each with "PDF XPS" and "Order Official Certificate" options.

At the bottom, a footer contains the text: "For information about Certiport, please visit www.certiport.com. Certiport is the leading provider of global, performance-based certification programs and services designed to enable individual success and lifetime advancement through certification." and copyright information: "© 2009 Certiport, Inc. | [Privacy Statement](#) | [Sitemap](#)".

- c. "Order Official Certificate" – Choosing this option allows you to order a personalized, professionally printed credential on fine stock paper via our e-commerce store.

The screenshot shows the Certiport website interface. At the top, the logo reads "CERTIPORT Achieve • Distinguish • Advance" with links for "Support", "Logoff", and "My Profile". Below the header, a navigation bar includes "MyCertiport" and buttons for "Certifications", "Test Preparation", "Take an Exam", and "Career Toolkit". A secondary navigation bar lists "My Transcript", "Career Planner", "Success Stories", "Research Reports", and "College Credit".

The main content area is titled "My Transcript" and includes a note about view options: "You may select from two view options for this page: **Authorized View** - displays information available to those whom you grant access to your Digital Transcript. **Personal View** - displays similar information but also enables you to view your exam score report by clicking the exam links. Authorized Viewers **do not** have access to your score reports." Below this, there are controls for "View mode: Personal View", a checked box for "Show only passed exams", an unchecked box for "Show Certiprep practice tests", and a "Show Printable View" button.

The transcript is titled "Authenticated Digital Transcript of Certifications" dated "March 30, 2009" for "John Doe" (address 1, address 2). A disclaimer states: "This real-time Certiport Digital Transcript is derived from a global database which tracks and authenticates certification exams administered by over 12,000 testing centers worldwide." The transcript is divided into two sections:

- MICROSOFT OFFICE SPECIALIST**: Includes a Microsoft Office Specialist logo and a table of certifications.

Certifications	PDF	XPS	Order Official Certificate
Microsoft Office Excel 2003 Expert			Order Official Certificate
- INTERNET AND COMPUTING CORE CERTIFICATION (IC³)**: Includes an IC³ logo and a table of certifications and achievement credentials.

Certifications	PDF	XPS	Order Official Certificate
IC ³ Certification - 2005			Order Official Certificate
Achievement Credentials			
IC ³ Computing Fundamentals - 2005			
IC ³ Key Applications - 2005			
IC ³ Living Online - 2005			

At the bottom, a footer contains the text: "For information about Certiport, please visit www.certiport.com. Certiport is the leading provider of global, performance-based certification programs and services designed to enable individual success and lifetime advancement through certification." and copyright information: "© 2009 Certiport, Inc. | [Privacy Statement](#) | [Sitemap](#)".

4. If you choose “PDF” or “XPS” you will be presented with the printable image of your certificate, watermarked with the text, “Online Copy.”



5. To print the official certificate (without the “Online Copy” watermark) as “PDF” or “XPS,” you must CLICK the “Print Official Certificate” button found at the bottom of that page. This will redisplay your certificate without the watermark.

