

Offering Microsoft Certification Exams

This *Getting Started Guide* focuses on how to set up your *Authorized Testing Center* (CATC) and download exam vouchers via the *Console 8 Software*.



Online Test Center Setup

Perform the following steps to register your test center, purchase exams, and manage your account:

- Step 1:** View the [Getting Started as a Test Center](#) article and review steps 1, 2, 3 and 5. Steps 4 and 6 of the article will be reviewed later in this guide.
- Step 2:** Complete the *Verify* section by reviewing the policy and requirement documents.
- Step 3:** Complete your [User Account & Proctor Registration](#), and then register your testing center. Do not create duplicate testing center account. Ensure that your organization has not been previously registered. Each person needs one user account only. This single user account can be assigned as many roles and functions as needed.
- Step 4:** Visit the CATC™ [Training Center](#) and view the [Account Management](#) training video for proctors and administrators.
- Step 5:** Log in to your account and explore your account's functionality.
- Step 6:** Email orders@ccilearning.com to request your free exam-vouchers!

Console 8 Exam Software Download

- Step 1:** Visit the CATC™ [Training Center](#) and view the [Console 8](#) training video. (0:00-5:47)
- Step 2:** View the [Get Started as a Test Center](#) article and review Step 4.
- Step 3:** Log in to your [Certiport account](#) as an Organization Administrator.
- Step 4:** Position the mouse pointer over **TRAINING & TOOLS** and select **Console 8 Install** from the drop-down menu that appears.
- Step 5:** Follow the instructions to download and install Console 8 onto an exam computer. Every computer that will be hosting exams must have Console 8 installed.
- Step 6:** Open the Console 8 software and click **Exams**.
- Step 7:** Click on **All Configuration Exams** and install. Then click **All Available Exams** to choose and install the desired exams.

- Step 8:** To more efficiently install Console 8 updates and exams onto multiple additional computers, please follow the steps below. *If you do not use Lab Management Software, skip to step 4 below.*
1. Use your Lab Management software to take control of your lab computers.
 2. Using Windows Search Box, search for Console 8 and select by pressing enter (using the icon can cause problems because not all icons appear at exactly the same place on every desktop).
 3. At this point, all windows should open at the same spot on all computers.
 4. Click **Updates** in Console 8. Click **Export Updates**. Save this file locally and then copy it onto a USB drive or into a shared folder.
 5. On your additional computers, install Console 8 and Login.
 6. Plug in the USB, and click on **Updates**, then **Import Updates**.
 7. Click the **Exams** button to download desired exams.

Perform the following steps to ensure proper system permissions.

The Console 8 software requires System Administrators credentials to run. Consequently, Admin Credentials must be passed down to student accounts.

- Step 1:** Log-in to Console 8 as an Administrator.
- Step 2:** Click the **Gear Icon** in the bottom left hand corner. Click on **Admin Credentials**.
- Step 3:** Use the System Administrator username and password. Leave domain blank (the most effective account to use is Administrator).

Administering Microsoft Exams

- Step 1:** Logoff your computer as an System Administrator permission and login with Student permissions.
- Step 2:** Log-in to Console 8 as an Administrator.
- Step 3:** Click **updates** check for and install Console 8 updates.
- Step 4:** Click **diagnostics** to run a configuration test.
- Step 5:** View the [Get Started as a Test Center](#) article and review Step 6.
- Step 6:** Instruct exam candidates to view the [Test Candidate Registration Quick Reference Guide](#) and follow the instructions to create Test Candidate accounts for themselves.
- Step 7:** View the [Console 8](#) training video (5:47-11:09) to review the student experience, and prepare to administer the exam as a Proctor.

What's Next?

After you have completed these steps, you are ready to administer exams in your classroom. You can use the appropriate [exam tutorials](#) to orient first time Console 8 users and students.

Exam License Resources

[School/Test Center Purchasers](#)

[Types of Exams](#)

[Direct Purchase by Candidate](#)

CATC Marketing Resources

[Marketing Program Kit](#)

CATC Support Resources

[CATC Support Hub](#)

Phone: 1-800-497-8923

Quick Reference Guides (QRG)

[General Quick Reference Guides](#)

[Frequently Asked Questions](#)

[Registering a CATC \(PDF\)](#)

[Installation & Setup](#)

[Proctoring Exams](#)

[Exam Launch](#)

[Exam Delivery](#)

[Frequently Asked Questions](#)