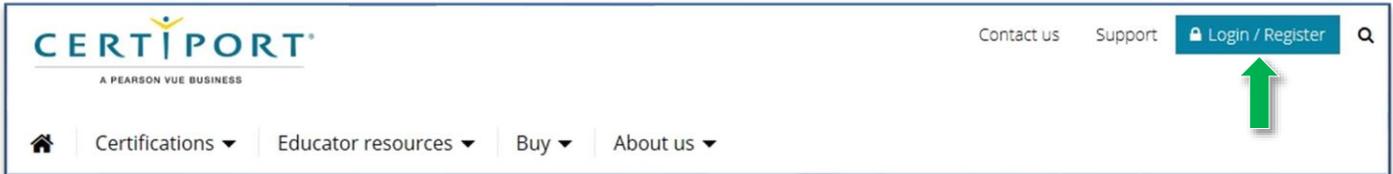


Guide Summary

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).

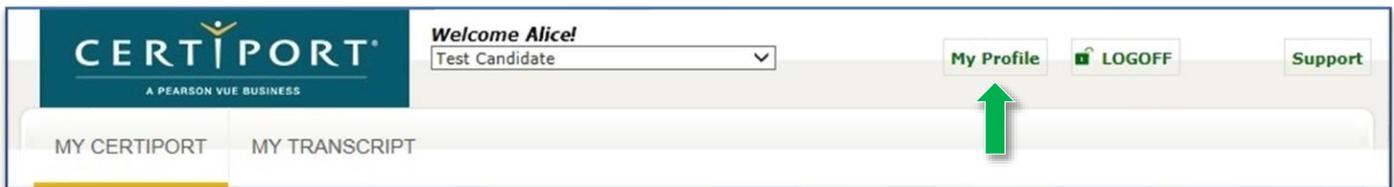
Log in to the Certiport Website

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



Obtaining your Microsoft Registration Information

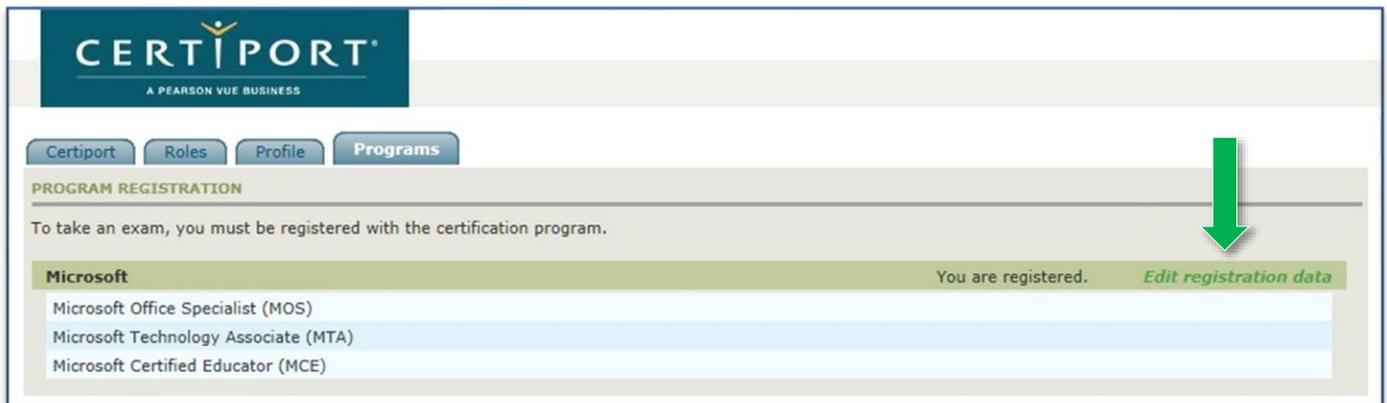
2. Once logged in, access your Profile by clicking on **My Profile**.



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.

Microsoft Registration



Please enter the requested information.

Attention Microsoft Technology Associate (MTA), Microsoft Office Specialist (MOS) and Microsoft Certified Educator (MCE) candidates: You can include your name and address in your local language (double-byte characters) in addition to the required English alphabet fields. eCertificates and Microsoft official transcripts can be made available with your double-byte character name if you enter it here.

Required Fields (Romanized Characters Only for name and address, i.e. o name) Optional Fields (Double-Byte Characters Only, i.e. 名前)

 Click this button to fill in your Microsoft profile from your Certiport profile.

<p>First name:* <input type="text"/></p> <p>Middle name: <input type="text"/></p> <p>Last name:* <input type="text"/></p> <p>Phone: <input type="text"/></p> <p><small>Do not include the international calling code.</small></p> <p>Email:* <input type="text"/></p> <p>Company: <input type="text"/></p> <p>Job title: <input type="text"/></p> <p>Language:* <input type="text" value="v"/></p> <p>Country/Region:* <input type="text" value="v"/></p> <p>Line 1:* <input type="text"/></p> <p>Line 2: <input type="text"/></p> <p>City:* <input type="text"/></p> <p>State/Province:* <input type="text" value="v"/></p> <p>Zip/Postal Code:* <input type="text"/></p>	<p>First name: <input type="text"/></p> <p>Middle name: <input type="text"/></p> <p>Last name: <input type="text"/></p> <p>Country/Region: <input type="text" value="United States"/></p> <p>Line 1: <input type="text"/></p> <p>Line 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State/Province: <input type="text" value="v"/></p> <p>Zip/Postal Code: <input type="text"/></p>
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(* indicates a required field)

Microsoft Certification ID: 

Access Code: XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX

Microsoft Non-Disclosure and EULA Agreement Non-Disclosure and EULA agreement status: Accepted

Microsoft may use the contact information I have provided to contact me regarding important security, product and event information.

Microsoft Partners may use the contact information I have provided to contact me regarding important security, product and event information.

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