

Getting Started as a Teacher

Overview

The ultimate goal of the Technology Certification Program is for students to take an official certification exam. These globally recognized credentials make students more employable and more productive in their work and academic pursuits. Certification exams are managed through the Authorized Testing Centre online portal but delivered on-site at your facility via the Compass software.

Getting Started

Perform the following steps to ensure Compass is ready to deliver certification exams to your students.

Step 1: Log-in to certiport.com as the Organization Administrator.

Step 2: Click on the Training & Tools Tab and select Compass. Please be sure to view the [Technical Requirements](#).

Step 3: Download Compass

Step 4: After downloading the software you will see this icon on your desktop.



Step 5: Instruct exam candidates to view the [Test Candidate Registration Quick Reference Guide](#) and follow the instructions to create Test Candidate accounts for themselves.

Step 6: View the [Compass](#) training Video to review the student experience and prepare to administer the exam as a Proctor.

Step 7: Learn how to [run reports for exam results and exam groups](#) and how to [print certificates and score reports](#).

What's Next?

If you need further clarification with the learning process, please contact [CCI Learning Support](#).
If you are having technical issues with your software, please contact [Compass Support](#).