

# Getting Started with Certiport Compass as a Teacher

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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

Classroom Educator: perform the following steps to ensure Compass is ready to deliver certification exams to your students. Note: Compass should already be installed locally

### MACHINE PREPARATION

**Step 1:** Launch Compass from the desktop icon, then log in as an Organization Administrator.

- Not an Organizational Administrator? - [email](#) your Certiport username for association.
- No Certiport account? - [register](#) then [email](#) your Certiport username for association.

**Step 2:** Select **Settings** on the left and confirm configuration (IT should have configured this).

- We recommend checking every machine
- Testing Center = your school building identity
- Admin Credentials:
  - a. If you are an admin on the machine, enter your domain (what is after the @ on your email) and your login and password.
  - b. If you are not an admin on the machines, you may need IT assistance to enter local user admin credentials.
- Scroll to the bottom and select Save – you will be forced to log back in.

### Step 3: Manage Exams

- Log into Compass as an Organizational Administrator.
- Select Manage Exams.
- If exams are not present, check the box for the program suite you want to download.
  - a) If you do not want all exams in the program suite you can select the drop-down arrow to the right of the program suite name and select individual exams.
- Select Download Exams at the bottom right.

**Step 4:** Exam launch confirmation

- a) Log into the machine (PC) *as a student*.
- b) Log into Compass as an Organizational Administrator.
- c) Select Manage Exams.
- d) Select Launch Config Exam to ensure student rights will launch the exam.

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## STUDENT PREPARATION

- 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. *(As a teacher you could have a student create their account on your computer, demonstrating for all to follow as the password field populates with dots so account is secure.)*
- 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 [create exam groups](#), [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 experience technical issues, please contact [Compass Support](#).