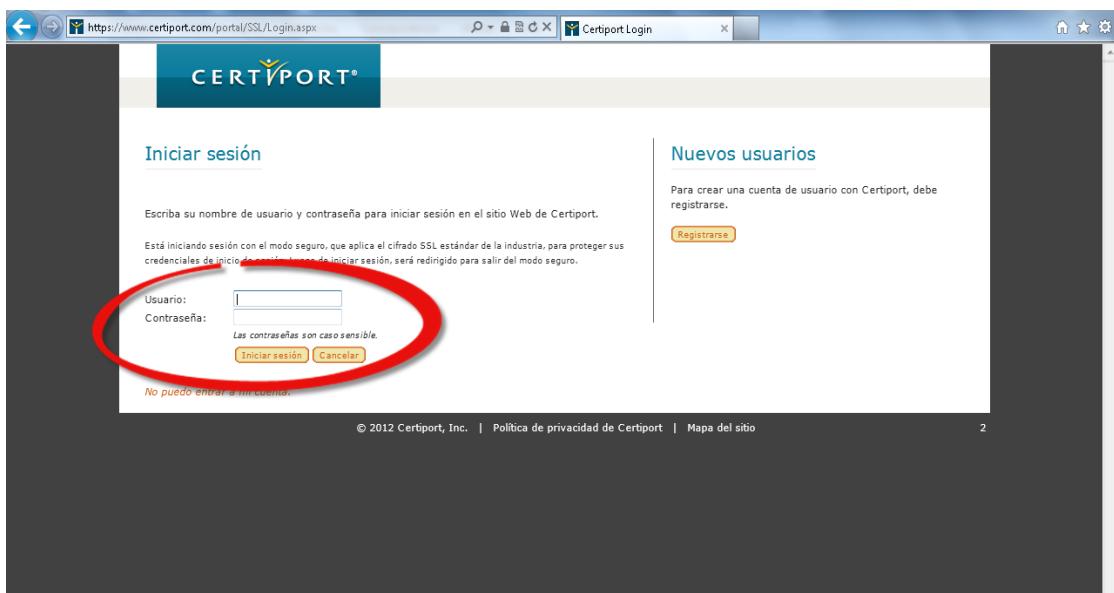


ALTA MASIVA DE ALUMNOS CERTIPORT

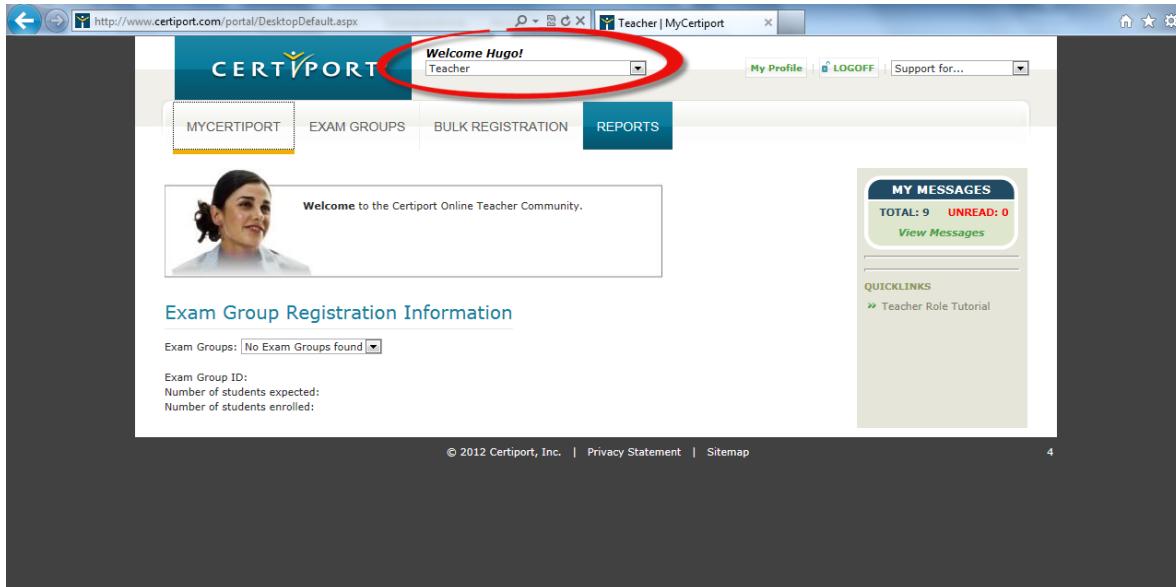
- Ingresar a la página www.certiport.com



