The following instructions will guide you through the setup of the **Test Center Group Admin Role**, which will allow you to run and share reports that detail the exam results from one or more different participating Certiport Authorized Testing Centers (CATCs).

Accepting the Role of the Test Center Group Administrator

Note: You must be an Organization Administrator within a CATC in order to view the results of another CATC, or to share your own results with another CATC.

1. Navigate to the Certiport home page at www.certiport.com and log in.
2. Click the **"My Profile"** button in the top right-hand corner.

3. When your profile page appears, click the **"Roles"** tab.

4. At the bottom of the Roles page you will find the Test Center Group Admin section. Click the orange link: **"Become a Test Center Group Administrator"**.
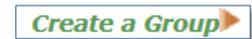

Test Center Group Admin — *Become a Test Center Group Administrator*
You are registered as a Test Center Group Administrator.

5. You now have the Test Center Group Admin role, which can be accessed in the dropdown at the top of the screen within the Certiport website.

Creating a Test Center Group

After clicking to become a Test Center Group Admin you will be taken to the Group Admin page under the new role. In order to view the exam results of another CATC, you must first start by creating a group. Any CATC that joins your group will be allowing you to view their results. Follow these steps to create a new group:

1. Click the green "Create a Group" link.
2. Name the new Group.
   Note: This is the only required field.
3. Add additional users who you wish to grant access rights to the Group.
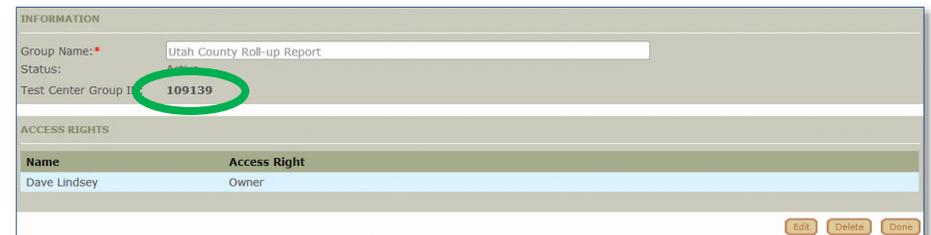   a. To view the reports that this new Group will provide access to, you must be on the Access List.
   b. Anyone added to the list must also be an Organization Administrator.
   c. The Owner of the list must designate additional user Access Rights by selecting Owner, Editor, or Viewer.
   d. If additional users want to create their own Test Groups, they must accept the Test Center Group Admin role as laid out in Section I of this document
4. Click **"Update"** to complete the process.

When you have completed this process, a Test Center Group ID will be generated. Please make a note of this number if you wish to employ the second method* of invitation laid out in Section III of this document.

INFORMATION	
Group Name:*	Utah County Roll-up Report
Status:	Active
Test Center Group ID	109139

ACCESS RIGHTS	
Name	**Access Right**
Dave Lindsey	Owner

Edit Delete Done

5. Ensure the information of your new Group is correct and then click the **"Done"** button when finished.

Back on the Group Admin page you will be able to view and manage the list of Test Center Groups you have created. Click the pencil icon to enter the edit menu.

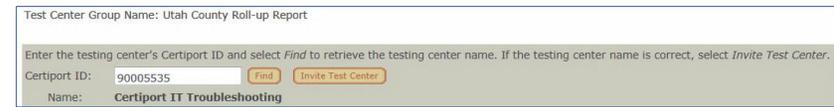| MY TEST CENTER GROUPS			
Test Center Group Name	**Test Center Group ID**	**Status**	**Action**
✎ Utah County Roll-up Report	109139	Active	*View Test Centers*

Important Invitation and Group Membership Notes:

- To view the exam results of a CATC other than your own, an Organization Administrator from the desired center must accept the invitation sent to them from your Test Group, thereby granting access.

- If you wish to view, for example, the results of 10 different CATC's in one report, you would need to send an invitation to an Organization Administrator from each one of those centers from your Test Group.

- If you wish to share exam results from your own center, the CATC requiring access to your info must create their own Test Group, and then obtain your permission via one of the invitation methods laid out in Section III.

- There are no restrictions on how many Test Center Groups you may create or join, nor are there restrictions on where each CATC group member may be located.

- The sharing of exam results via Test Groups is one-directional. Only CATC's joining a Test Group are revealing their results. The CATC that created the group would not have their results divulged until they accepted their own invitation to a Test Group from a different CATC.

