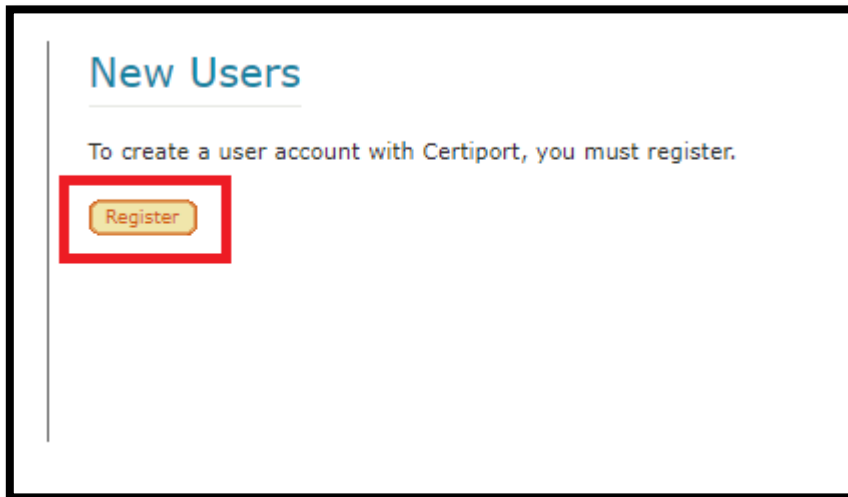


1. Akses situs <https://www.certipoint.com/portal/SSL/Login.aspx>
2. Klik tombol **Register** yang ada di sebelah kanan tampilan browser



3. Pilih **Country** dengan Indonesia, berikan tanda centang pada opsi **I Agree** dan lengkapi kode **Captcha**. Jika sudah klik tombol **Next**

Preferred language: English





Country: * Indonesia

Welcome to Certipoint User Registration. This is the first step to accessing globally recognized certification exams and unlocking the many resources available to you.

CANDIDATE AGREEMENT

By accessing this website and checking the box below you understand and agree to the terms set forth in this Candidate Agreement ("Agreement"). This Agreement is entered into by and between you as a test taker, Certipoint, a business of NCS Pearson, Inc., and your testing program owner ("Test Sponsor"). This Agreement represents your understanding and acceptance of *Pearson VUE's Privacy Policy and Cookies Policy* including the collection of your data and Certipoint's *Terms of Service*, in conjunction with your acceptance of the policies and procedures as established by the Test Sponsor and our obligations to provide you process your test results.

☒ I Agree * [Certipoint Privacy Statement](#)

Enter the characters shown on the above image: * QEK6F

To avoid creating duplicate user accounts, you can verify that you have not previously registered with Certipoint by using the [Login Assistant](#).

(* indicates a required field)

Next Cancel

4. Isi Nama lengkap dengan ketentuan sebagai berikut :
 - Jika nama hanya terdiri dari satu kata, maka pada isian **First Name** diisi dengan **Mr** jika laki-laki dan **Ms** jika wanita. Selanjutnya untuk **Last Name** diisi dengan nama
 - Jika nama terdiri dari dua kata, maka lengkapi pada **First Name** dan **Last Name** Saja
 - Jika nama lebih dari dua kata contoh misalkan ada 3 kata, maka pada **First Name** dapat diisi satu kata dan pada **Last Name** dapat diisi dua kata

- Berapapun jumlah kata pada nama lengkap, tidak disarankan mengisi nama tengah / **Middle Name**
- Disarankan menggunakan nama alamat email pada username agar lebih mudah diingat
 - Lengkapi semua isian yang mengandung tanda * merah dan abaikan yang tidak ada tanda tersebut, lalu klik tombol

Next

Welcome to Certiport
Account Setup
Personal Information
Profile
Choose A Purpose
Summary

First name: *
Raden
Middle name:
Last name: *
Mas Joyoboyo
☐ Display surname first:
Raden Mas Joyoboyo
This is exactly how your name will appear on your certificate(s).
Birthdate: *

Day
Month
Year
1
January
1990

If you forget your username or password and need to use automated assistance to retrieve them, you will be asked for your birthdate in order to verify your identity.

LOGIN INFORMATION
Username: *
vola@imailto.net
Password: *
Confirm password: *

Your username must have at least 6 characters. Your password must have at least 8 characters, and is case sensitive. Neither username nor password may contain spaces.
You will use this information to login to take exams, view your results, and access tools at www.certiport.com. You will receive an email containing this information. Keep your credentials in a safe place.

SECURITY QUESTIONS/ANSWERS
If you forget your username or password, you will be asked to provide the answers to your security questions in order to verify your identity.