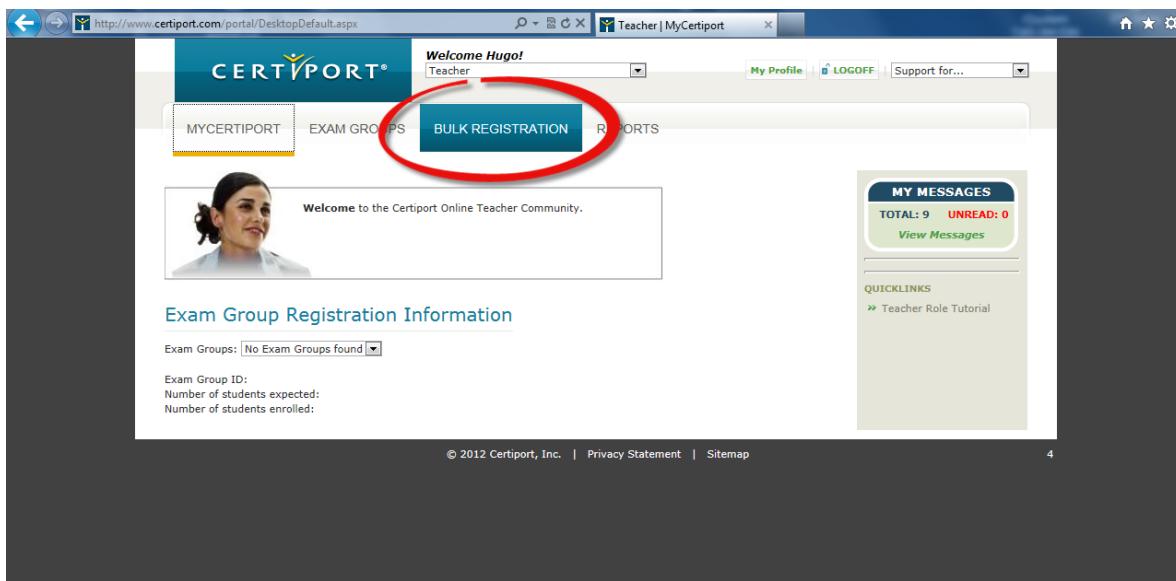
- Ingresar con usuario y contraseña (botón Login)



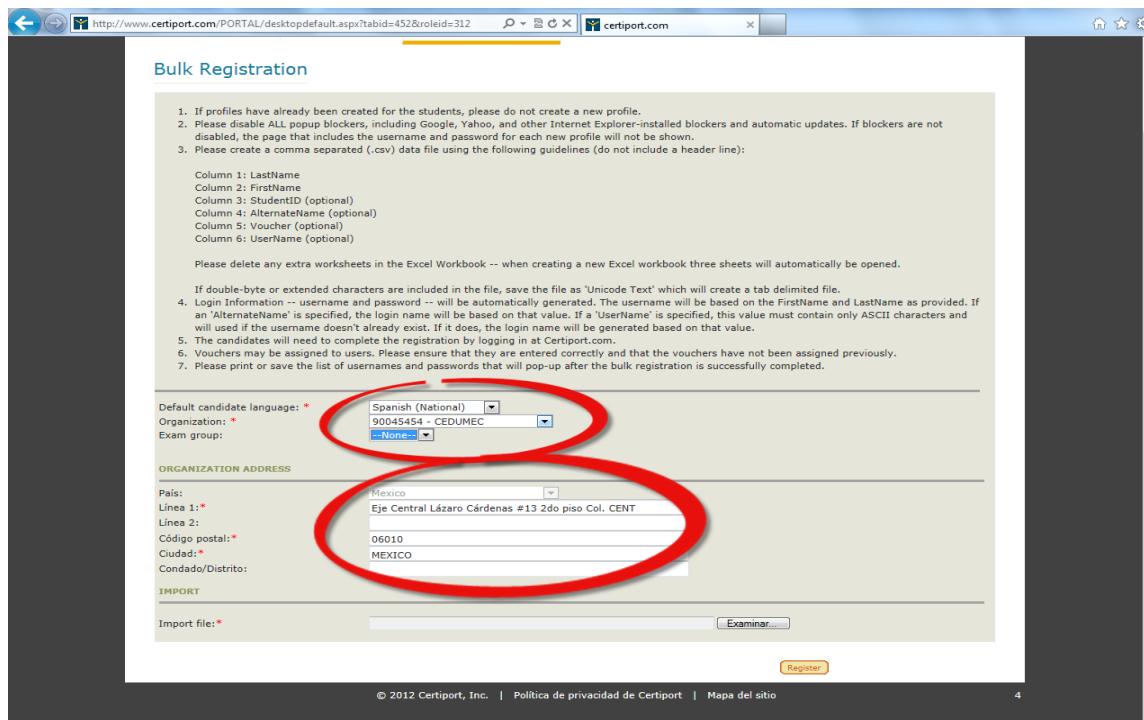
- Colocar el perfil “Teacher”



