

Activating Your Certiprep Code and Installing Certiprep

Congratulations on choosing the Microsoft Official Academic Curriculum (from John Wiley & Microsoft) and Certiprep for 2007 Microsoft Office Certification for your studies! This powerful combination provides you with everything you need to know to become proficient with Microsoft Office applications in the work environment and for certification testing.

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One-time Certiprep License Code Activation

The 10-digit Certiprep activation code you received with your textbook must be redeemed for a Certiprep license code. This step is necessary because your license will be good for 12-months starting the day you redeem it. To receive your license code, please do the following **(make sure you have the Certiprep Activation envelope and the enclosed card handy before you begin this process – you will need information off that card to complete the activation process)** :

1. Go to the Website here:
<https://www.certiport.com/PORTAL/pages/redeemcoupon.aspx>
2. You should see the following on your web browser:

CERTIPORT Achieve • Distinguish • Advance

Coupon Redemption

COUPON CODE ENTRY

Please enter your Coupon Code.

Coupon Code:*

Example: XXX-XXXXXXX

(* indicates a required field)

Cancel Retrieve My Vouchers/Licenses >

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- a. In box 1, enter the 10-digit Certiprep Activation Code from the sticker on the backside of your card (be sure to include the hyphen).
- b. Select the “Retrieve My Vouchers/License” button

3. You should now see a screen like this:

CERTIPORT Achieve • Distinguish • Advance

Coupon Redemption

HERE ARE YOUR VOUCHER/LICENSE NUMBERS

Please make a note of your voucher/license numbers or print this page. These vouchers/licenses are valid until the expiration date listed.

Exam Description	Voucher/License Number	Expiration	Exam Type*
(Wiley)Certiport for 2007 Microsoft Office - Excel	012-3456-7890	02/28/2010	

* Note that **Online** exams can be taken immediately using your web browser once you register with Certiport. **Proctored** exams can only be taken at official test centers, please use the button provided to find the testing center nearest you.

Your voucher/license numbers will be sent to the email address below:

Email: *

[Finish](#)

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- a. Be sure to write down the 11 digit number under the “Voucher/License Number” (highlighted in a box above), as you will need this after you install Certiprep on your computer. Notice that your code should have an expiration date of at least 12 months from today’s date (the date that you are activating your code).
 - b. It would be a good idea to enter your email address in the box above, and click Finish, as this will send you an email with the Voucher/License Number as a backup.
NOTE: Since you are activating Certiprep, and not purchasing a Microsoft certification exam, the “Exam Type” heading will be blank. You can also ignore the asterisk.
4. Now that you have activated your Certiprep license code, you are ready to install the Certiprep software on your machine, using the “**Certiprep Software Installation**” below.

Certiprep Software Installation

To install Certiprep (the first time you use it on your computer)

1. Either click on the link below, or type it into your web browser

<ftp://ftp.certiport.com/Certiprep/TerminalServices/CertiprepSetup.exe>

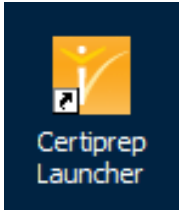
2. Choose to Save the file to a location on your computer.

NOTE: If you choose to Run the application directly to begin the install you might get an error depending upon how your machine is set up. Therefore, we recommend saving the file first.

- Now that you've saved the installation file to your computer, double-click the new CertiprepSetup.exe icon to begin the installation. Follow the instructions to the completion of the install process.



- The installation places an icon labeled Certiprep Launcher on your desktop.

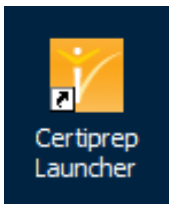


NOTE: There may also be a shortcut icon labeled "2X ApplicationServer Client" on your desktop. You can ignore this icon – it is for a program that is required to run Certiprep. You will not need to click on that icon, although you should not delete that program.

- Now you're ready to proceed to "**Registering Your Certiprep Software the First Time**" below.

