



Academic student access to Certiport and The Learning Center

Resources

March 2012

For students seeking HP ATA certification training and exams at Certiport authorized testing centers

Does not apply to students employed by HP or HP channel partners.

Visit us on HP.com
[HP ExpertONE](http://www.hp.com/go/ExpertONE)

Need help using or accessing The Learning Center?

Visit the [Assist Kit](#) on hp.com.

Why you need access to Certiport and The Learning Center.

Certiport is HP's exclusive exam delivery partner for HP ATA exams. HP ATA certifications are open to all students.

The Learning Center is HP's learning management system for certification and training. Your certification accomplishments and progress are tracked in The Learning Center.

Steps to obtain access to Certiport

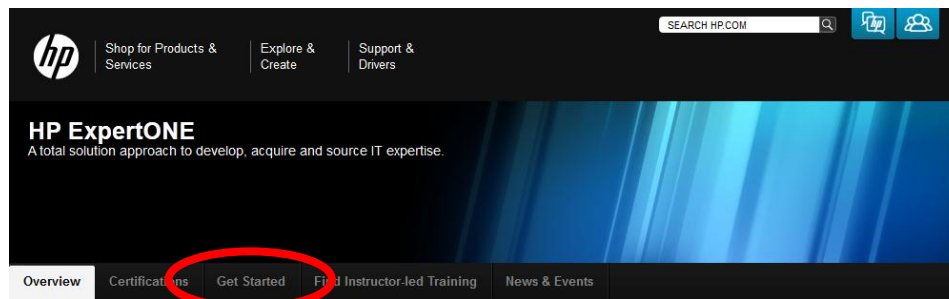
1. Visit the HP ExpertONE home page at: www.hp.com/go/ExpertONE
2. Click the 'Get Started' tab
3. Click 'Get Started - for students' on the 'Get Started' page.
4. Click 'Create a new Certiport account' on the 'Getting Started with HP Certification for Students' page
5. Click the 'Register' link on the top right of the Certiport home page
6. Choose your preferred language and your country. Enter the verification text string and click 'Next'
7. Complete the Account Setup form. Data on this form includes your username and password. Fill in the form and click 'Next.'
8. Complete the Personal Information form. Data on this form includes your email address and your mailing address. Fill in the form and click 'Next.'
9. Complete the Profile form. Indicate your status and your gender and click 'Next.'

[See detailed instructions starting on page 2.](#)

Steps to obtain access to The Learning Center

1. Within 5 business days of passing your first HP ATA certification exam, you will receive an automated email with your HP Learner ID and login instructions for Train & certify. Follow the instructions in the email to log in to Train & certify.
2. Affirm the Export Compliance Agreement and agree to the Terms and Conditions. Check BOTH boxes and click 'Submit.' Log out and close your browser. Open your browser and log in to Train & certify. You now have full access to Train & certify and The Learning Center

[See detailed instructions starting on page 7.](#)



HP ExpertONE on hp.com

Steps to obtain access to Certiport

Steps 1 and 2: Visit the ExpertOne home page on hp.com.

- www.hp.com/go/ExpertONE
- Click the 'Get started' tab

Register for Access to The Learning Center

For first time access to The Learning Center you need to create an account and obtain your HP Learner ID. Access to The Learning Center gives you the ability to register for certifications, courses and exams.

If you are a customer of HP products, services or solutions, or interested in HP certification and training to further your career, your path starts here:

[Get started – for Customers >](#)

If you work for an HP Partner or an authorized self-maintainer, your path starts here:

[Get started – for Partners >](#)

[ExpertONE Program Information for Partners >](#)

[Login to Train & certify >](#)

[Service Qualifications >](#)

If you are a student pursuing an HP ATA certification at a Certiport authorized testing center, your path starts here:

[Get started – for Students >](#)

'Get started' page

Step 3: Click 'Get started - for students'

Getting Started with HP Certification for Students

Now you can study for an HP Certification specifically developed for students in an academic format. The HP Accredited Technical Associate (HP ATA) certification goes well beyond simple concepts or product knowledge, giving you real-world experience designing and deploying IT solutions for networking, connected client devices, servers and storage, and the cloud. Plus, you'll earn your credentials from HP – a leading provider of these solutions.

Create a new Certiport account

Certiport is HP's exclusive partner for HP ATA training and exam delivery. If you do not already have a Certiport account, visit the Certiport website via the "Create a new account" link below. On the landing page, click on the "Register" link on the top right of the page and follow the instructions to acquire your Certiport user ID and password. If you've already registered and have acquired your user ID and password, you may sign in and schedule an exam.