- Dar clic en el botón Bulk Registration



- Verificar el idioma y el Centro Certificador así como los datos del Instituto



Bulk Registration

1. If profiles have already been created for the students, please do not create a new profile.
 2. Please disable ALL popup blockers, including Google, Yahoo, and other Internet Explorer-installed blockers and automatic updates. If blockers are not disabled, the page that includes the username and password for each new profile will not be shown.
 3. Please create a comma separated (.csv) data file using the following guidelines (do not include a header line):

Column 1: LastName
 Column 2: FirstName
 Column 3: StudentID (optional)
 Column 4: AlternateName (optional)
 Column 5: Voucher (optional)
 Column 6: UserName (optional)

Please delete any extra worksheets in the Excel Workbook -- when creating a new Excel workbook three sheets will automatically be opened.

If double-byte or extended characters are included in the file, save the file as 'Unicode Text' which will create a tab delimited file.

4. Login Information -- username and password -- will be automatically generated. The username will be based on the FirstName and LastName as provided. If an 'AlternateName' is specified, the login name will be based on that value. If a 'UserName' is specified, this value must contain only ASCII characters and will used if the username doesn't already exist. If it does, the login name will be generated based on that value.
 5. The candidates will need to complete the registration by logging in at Certiport.com.
 6. Vouchers may be assigned to users. Please ensure that they are entered correctly and that the vouchers have not been assigned previously.
 7. Please print or save the list of usernames and passwords that will pop-up after the bulk registration is successfully completed.

Default candidate language: * Spanish (National)
 Organization: * 90045454 - CEDUMEC
 Exam group: None

ORGANIZATION ADDRESS

Pais: Mexico
 Línea 1: Eje Central Lázaro Cárdenas #13 2do piso Col. CENT
 Línea 2:
 Código postal: 06010
 Ciudad: MEXICO
 Condado/Distrito:

IMPORT

Import file: *

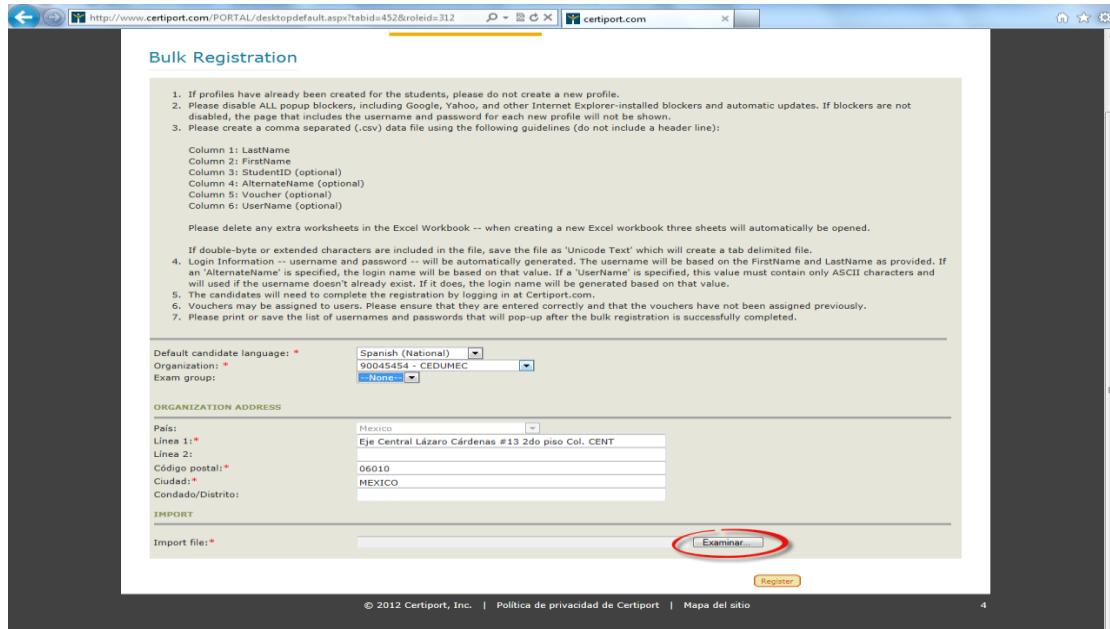
© 2012 Certiport, Inc. | Política de privacidad de Certiport | Mapa del sitio

