

# Getting Started with Certiport Compass Installation

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## Overview

The goal of a Microsoft technology certification program is for students to prepare effectively for and pass an industry-recognized certification exam. These globally recognized credentials offer students a statistically proven advantage for employability and productivity in their work and academic pursuits. Certification exams are managed through the educational facility's Certiport Authorized Testing Center, delivered via the Compass software with oversight by an approved Proctor.

## Getting Started

This is a quick reference guide (QRG). Here is the full [Certiport Compass User's Guide](#).

**Step 1:** Meet the [Technical Requirements](#) and complete the [IP Address Setup](#) – ensure Compass and program specific whitelisting.

**Step 2:** Downloading Compass

- 1) Log into [www.certiport.com](http://www.certiport.com) with your Organization Administrator credentials.
  - a. If you do not have a Certiport account please [register](#) and contact [CCI Learning Support](#) for association as an Organization Administrator.
- 2) Select Training & Tools in the navigation bar > Compass > Download Compass

**Step 3:** Installing Compass

- 1) Locate the .exe file and choose your method of installation.
  - a. [LAN and/or Mass Deployment](#)
    - i. Be sure if you mass deploy that you have the classroom teacher use Manage Exams to download exams on the local machines.
    - b. Single Station install requires an additional setup:
      - i. Testing Center – should be in the drop down because of association.
      - ii. Admin Credentials – local user admin credentials that are masked on student launch.
      - iii. Manage Exams – download exams on each machine
  - 2) When installed, the Compass icon shortcut will appear on the desktop.



**Step 4:** Confirmation

- 1) Log into a machine with student credentials.
- 2) Log into Compass with Organizational Admin credentials
- 3) Select Manage Exams and launch a Config Exam

If you experience technical issues, please contact [Compass Support](#).