Guide Summary

Use this guide to locate your unique Microsoft Certification ID which identifies you across all Microsoft certifications administered by a Certiport Authorized Testing Center (CATC).

Log in to the Certiport Website

1.   Navigate to www.certiport.com and click **Login/Register**. Log in using your Certiport **Username** and **Password**.
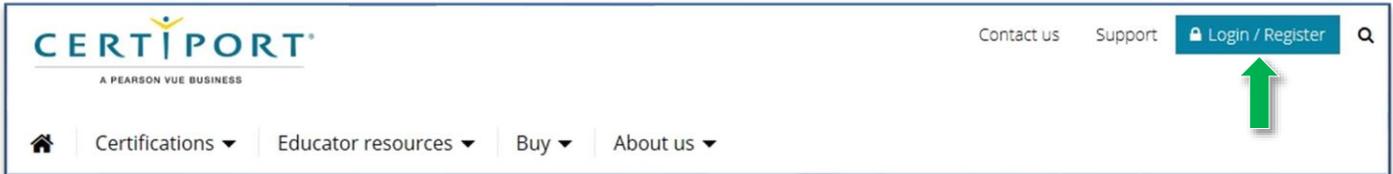
Obtaining your Microsoft Registration Information

2.   Once logged in, access your Profile by clicking on **My Profile**.
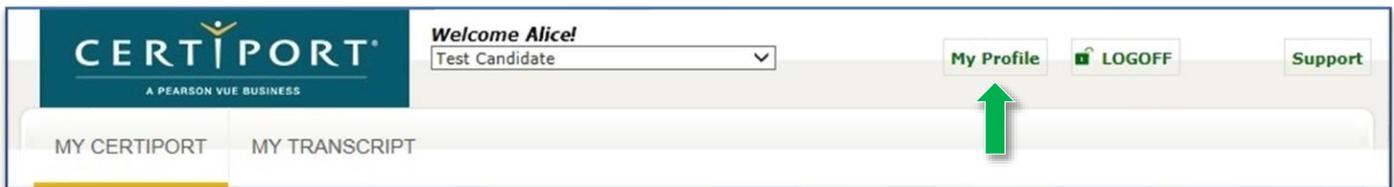
3.   Click on the **Programs** tab to access your registration information.

4.   Click on **Edit Registration Data** for the Microsoft program.
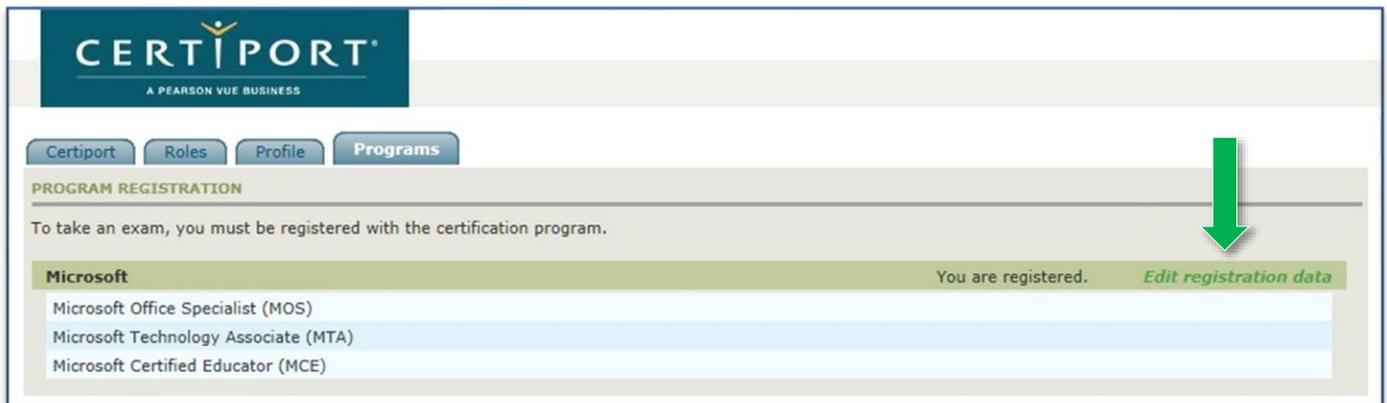
5. Locate your **MC ID** within the registration info.

6. If you have moved at any point after you registered with Microsoft, click the **Use my Certiport profile data** button to import your address and update the registration.

7. If you updated your address, click **Submit** to save the changes and return to the Programs screen. If you did not make any changes, click **Cancel** to return to the Programs screen.

Frequently Asked Questions

Q: What is Microsoft's website for certifications?
A: *The Microsoft Learning Benefits and Exams Dashboard contains a wealth of information and resources. You will need to create a Microsoft Account using your Microsoft Certification ID (MCID) and a temporary access code.*

Q: What will I find there?
A: *On the Microsoft Learning Benefits and Exams Dashboard you can view information about the exams that you've completed, find training and information for future exams, view and download your transcript, and download certification logos.*

Q: I already have an existing MCID, what do I do?
A: *If you have previously registered directly with Microsoft and have an existing MCID you will need to request to merge profiles with your Certiport created MCID. Contact your Microsoft Regional Service Center:*

Q. Can I access my MOS (Microsoft Office Specialist) certificates on Microsoft's website?
A: *No. Certiport fulfills all Microsoft Office Specialist certificates. Log in to your Certiport test candidate account to view/purchase certificates.*

Contacting Support

If you need assistance with your **Microsoft Certification ID** contact your Microsoft Regional Service Center.

Find Answers online or Contact Support through Phone, Email, or Live Chat.
Support is available Monday through Friday 6am to 5pm MT