

Hello!

This document explains how to Create a Pearson VUE Account and purchase the exam you will take using the Pearson VUE registration system.

Sharing your Certification status:

If a 3rd party (employer, academic institution, military etc.) has paid for you to take a CompTIA exam or to participate in the CompTIA Continuing Education (CE) program, upon request CompTIA will share your certification status and/or progress in completing your CE requirements with the 3rd party.

Create a Pearson VUE Account / Testing Profile

1. Start by going to www.pearsonvue.com/comptia, then select the “Create an account” button on the right side of the page as shown below by the **Red** arrow.

CompTIA Certification Testing



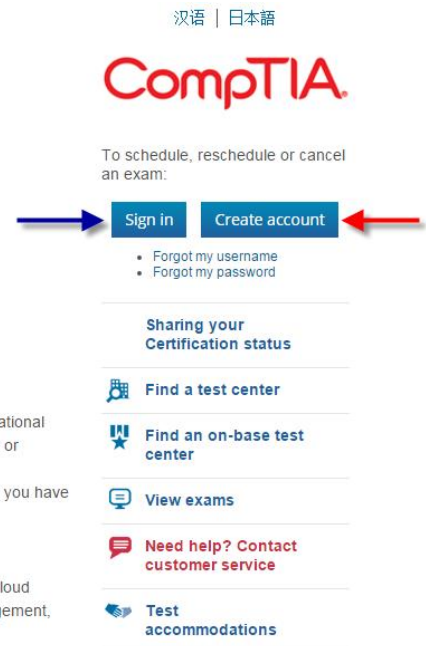
Programs & Certification Information

Why CompTIA?

As the global IT industry association, CompTIA builds vendor-neutral certifications that measure foundational skills. They show employers you have the skills to do the job, regardless of the vendor of the hardware or software product. Many of these exams are also prerequisites or electives for more advanced vendor certifications. It really is the starting point for a career in IT. Plus, earning a certification not only proves you have the right skills, but also the dedication and commitment to your career to continue learning.

Current CompTIA Certifications

Currently, CompTIA offers certifications in IT helpdesk/remote support, networking, security, servers, cloud computing, mobility, project management, technical training, Linux, storage, digital imaging and management, and healthcare IT. See Certification.CompTIA.org/getCertified for additional information.



If you **have tested with CompTIA previously, start your next registration by clicking the link shown in the screenshot above identified by the **Blue** Arrow. Please sign in with your CompTIA profile username and password.*

2. For first time test takers, as part of the account creation process, you will need to agree to the Privacy Policy Acceptance with CompTIA.

Privacy Policy Acceptance
✕

By accessing this website and checking the box you understand, acknowledge, agree, and accept the Pearson VUE Business Group's ("Pearson VUE"), a business of NCS Pearson, Inc., [Privacy and Cookies Policy](#) including the collection of your data and the monitoring of your entire testing session through the use CCTV and the Terms and Conditions regarding our use of cookies and the processing operations of your personal data to support your testing experience. By providing your personal information you consent to the collection, use, transfer, and processing of your personal data to Pearson VUE located in the U.S., its authorized third parties which may be located in the U.S. or outside of the country where you are located, and the test program owner, as the data controller, that may be located outside of the country where you are located. In addition, some test

Yes, I agree to the policies

No, I do not agree to the policies

- Once you have agreed, please begin to create your *profile* by entering the information as shown below. Choose the "Next" button once all information has been entered.

PEARSON
ALWAYS LEARNING

PEARSON VUE
Language: English | 日本語

CompTIA Testing - Create a Web Account: Step 1

Enter Personal Information
Contact Information
Create Account

Enter Personal Information

Required information is marked with an asterisk (*).
Enter information on this page in the Roman alphabet. (Alphanumeric)

New users, please sign up for a web account

*Do you know your CompTIA ID? Yes, my CompTIA ID is:

No, I do not know my CompTIA ID.

Personal

IMPORTANT: YOU MUST ENTER YOUR LEGAL NAME EXACTLY AS IT APPEARS ON THE IDENTIFICATION YOU WILL PRESENT AT THE TEST CENTER. If there is not an exact match, you will not be able to take your test and you will not be reimbursed for any fees paid.

Title:
Example: Mr., Ms., Mrs., Dr.