Inviting Test Centers to your Group

Now you may invite other Testing Centers to your newly created group so that they may share their exam results with your CATC. There are two methods in which to perform this action:

Method One:

1. Log in to www.certiport.com and change the role in the dropdown at the top of the screen to Test Center Group Admin.
2. Click **"View Test Centers"** at the end of the row of your desired Test Group.
3. Type in the Certiport ID of the CATC you wish to invite to your Test Group.

Test Center Group Name: Utah County Roll-up Report

Enter the testing center's Certiport ID and select *Find* to retrieve the testing center name. If the testing center name is correct, select *Invite Test Center*.

Certiport ID: 90005535   [Find] [Invite Test Center]
Name: **Certiport IT Troubleshooting**

Note: The *Certiport ID* can be found on the home page of the Organization Administrator role. Example: 12345678

4. Click **"Invite Test Center"**.
5. At this point an Organization Administrator from the CATC you just sent the invite to must log in on their end and accept the invitation. The steps to perform this are as follows:
   a. Navigate to www.certiport.com, log in, and select the Organization Administrator role from the dropdown at the top of the screen.
   b. Mouse over the Org Profile tab.
   c. Click the **"Test Center Groups"** dropdown.

   [Test Center Groups]

   d. Click the box: **"I agree to share exam results with all test center groups in which this testing center is a member"**.
   e. If you are associated with multiple Testing Centers, you will need to select the correct CATC that is joining the Test Center Group.

   SELECT ORGANIZATION

   Organization 90005535 - Certiport IT Troubleshooting ▼

   Before participating in any test center groups, you must agree with the statement below.

   ☑ I agree to share exam results with all test center groups in which this testing center is a member.
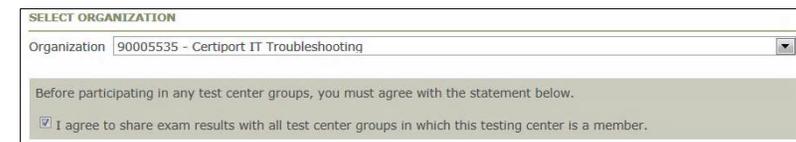
   f. Click **"Accept"** to finalize the sharing of exam results.

   Utah County Roll-up Report   109139   Pending   Accept Reject

Method Two:

In this method, a CATC will enter a Test Center Group ID number (see Section II*) that was created and given to them by the CATC in which they would like to share their exam results with. If you have received a Group ID number, please perform the following:

1. Navigate to www.certiport.com and log in.
2. Choose the Organization Administrator role from the dropdown at the top of the screen.
3. Mouse over the Org Profile tab and then click on the dropdown for *"Test Center Groups"*.
4. Scroll to the bottom of the page and enter the Group ID number in the appropriate field.

To join a Test Center Group, please enter the Group ID: **109087** [Join]

6. Click *"Join"*.
7. To complete the invitation, the Owner of the Test Center Group you just entered will perform steps 1 through 3 above and accept the invite on their end.

Reporting

An Organization Administrator may run reports from any Test Center Group to which they have the access to. The reports may be filtered by date, program type, pass or fail, as well as certification or practice test results. To run reports:

1. Navigate to www.certiport.com and log in.
2. Change you role in the dropdown at the top of the screen to Test Center Group Admin.

   HOME   **REPORTS**

3. Click the *"Reports"* tab.

You will have two reporting options available, the Test Center Group Exam Results (264_2) and the Test Center Group Exam Results Rollup (2643):

Test Center Group Exam Results (264_2)
Test Center Group Exam Results Rollup (2643)
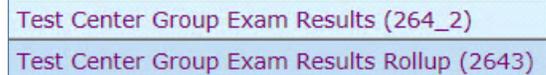
4. Fill out the desired variables and click *"View Report"*.

Report: Test Center Group Exam Results Rollup (2643)

Start Date (limit 3 years)	3/1/2013 2:35:07 PM	End Date	3/20/2014 2:35:07 PM	[View Report]
Test Center Group	Utah County Roll-up Report	Test Center	Certiport IT Troubleshooting
Program	Adobe Certified Associate, Certi	Exam Level	Certification
Result	PASS		

Reference

Use the Test Center Group Admin Role for: Running Reports, managing or creating Test Center Groups, and sending out invitations requesting access (method one).

Use the Organization Administrator Role for: Sending requests to join Test Groups (method two), accepting incoming requests to join existing Test Groups, or terminating access to your exam results share.

Contacting Support

Find Answers Online

Test Candidates: 888.999.9830, Opt. 2 (M – F 6am to 5pm MT)
Customerservices@certiport.com

CATC Customer Service: 888.999.9830, Opt. 3 (M – F 7am to 5pm MT)
CATC Technical Support: 888.999.9830, Opt. 1 (M – F 6am to 5pm MT)