

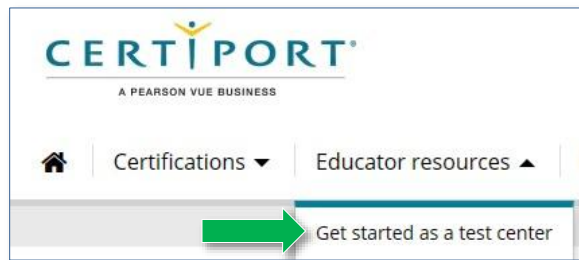
## Guide Summary

This guide outlines the preliminary steps that a CATC (Certiport Authorized Testing Center) should follow to prepare for and administer any of Certiport’s certification exams for the first time.

## Registering as a CATC

Follow these steps to register your organization as a CATC. For more information, visit the following site: [www.certiport.com/go](http://www.certiport.com/go).

1. Navigate to [www.certiport.com](http://www.certiport.com), click on the **Educator Resources** tab and click on the dropdown item to **Get started as a test center**.



2. After reviewing the **Verify** section, move on to section 2.
3. Create a Certiport user profile by following the directions under **New users: Create a user account** or see the [Registration QRG](#).
4. After you create a profile, move on to the **Returning users: Register your Certiport Center** section and click on the **Register a CATC** link.
5. After logging in, the CATC registration will begin. Follow the prompts to complete the registration process.

6. You will receive a confirmation email from Certiport with further instructions to verify your account. The person who registers will become the CATC’s **Organization Administrator**.

**Important:** A CATC should become familiar with all of Certiport’s [exam policies](#) and [technical requirements](#) prior to administering an exam for the first time.

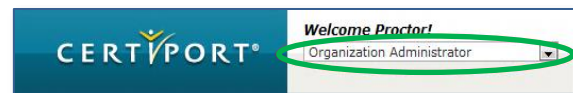
**Note:** Additional [quick reference guides](#) are available.

## Managing Associations

To assign rights to your personnel, they need to be associated to your newly created CATC. The **Roles** you assign through this association will [determine the rights](#) they will have on behalf of your CATC.

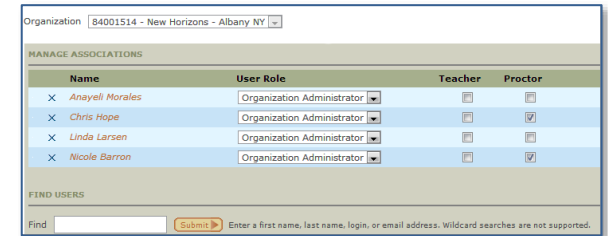
**Note:** If you are using this guide just for the management of associations you may ignore the registration section; it will never be necessary to re-register your CATC.

1. Log in to [www.certiport.com](http://www.certiport.com), and select the **Organization Administrator** role.



2. Hover over the **Org Profile** tab, and click on the dropdown for **Associations**.
3. Using the **Find Users** tool on this page, search for the person you are adding to your organization (they must have already created a Certiport profile).
4. Click the **Last Name** of the person you are wanting to associate to your CATC.

5. In the **Manage Associations** list, assign the appropriate role(s). [Details of each role](#).



You may assign a new User as a **Proctor**, but they must first accept the **Proctor Agreement**. The agreement can be accepted during the registration process if the “proctoring” purpose is selected. If a user did not accept the Proctor Agreement during registration, they can still do so afterwards by following these instructions:

- a. Log in and click **My Profile**
- b. Select the **Roles** tab
- c. Click **Become a Proctor**
- d. Read and **Accept** the Proctor Agreement

Need to set up Compass? See our [install page](#).

## Contacting Support

Find [Answers Online](#)

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