CANDIDATE 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 Web account.
2. Register for an exam. You can register online no later than 2 hours prior to the exam. If you would like to book an exam using a voucher, you need to register 2 business days prior to the exam.

If you have taken an exam with PEOPLECERT Group in the past you may already have a valid PEOPLECERT Web account so you can proceed with the registration process. If not, you have to create a new Passport account.

If you want to create a New Passport account follow the steps below:
1. Visit https://candidate.peoplecert.org/
2. Click on the Create an account button to create your Web Account Profile.
3. Enter the required data in the account creation form and click on I accept. Create my account button.
4. Once you have created your Web Account Profile an e-mail with the subject Activate Passport Account will be sent to you. To complete the activation process click on the ACTIVATE NOW link.
5. Now that you have a profile, follow the steps below to register for your exam.

If you already have a Passport account please follow the procedure described below:
1. Visit: https://candidate.peoplecert.org/
2. Enter your username or your member ID, your password and the verification code and click the Sign in button.

Note: If you have forgotten your password click on the Can’t access your account? link. Enter your username and your registered email address and click Submit. You will receive an email entitled Reset password for Passport Account.
Click on the Reset My Password link and reset your password.
3. Click View profile to view your personal data.
4. Click Register for an exam to register for your exam.
5. Select the appropriate option, enter your exam booking ID or your Voucher number and click the Submit button.
6. If additional data is required for the specific exam, you will be prompted to complete the appropriate fields.
7. Your exam data will appear. To complete your exam registration, click the Submit button.
8. An e-mail confirming your exam registration and your exam details will be sent to you. These are also available in the View profile section of your web Account.

Note: You are advised to arrive at the exam location 15 minutes prior to the scheduled start time, carrying a valid photo ID (Identification document), such as: Passport, Driving license, Social Insurance card, National ID, or equivalent.

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 purchase exam vouchers using your credit card. You can use these vouchers to register for a web proctored exam following the process described above.

My Exams
Provisional results are available immediately after the exam for Web based exams. Once you are notified by PEOPLECERT that the official results are issued, you can access them through your profile at https://candidate.peoplecert.org/.

My Certificates
To access your e-certificate, please visit your profile at https://candidate.peoplecert.org/.
Contact Us

PEOPLECERT Customer Support 24/7, 365 days a year, through:

Toll free numbers

Australia 0282781431
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China 4008822053
Colombia 018007102148
France 0157324819
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Netherlands 0207006446
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