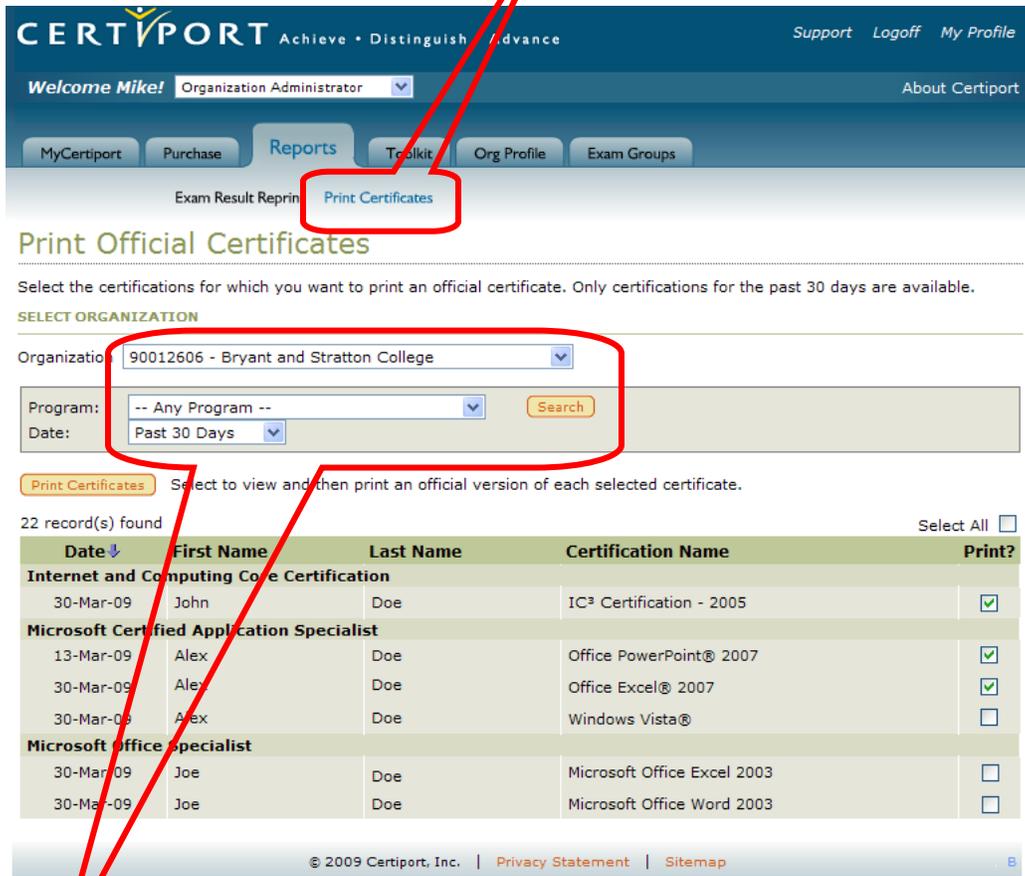
6. Ensure your printer has the paper you desire in the printer tray and choose the “Print” icon to begin printing your Official Certificate (NOTE: Before final printing, choose “Print Preview” to ensure your document will print appropriately).

The screenshot shows a web browser window displaying a Certiport certificate. The browser's address bar and toolbar are visible at the top. A red box highlights the print icon in the toolbar, and a red arrow points from the instruction above to this icon. The certificate itself is the main content, featuring the Certiport logo at the top, followed by the IC³ logo (Internet and Computing Core Certification). The name "John Doe" is prominently displayed in the center. Below the name, a statement reads: "Is hereby granted this certification for having demonstrated basic computer hardware, software and Internet knowledge and skills through the successful completion of the examinations comprising IC³". The categories "COMPUTING FUNDAMENTALS", "KEY APPLICATIONS", and "LIVING ONLINE" are listed below. The date "30 | March | 2009" is shown. On the left, there is a signature of David D. Saedi, President. On the right, there is a logo for the Global Digital Literacy Council. At the bottom of the certificate, several partner logos are displayed: ACT, iSTE, CREDIT, CompTIA, OCR, and verify.certiport.com. The footer of the browser window shows the copyright notice "© 2009 Certiport, Inc." and links for "Privacy Statement" and "Sitemap". A "Done" button is visible in the bottom right corner of the browser window.

TESTING CENTER (“Organization Administrator” Role)

For Testing Center Organization Administrators wishing to access and print individual or multiple certificates at the testing site, the process is easy, as follows:

1. Login at <http://www.certiport.com>
2. CLICK the “Reports” tab, then CLICK “Print Certificates” in the sub-navigation menu, to choose the individual or multiple certificates you’d like to print.



The screenshot shows the Certiport website interface. The navigation menu includes 'MyCertiport', 'Purchase', 'Reports', 'Toolkit', 'Org Profile', and 'Exam Groups'. The 'Reports' tab is selected, and the 'Print Certificates' option is highlighted in a red box. Below the navigation, the 'Print Official Certificates' section is visible. It includes a search form with the following fields:

- Organization: 90012606 - Bryant and Stratton College
- Program: -- Any Program --
- Date: Past 30 Days

A red box highlights the search filters and the 'Search' button. Below the search form, there is a 'Print Certificates' button and a message: 'Select to view and then print an official version of each selected certificate.' Below this, a table displays 22 records found. The table has the following columns: Date, First Name, Last Name, Certification Name, and Print?.

