

Compass Student Log in Instructions

1. Candidate launches Compass



2. **Candidate** enters **Username**, **Password**, and selects the **Login** button.

A screenshot of the Certiport login page. The page title is 'Pearson Vue Academic Test Center 501 (90022035)'. It says 'Welcome Log in to take your exam'. There are fields for 'Username*' and 'Password*'. Below these are links for 'Forgot your username or password?', 'Don't have an account?', and 'Administrator mode?'. A 'Login' button is at the bottom right. A red box highlights the 'Login' button.

3. **Candidate** selects the **Program** from the drop-down list. Select **Yes** to associate the exam with an exam group

A screenshot of the 'Program' selection page. It says 'Select your program'. There is a 'Program*' drop-down menu. Below it is an 'Exam Group' section with the question 'Do you want to associate your exam with an exam group?' and radio buttons for 'No' and 'Yes'. A red box highlights the 'Yes' radio button.

4. **Candidate** selects the **exam group** from the drop-down list or types the exam group number in the text field.

A screenshot of the 'Exam Group' selection page. It says 'Do you want to associate your exam with an exam group?'. There are radio buttons for 'No' and 'Yes'. Below is a 'Select exam group' section with a drop-down menu and a text field 'Enter exam group'. A red box highlights the text field.

5. **Candidate** selects the desired **exam** from the list

A screenshot of the 'Select Exam' page. It says 'Find an Exam:' with a search box and a 'Go' button. Below is a table with columns 'Exam Code' and 'Exam Name'. The table lists three exams: IC3-501 (Computing Fundamentals), IC3-502 (Key Applications), and IC3-503 (Using Online). A 'Previous' button is at the bottom left.

6. On the **Voucher Entry** page, Select **No** if using a site license or inventory to purchase the exam. Candidate selects the **Next** button.

A screenshot of the 'Voucher Entry' page. It asks 'Do you have a voucher or user license you want to use?' with radio buttons for 'No, I do not have a voucher or user license.' and 'Yes, I want to use my voucher or user license.'. A 'Next' button is at the bottom right.

7. **Candidate** verifies the Candidate & Exam Information is correct. The payment type is listed in the Payment type column. If the wrong exam was selected, the Candidate selects the Change exam link in the Exam details column and then follows the flow to enter a voucher.

A screenshot of the 'Verify & Unlock Exam' page. It says 'Candidate, please verify that the following information is correct.' Below is a table with columns 'Name', 'Exam details', 'Test center', and 'Payment type'. The table lists 'Candidate Smith' with 'Exam details' including 'Change exam', 'Language: English', 'Change language', and 'Accommodations: None'. A red box highlights the 'Change exam' link.

8. **Candidate** notifies the **Proctor** that they are ready to begin the exam.