Registering Your Certiprep Software the First Time

- Double-click the desktop icon labeled Certiprep Launcher.



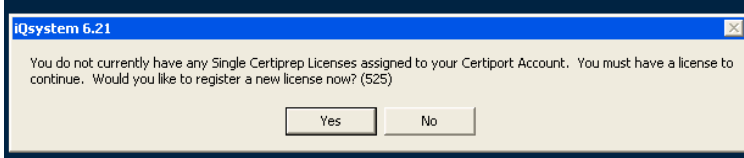
- The application will initiate and ask for your username and password. The first time you run the application, you will need to create a new account by choosing the Register User link (see below). This will take you to the Certiprep Web site to register, and create your Certiprep login Username and Password (that you will need every time you launch Certiprep – so be sure to write them down!).

A screenshot of a Windows dialog box titled 'iQsystem 6.21'. The dialog box has a title bar with a question mark and a close button. The main content area is titled 'Welcome' and contains the following text: 'Enter your Certiprep username and password. Use the Program Type list to select the type of exam you will be taking today.' Below this text are three input fields: 'Username:', 'Password:', and 'Program Type:'. The 'Program Type:' field is a dropdown menu with the text '[- Select -]'. To the right of the 'Password:' field are two blue links: 'Register user?' and 'Forgot password?'. At the bottom of the dialog box are two buttons: 'Login' and 'Cancel'.

"Register User" link

Select
"Certiprep for Microsoft
Office Application Specialist"

- Once registration is complete, you will be returned to the Certiprep login page. Now enter your new Username and Password, and select “Certiprep for Microsoft Office Application Specialist” under the “Program Type”
- The first time you run Certiprep, you will be prompted to enter an 11-digit license key. Click YES when you see this message:

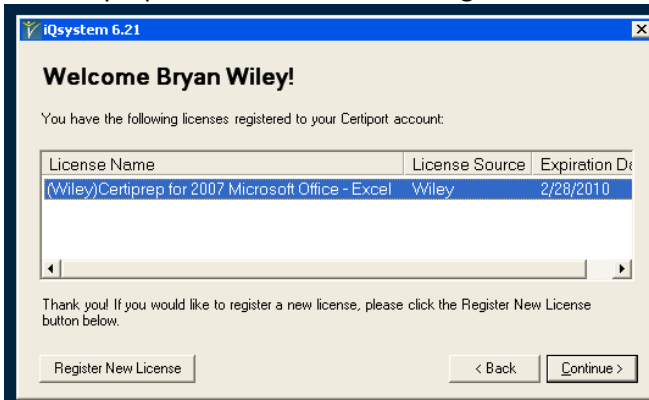


Note: You will see this prompt only the first time you use Certiprep on a given computer.

- Enter the license key you received when you activated your code using the “**One-time Certiprep License Code Activation**” instructions above (this is also the code that was emailed to you, if you entered an email address earlier). The 11-digit license key is alphanumeric text in the form of xxx-xxx-xxx, where each ‘x’ is a number or a letter. Be sure to enter the hyphens too!



- Click REGISTER to register your license with your Certipoint account. Once the license key is registered, you must remember and use the same username and password to regain access to the Certiprep software. You will no longer need to remember the 11-digit activation code.



Logging in to Certiprep

After you've activated your Certiprep code the first time and installed the Certiprep software on your computer, you will only need to follow the instructions below to use Certiprep each time.

1. Launch Certiprep using the Certiprep Launcher icon on your desktop



2. Login to Certiprep using your new Certiprep Username and Password.
Be sure to select "Certiprep for Microsoft Office Application Specialist" under the "Program Type"!

The image shows a screenshot of the 'iQsystem 6.21' login window. The window has a blue title bar and a white background. It contains a 'Welcome' message, instructions to enter a username and password, and a 'Program Type' dropdown menu. There are also links for 'Register user?' and 'Forgot password?'. At the bottom, there are 'Login' and 'Cancel' buttons.

