

EXAM REGISTRATION INSTRUCTIONS

A step by step guide on how to register for an exam

Exam Registration is a two-step process:

1. Create a PEOPLECERT Account.
2. Register for your exam by using your exam booking ID or exam voucher:
 - a. If you are using an exam ID: You can register up to 2 hours prior to the exam, unless otherwise instructed by your training organization. We advise you to register as early as possible for your convenience.
 - b. If you are using an exam voucher: You can register up to 4 hours prior to the exam.

If you have taken an exam with PEOPLECERT in the past, you may already have a valid PEOPLECERT Account and you can proceed with the registration process. If not, you have to create one. If you require any help with your PEOPLECERT Account creation process you can call, or email customer support at customerservice@peoplecert.org.

To create a PEOPLECERT Account:

1. Visit <https://candidate.peoplecert.org/>.
2. Click on **Create an account** button.
3. Fill in the form and click on **I accept. Create my account** button.
4. You will receive an email with subject **Activate Passport Account**. To complete the activation, click on the [Activate Now](#) link in the email.
5. Your account is ready to register for the exam.

Note: You can choose how your name appears on your certificates. There is a sample you can preview your selected format.

To register for your exam:

1. Visit: <https://candidate.peoplecert.org/>.
2. Enter your registered email address / username / Candidate Number, and your password and click the **Sign In** button.

Note: If you have forgotten your password click on **Can't access your account?** and enter the requested details. If you require any help resetting your password you can call, or email customer support at customerservice@peoplecert.org.

3. Click **My Profile** to review your personal data. Click **Edit** to change your Contact Information or the fields: Photo ID Type, Photo ID Number, Photo ID Issue Date, Birth Date, Gender. You may update your name only before completing your first exam registration. If any further modifications are needed, please contact customerservice@peoplecert.org.
4. Click **Register for an exam** to register, enter your exam booking ID or your exam voucher code, and click the **Submit** button.
5. If additional information is required, you will be prompted to complete the relevant fields: Exam Data and Exam Date and Time, if you are using a voucher code, or Additional Result Recipients if you are using a booking ID.
6. Check your exam information and click on **Confirm Registration**.
7. You will receive an e-mail confirming your exam registration and your exam details. Exam details are also available in the **My Exams** section of your Account.

Note: You are advised to arrive at the exam location 30 minutes prior to the scheduled start time, carrying a valid photo ID (Identification document), such as: National ID card, passport, driving license, military card, employer identification card (in English), Academic ID.

To reschedule your exam:

If you are using an exam voucher, you can reschedule your exam up to 4 hours before the scheduled exam time by following the steps described below:

1. Log in to your PEOPLECERT Account at <https://candidate.peoplecert.org/>.
2. Go to **My Exams** and click **Edit** for the exam you want to reschedule.
3. Book the time slot you want, using the online exam scheduler.
4. You will receive a new exam booking confirmation e-mail.

Home

You can view at a glance any pending activities or upcoming exams, your certification credits with PEOPLECERT, and the upcoming certificate surveillance dates, where applicable.

My Profile

You can view your personal data. Click **Edit** to change your Contact Information or the fields: Photo ID Type, Photo ID Number, Photo ID Issue Date, Birth Date, Gender. You may update your name only before completing your first exam registration. If any further modifications are needed, please contact customerservice@peoplecert.org.

Shop

You can purchase:

- Hard copies of the certificates you have acquired
- Professional Development membership vouchers (e.g. AXELOS Professional Development)

My Exams

You can view all your past and future exams and edit your exam details if you are using an exam voucher. You can also select if you want to be listed on the relevant Successful Candidate Register for your exam.

You can access your results once you are notified by PEOPLECERT that the official results are issued.

My Certificates

You can view and download your e-certificate(s) and order hard copy certificates.

My Files

You can upload your CV, previous certificates and any documentation needed to be submitted as a prerequisite for the specific exam you register for.

My Orders

You can view a history of your purchases.