- Realizar un Formato en Excel, en primer columna ingresar los Apellidos del alumno, en la segunda columna colocar el Nombre, en la tercer columna ingresar el ID del estudiante (Correo electrónico opcional), en la sexta columna ingresar el Usuario deseado para el alumno

A	B	Barra de fórmulas	D	E	F
Acedo Mestre	Miguel	migueac_socer@hotmail.com			C-10101989
Aguilar Couto	Juan Pablo	jpi_agui555@hotmail.com			C-10101990
Alonso Valdés	David	davidav@hotmail.com			C-10101964
Avila Sánchez	Juan Daniel	juanda_98@live.com.mx			C-10101965

- Guardar el archivo como Texto Unicode

- Presionar Examinar para cargar el archivo



Bulk Registration

1. If profiles have already been created for the students, please do not create a new profile.
 2. Please disable ALL popup blockers, including Google, Yahoo, and other Internet Explorer-installed blockers and automatic updates. If blockers are not disabled, the page that includes the username and password for each new profile will not be shown.
 3. Please create a comma separated (.csv) data file using the following guidelines (do not include a header line):

Column 1: LastName
 Column 2: FirstName
 Column 3: StudentID (optional)
 Column 4: AlternatetName (optional)
 Column 5: Voucher (optional)
 Column 6: UserName (optional)

Please delete any extra worksheets in the Excel Workbook -- when creating a new Excel workbook three sheets will automatically be opened.

If double-byte or extended characters are included in the file, save the file as 'Unicode Text' which will create a tab delimited file.

4. Login Information: If a 'StudentID' is specified, the login name will be based on that value. If a 'UserName' is specified, this value must contain only ASCII characters and will be used if the username doesn't already exist. If it does, the login name will be generated based on that value.

5. The candidates will need to complete the registration by logging in at Certiport.com.
 6. Vouchers may be assigned to users. Please ensure that they are entered correctly and that the vouchers have not been assigned previously.
 7. Please print or save the list of usernames and passwords that will pop-up after the bulk registration is successfully completed.

Default candidate language: * Spanish (National) Organization: * 90045454 - CEDUMEC Exam group: --None--