Date	First Name	Last Name	Certification Name	Print?
Internet and Computing Core Certification				
30-Mar-09	John	Doe	IC ³ Certification - 2005	<input checked="" type="checkbox"/>
Microsoft Certified Application Specialist				
13-Mar-09	Alex	Doe	Office PowerPoint® 2007	<input checked="" type="checkbox"/>
30-Mar-09	Alex	Doe	Office Excel® 2007	<input checked="" type="checkbox"/>
30-Mar-09	Alex	Doe	Windows Vista®	<input type="checkbox"/>
Microsoft Office Specialist				
30-Mar-09	Joe	Doe	Microsoft Office Excel 2003	<input type="checkbox"/>
30-Mar-09	Joe	Doe	Microsoft Office Word 2003	<input type="checkbox"/>

At the bottom of the page, there is a copyright notice: © 2009 Certiport, Inc. | Privacy Statement | Sitemap.

3. Select the “Organization,” “Program,” and “Date Range” to Search for individual or multiple certificates you wish to print. Choose the “Search” button once you have selected parameters.
 - a. **NOTE:** Testing Centers may only search and print certificates from the previous thirty (30) days.

4. You may sort your search results by CLICKING any of the result headings (e.g., "Certification Name" or "Date").

CERTIPORT Achieve • Distinguish • Advance Support Logoff My Profile

Welcome Mike! Organization Administrator About Certiport

MyCertiport Purchase **Reports** Toolkit Org Profile Exam Groups

Exam Result Reprint [Print Certificates](#)

Print Official Certificates

Select the certifications for which you want to print an official certificate. Only certifications for the past 30 days are available.

SELECT ORGANIZATION

Organization: 90012606 - Bryant and Stratton College

Program: -- Any Program --

Date: Past 30 Days

Select to view and then print an official version of each selected certificate.

22 record(s) found

Date	First Name	Last Name	Certification Name	Print?
Internet and Computing Core Certification				
30-Mar-09	John	Doe	IC ³ Certification - 2005	<input checked="" type="checkbox"/>
Microsoft Certified Application Specialist				
13-Mar-09	Alex	Doe	Office PowerPoint® 2007	<input checked="" type="checkbox"/>
30-Mar-09	Alex	Doe	Office Excel® 2007	<input checked="" type="checkbox"/>
30-Mar-09	Alex	Doe	Windows Vista®	<input type="checkbox"/>
Microsoft Office Specialist				
30-Mar-09	Joe	Doe	Microsoft Office Excel 2003	<input type="checkbox"/>
30-Mar-09	Joe	Doe	Microsoft Office Word 2003	<input type="checkbox"/>

© 2009 Certiport, Inc. | [Privacy Statement](#) | [Sitemap](#)

5. Choose the certificate(s) you wish to print by CLICKING the radio button associated with the certificate (or choose "Select All").

6. Select the "Print Certificates" button to generate a PDF file that will contain the selected certificates.

CERTI PORT Achieve • Distinguish • Advance Support Logoff My Profile

Welcome Mike! Organization Administrator About Certiport

MyCertiport Purchase **Reports** Toolkit Org Profile Exam Groups

Exam Result Reprint [Print Certificates](#)

Print Official Certificates

Select the certifications for which you want to print an official certificate. Only certifications for the past 30 days are available.

SELECT ORGANIZATION

Organization: 90012606 - Bryant and Stratton College

Program: -- Any Program --

Date: Last 30 Days

Select to view and then print an official version of each selected certificate.

22 record(s) found Select All

Date	First Name	Last Name	Certification Name	Print?
Internet and Computing Core Certification				
30-Mar-09	John	Doe	IC ³ Certification - 2005	<input checked="" type="checkbox"/>
Microsoft Certified Application Specialist				
13-Mar-09	Alex	Doe	Office PowerPoint® 2007	<input checked="" type="checkbox"/>
30-Mar-09	Alex	Doe	Office Excel® 2007	<input checked="" type="checkbox"/>
30-Mar-09	Alex	Doe	Windows Vista®	<input type="checkbox"/>
Microsoft Office Specialist				
30-Mar-09	Joe	Doe	Microsoft Office Excel 2003	<input type="checkbox"/>
30-Mar-09	Joe	Doe	Microsoft Office Word 2003	<input type="checkbox"/>

© 2009 Certiport, Inc. | [Privacy Statement](#) | [Sitemap](#) B

7. Ensure your printer has the paper you desire in the printer tray and choose the “Print” icon to begin printing your Official Certificate(s) (NOTE: Before final printing, choose “Print Preview” to ensure your document(s) will print appropriately).



Done