Security Question 1: *
Security Answer 1: *
Security Question 2: *
Security Answer 2: *

Previous
Next
Cancel

- Lengkapi isian pada **Contact Information** dan **Mailing Address**, abaikan isian yang tidak ada tanda *

Welcome to Certiport
Account Setup
Personal Information
Profile
Choose A Purpose
Summary

CONTACT INFORMATION
Your email address will be required if you forget your username or password and for official Certiport communications.
Email: *
vola@imailto.net
Confirm Email: *
vola@imailto.net
Phone:
Student ID:
☐ Allow Certiport to contact me via e-mail regarding new programs, promotional offers, and events.

MAILING ADDRESS
Country:
Indonesia

CERTIPORT
A Pearson VUE BUSINESS
Raden Mas Joyoboyo
Line 1: *
Semampir Tengah 2 no 40
Line 2:
City: *
Surabaya
Zip/Postal Code: *
60119

ALTERNATE ADDRESS (OPTIONAL)
If you prefer that any certificate(s) or merchandise be mailed to an address other than the "Mailing Address" listed above, specify an alternate address.
☐ Specify Alternate Address

Previous
Next
Cancel

8. Pilih jawaban yang paling tepat sesuai profesi atau pendidikan terakhir, jika sudah klik tombol **Submit**

✓ Welcome to Certiport
✓ Account Setup
✓ Personal Information
▶ **Profile**
Choose A Purpose
Summary

Are you currently enrolled as a student (part-time or full time)?*

☐ Yes
☒ No

Are you currently employed?*

☒ Yes
☐ No

Please check "Yes" if you are employed at ANY of the following: *

- an academic institution
- a non-academic learning or training organization (commercial or not-for profit)
- a library
- a museum
- a government office, agency, or department that oversees public education OR workforce development

☒ Yes
☐ No

Are you a teacher, instructor, or educator?*

☒ Yes
☐ No

Gender

☒ Male
☐ Female

◀ Previous **Submit** Cancel

9. Beri tanda centang pada pilihan **Take an exam or prepare for an exam**, lalu klik tombol **Next**

✓ Welcome to Certiport
✓ Account Setup
✓ Personal Information
✓ Profile
▶ **Choose A Purpose**
Program Registration
Summary

Welcome to Certiport, Raden
You have successfully completed registering with Certiport and now have access to all the benefits granted to Certiport users through the Certiport portal.

Please tell us what you would like to do next: (please select at least one)

☒ **Take an exam or prepare for an exam**

You may also wish to register for the following:

☐ Register to become a proctor

Next ▶

10. Klik tombol **Register** pada program sertifikasi **Microsoft**

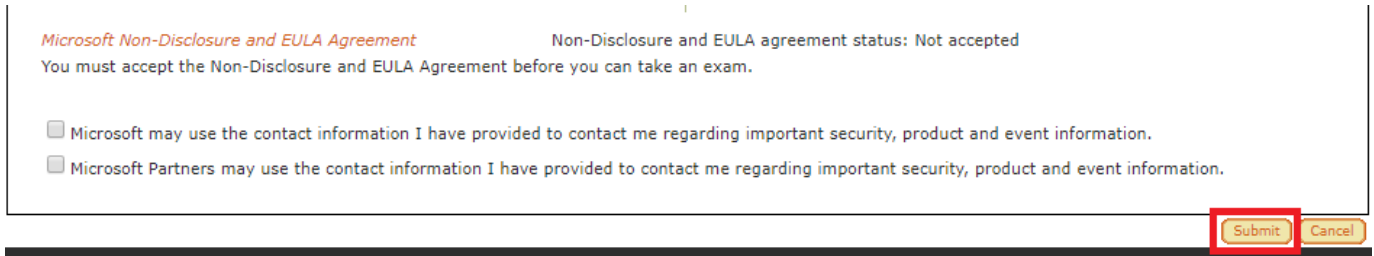
✓ Welcome to Certiport
✓ Account Setup
✓ Personal Information
✓ Profile
✓ Choose A Purpose
▶ **Program Registration**
Summary

To take an exam, you must be registered with the certification program.

Certiport	You are registered.	Edit registration data
IC3 Digital Literacy Certification (IC3)		
Entrepreneurship and Small Business (BIZ)		

Microsoft	Register
Microsoft Office Specialist (MOS)	
Microsoft Technology Associate (MTA)	
Microsoft Technical Certifications (MTC)	
Microsoft Certified Educator (MCE)	

11. Akan muncul tampilan Microsoft Registration, pastikan nama lengkap dan email sudah benar. Jika sudah, maka klik tombol **Submit**



12. Akan kembali ke tampilan **Program Registration**, lalu klik tombol **Next**



13. Selanjutnya kita klik tombol **Finish** untuk mengakhiri proses registrasi

User Registration