ORGANIZATION ADDRESS

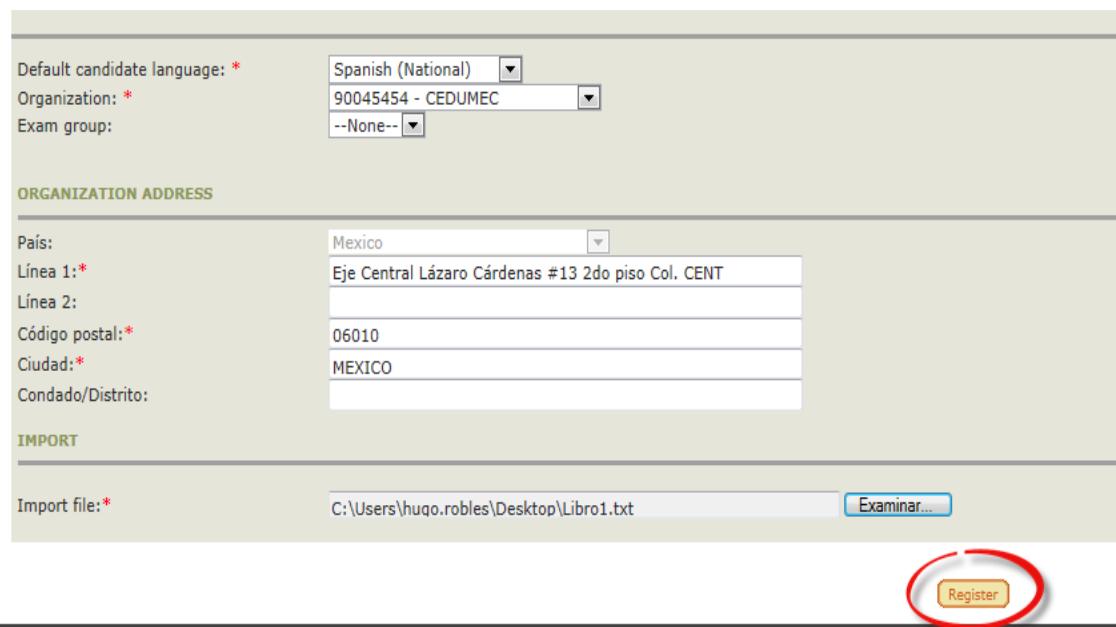
País: Mexico
 Línea 1: * Eje Central Lázaro Cárdenas #13 2do piso Col. CENT
 Línea 2:
 Código postal: * 06010
 Ciudad: * MEXICO
 Condado/Distrito:

IMPORT

Import file: * C:\Users\huqo.robles\Desktop\Libro1.txt Examinar... Register

© 2012 Certiport, Inc. | Política de privacidad de Certiport | Mapa del sitio

- Una vez cargado el archivo dar clic en el botón Register



Default candidate language: * Spanish (National)
 Organization: * 90045454 - CEDUMEC
 Exam group: --None--

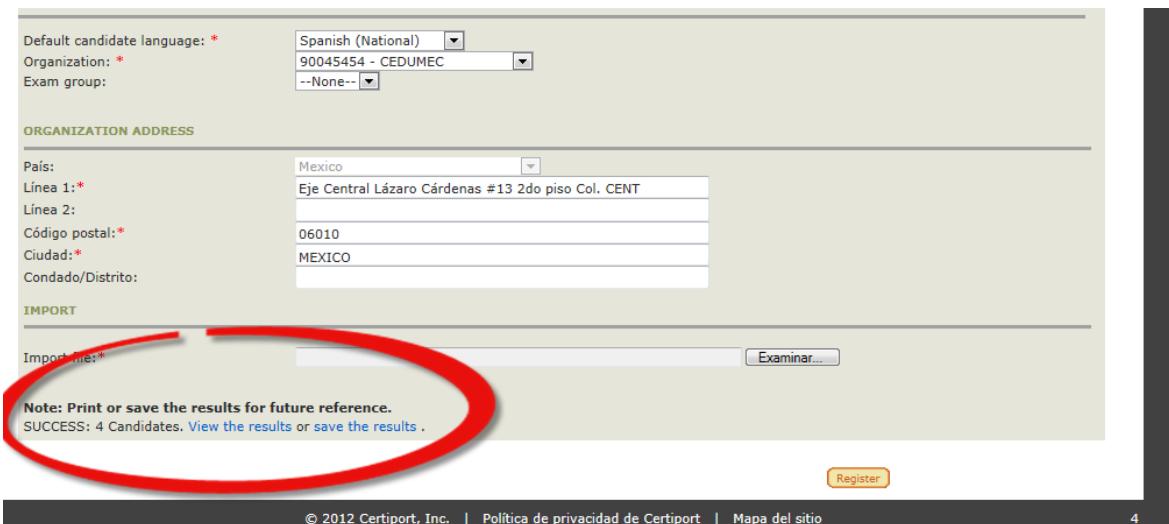
ORGANIZATION ADDRESS

País: Mexico
 Línea 1: * Eje Central Lázaro Cárdenas #13 2do piso Col. CENT
 Línea 2:
 Código postal: * 06010
 Ciudad: * MEXICO
 Condado/Distrito:

IMPORT

Import file: * C:\Users\huqo.robles\Desktop\Libro1.txt Examinar... Register

- Una vez que se registran los candidatos nos aparece un mensaje de información



Default candidate language: * Spanish (National)

Organization: * 90045454 - CEDUMEC

Exam group: --None--

ORGANIZATION ADDRESS

País: Mexico

Línea 1: * Eje Central Lázaro Cárdenas #13 2do piso Col. CENT

Línea 2:

Código postal: * 06010

Ciudad: * MEXICO

Condado/Distrito:

IMPORT

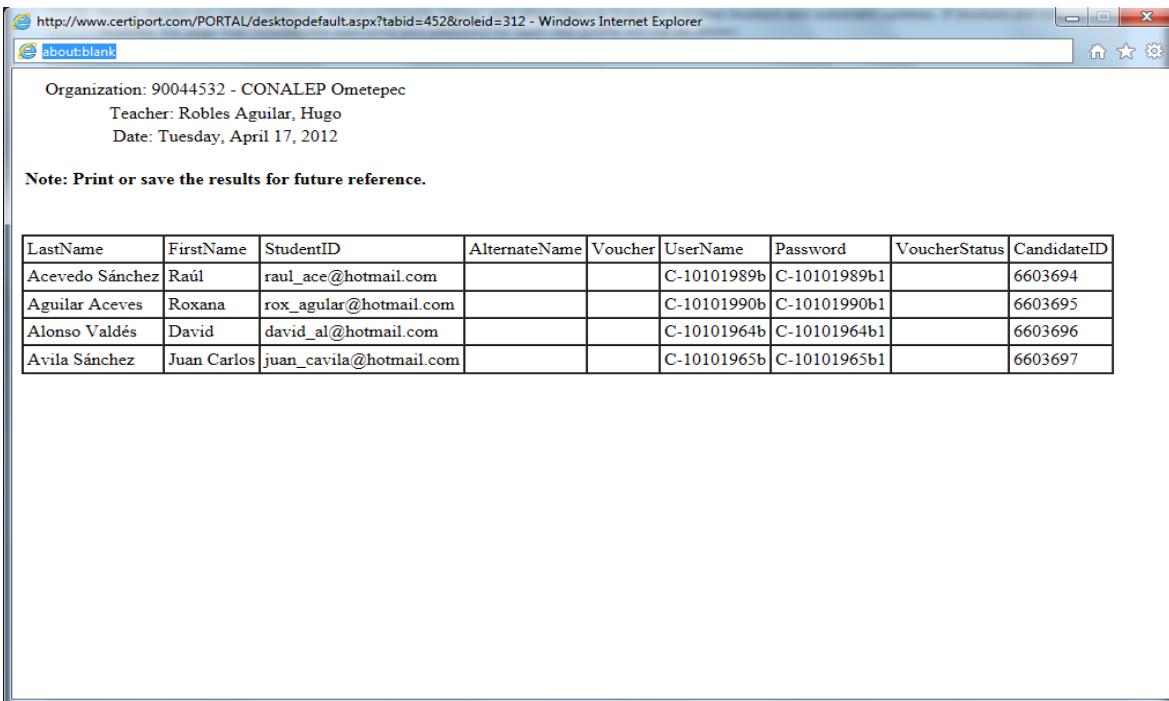
Import file:

Note: Print or save the results for future reference.
SUCCESS: 4 Candidates. [View the results or save the results](#).

© 2012 Certiport, Inc. | Política de privacidad de Certiport | Mapa del sitio

4

- Dar clic en el link “View the results”



Organization: 90044532 - CONALEP Ometepec
Teacher: Robles Aguilar, Hugo
Date: Tuesday, April 17, 2012

Note: Print or save the results for future reference.

LastName	FirstName	StudentID	AlternateName	Voucher	UserName	Password	VoucherStatus	CandidateID
Acevedo Sánchez	Raúl	raul_ace@hotmail.com			C-10101989b	C-10101989b1		6603694
Aguilar Aceves	Roxana	rox_agular@hotmail.com			C-10101990b	C-10101990b1		6603695
Alonso Valdés	David	david_al@hotmail.com			C-10101964b	C-10101964b1		6603696
Avila Sánchez	Juan Carlos	juan_cavila@hotmail.com			C-10101965b	C-10101965b1		6603697