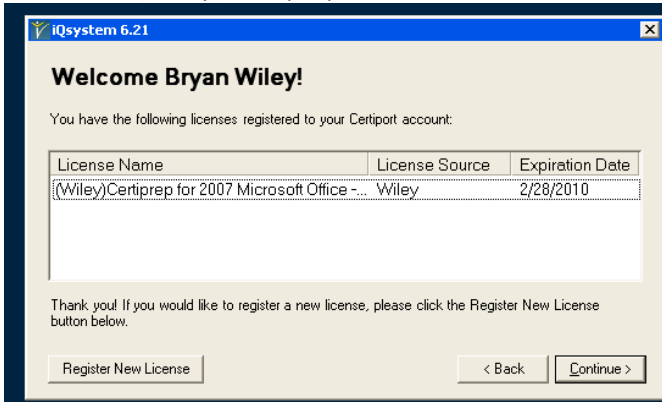
Welcome
Enter your Certiprep username and password. Use the Program Type list to select the type of exam you will be taking today.

Username: [Register user?](#)

Password: [Forgot password?](#)

Program Type:

3. Select the "(Wiley) Certiprep for 2007 Microsoft Office" in the white box, and click "Continue":

The image shows a screenshot of the 'iQsystem 6.21' license management window. The window has a blue title bar and a white background. It displays a 'Welcome Bryan Wiley!' message and a table of registered licenses. There is a 'Register New License' button and '< Back' and 'Continue >' buttons at the bottom.

Welcome Bryan Wiley!
You have the following licenses registered to your Certiprep account:

License Name	License Source	Expiration Date
(Wiley)Certiprep for 2007 Microsoft Office ...	Wiley	2/28/2010

Thank you! If you would like to register a new license, please click the Register New License button below.

4. Be sure and follow the instructions on disabling your Task Bar on the next page.

5. Now you're ready to begin using Certiprep! From this start screen, select the application that you will be practicing ("Certiprep Excel 2007", etc.), and then choose either the Learning Mode (great for learning the application and practicing) or the Practice Test (great for testing how well you know the whole application and course – time limited, just like the actual MCAS exams).



6. If your professor has created an Exam Group to monitor your progress, select the "Practice Test" mode and you will be able to enter the Exam ID provided by your professor using the "Validate Exam Group ID" button.

About Learning Mode and Practice Test Mode

Learning Mode

The Learning Mode is not timed or randomized. It offers hints and step-by-step instructions to help you learn the concepts covered in the MOAC Microsoft Office 2007 textbooks and featured in the certification exams.

Before the Learning Mode begins, a dialog box is displayed that lets you select a certain number of questions to work through (by entering a starting and ending question number). Indicate whether you want to complete either a selected number of questions or all the test questions and then click OK.

Practice Test

The Practice Test is timed and presents a smaller, randomized selection of questions. Though slightly longer than the certification exams, Practice Tests are intended to mimic the actual experience of taking a certification exam.

Discount on Microsoft Certified Application Specialist exams

As part of your MOAC/Certiprep purchase, Wiley, Microsoft and Certiport have teamed up to offer you a 20% discount on an exam certification. To find out more about this terrific offer (and about how having an MCAS certification can set you apart from other job applicants), go to the following page:

www.certiport.com/wileyoffer

Additional Information and Resources

Certiprep User Guide:

http://www.certiport.com/Portal/common/documentlibrary/certiprep07_user_guide.pdf

More information on Microsoft Certified Application Specialist exams:

http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mbc_mcas.html

Technical Support

Certiport, the company that created Certiprep, has several ways you can access troubleshooting information for a wide variety of common problems by visiting www.certiport.com/CertiprepReadNow.

If you encounter problems you cannot resolve, please contact Certiport eSupport:

<http://esupport.certiport.net>.

You can also reach Certiport support via phone at **1-888-222-7890** (U.S. & Canada).