[Create a new Certiport account](#)

Get started - for students page

Step 4: Create your Certiport account

- Click 'Create a new Certiport account'

The screenshot shows the Certiport website homepage. At the top, the Certiport logo is on the left, and navigation links for 'Register', 'LOGIN', and 'Support for...' are on the right. The 'Register' link is circled in red. Below the navigation bar is a horizontal menu with links for 'HOME', 'PRODUCTS', 'TEST CANDIDATES', 'PARTNER WITH CERTIPOINT', 'TESTING CENTERS', and 'ABOUT US'. A 'Products' banner features a group of diverse people. Below this, there is a section for 'HP Accredited Technical Associate' with a 'Get Started Now' button. To the right, there are two buttons: 'Locate a Certiport Authorized Testing Center' and 'Become a Certiport Authorized Testing Center', both with 'go »' links.

Step 5: Register for your account on Certiport

Click the 'Register' link

CERTIPORT®

User Registration

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

Preferred language:

Country: *
Selection required.

T6918P

Enter the characters shown on the above image:

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

Certiport securely manages your exam results, digital certificates, etc. For more information see [Certiport's Privacy Statement](#).

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

(* indicates a required field)

Step 6: Choose your preferred language and your country

- Choose a preferred language from the drop down menu
- Choose your country from the drop down menu
- Enter the verification characters in the provided field
- Click 'Next'

CERTIPORT®

User Registration

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

First name: *

Middle name:

Last name: *

This is exactly how your name will appear on your certificate(s).

Month Day Year

Birthdate: *

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: *

Password: *

Confirm password: *

Username and password must be at least 6 characters in length and contain no spaces. A recommended username would be your email address. Passwords are case sensitive.

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.**

Step 7: Account Setup form

- Enter your information on the form. It is recommended that you use an email address for your User ID. Passwords are case sensitive.
- Click 'Next'

CERTIPORT®

User Registration

- ✓ 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. Certiport will not share your personal information with others ([Certiport Privacy Statement](#)).

Email:*


Phone:

Student/Employee ID:

Allow Certiport to contact me via e-mail regarding new programs, promotional offers, and events.

MAILING ADDRESS

Country:

 Joel Marks

Line 1:*

Line 2:

City:*

State/Province:*

Zip/Postal Code:*

United States

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

Step 8: Personal Information form

- Enter your information on the form.
- Click 'Next'

CERTIPORT®

User Registration

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

Status*

Student

Teacher

Employed

Retired

Unemployed

Gender

Male

Female

Step 9: Profile form

- Enter your status information and gender the form.
- Click 'Submit'

CERTIPORT®

User Registration

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

Welcome to Certiport, Joel

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](#)

Your Certiport registration is complete.

- Leave the "Register to become a proctor" box unchecked
- If you not wish to take or prepare for an exam, you may close your browser window
- If you wish to take or prepare for an exam, click the appropriate box and click 'Next'

Forgot HP Passport Password

HP PASSPORT

- New User Registration
- Forgot Password
- Forgot User Id
- About HP Passport

If you have forgotten your HP Passport password, you will need to choose a new one. To begin, enter your e-mail address and click "Submit".

* = Required field

User Information

* E-mail address

Secure

Steps to obtain access to The Learning Center

Step 1: Choose your password

- You will receive an email with your HP Learner ID and login instructions for Train & certify after you pass your first HP ATA certification exam.
- Follow the instructions in the email to use the "Forgot HP Passport Password" screen to choose a password

Agree to Terms and Conditions

Please click here to view the Terms and Conditions.

If you do not agree to the HP Certified Professional and Partner Education Programs Terms and Conditions, you will not have access to our HP training and certification pages. This includes not being able to register for training classes, take exams or pursue HP certification. For detailed information as to how HP might use your information, please refer to the HP Certified Professional and Partner Education Programs Terms and Conditions above.

Yes, I agree to the Terms and Conditions of the HP Certified Professional and Partner Education Programmes.

By requesting access as an HP student, I agree that HP can store information about classes I register for and the certifications which I obtain, and that HP may share this information within the HP group of companies, authorized agents of HP and/or actual businesses that I work for.

Submit »

Congratulations! You now have access to The Learning Center.

Step 2: Accept the terms and conditions

- Return to the email you received with your User ID and HP Learner ID. Follow the instructions to login to Train & certify
- Affirm the Export Compliance Agreement by clicking the link at the bottom of the page
- A new screen will appear. Check **BOTH** boxes to accept the program Terms and Conditions.
- Click 'Submit'
- Log out and close your browser
- Open your browser and log in to Train & certify
- You now have full access to Train & certify and The Learning Center

Terms and Conditions must be renewed every 18 months. Be sure to keep your contact information current.

For more information about your HP Learner ID or your learning history, visit the [Assist Kit](#) on hp.com.