*First Name / Given Name:

Returning users, please sign in

If you have a username and password, please [sign in](#).

Privacy Policy

If you have questions about how your personal information may be used, please read our [Privacy Policy](#).

- You will also be asked to enter your address, company name, and telephone number as part of this process, as well as your communication preferences.

CompTIA Testing - Create a Web Account: Step 2

Enter Personal Information Contact Information Create Account

Enter Contact Information

Required information is marked with an asterisk ().*

Enter information on this page in the Roman alphabet. (Alphanumeric)

Address and Telephone

Address Type:

*Country of Residence:

Company:

*Address 1:

5. You will be prompted to choose your username, password, and security questions.

CompTIA Testing - Create a Web Account: Step 3

Enter Personal Information Contact Information Create Account

Create Account

All fields are required.

Enter information on this page in the Roman alphabet. (Alphanumeric)

Username

Your username must contain 6 or more characters.

Username:

Password

Password:

Password Strength:

Confirm Password:

Your password must contain:

- 7 or more characters
- a combination of uppercase and lowercase letters
- numbers (0-9) or symbols (#, \$, %, etc.)

Your password cannot include your username.

Security Questions

Your security answers cannot contain your username or password.

Schedule an appointment & Purchase a CompTIA Exam

1. **After** you have created your web account, please navigate to the CompTIA exam catalogue and choose your exam. If you had closed the window after profile creation, please go to www.pearsonvue.com/comptia/ and select the “Sign In” button.
2. Sign into your web account.

The screenshot shows the Pearson Vue website header with the logo and 'ALWAYS LEARNING' tagline. Below the header, the text 'PEARSON VUE' and 'Language: English | 日本語' are visible. The main heading is 'CompTIA Testing' with a sub-heading 'Sign in'. A note states 'All fields are required.' There are two main sections: 'Returning users, please sign in:' which includes fields for 'Username:' and 'Password:', a 'Sign In' button, and links for 'I forgot my username.' and 'I forgot my password.'; and 'New users, please sign up:' which includes a link for 'Create a web account.'

3. Once you have signed-in, please select the exam you would like to purchase.

The screenshot shows the Pearson Vue website header with the logo and 'ALWAYS LEARNING' tagline. Below the header, the text 'PEARSON VUE' and navigation links 'Home | My Profile | My Order | Sign Out' are visible. The main heading is 'Select Exam'. A search bar contains the text 'Find an Exam:' followed by an input field and a 'Go' button. Below the search bar, there is a link: 'Do you have a private access code? What is this?'. A note states: 'To schedule an exam, open the group the exam is assigned to by clicking on the group name. Only one group may be opened at a time.' Below this note is a table with a blue header 'CompTIA A+' and two columns: 'Exam Code' and 'Exam Name'. The table lists four exam codes (220-801, 220-802, 220-901, 220-902) all with the name 'CompTIA A+ Certification Exam'. Below the table are three more expandable sections: 'CompTIA Advanced Security Practitioner (CASP)', 'CompTIA CDIA+', and 'CompTIA Cloud+'.

Exam Code	Exam Name
220-801	CompTIA A+ Certification Exam
220-802	CompTIA A+ Certification Exam
220-901	CompTIA A+ Certification Exam
220-902	CompTIA A+ Certification Exam

4. If the exam is offered in more than one language, please choose the language you would like to receive your exam in.

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CompTIA

Signed In as:
CompTIA ID:

Select Exam Language

For: 220-801: CompTIA A+ Certification Exam

What is your preferred language for the exam?

- Arabic
- Chinese Simplified
- English
- French
- German
- Japanese
- Portuguese-Brazilian
- Spanish-Modern
- Thai

[Previous](#) [Next](#)

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5. Confirm your exam details, and click Schedule this Exam.

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CompTIA

Signed In as:
CompTIA ID:

Exam Details

Exam: 220-801: CompTIA A+ Certification Exam View Testing Policies
Price*: USD 194.00
Language: English

*Prices listed are based on today's date and do not include local taxes which may be applicable.

[Previous](#) [Schedule this Exam](#)

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6. You will now be prompted to answer additional questions for the CompTIA program.

Additional Questions from CompTIA Testing

For: 220-801: CompTIA A+ Certification Exam

Signed In as:
CompTIA ID:

Required information is marked with an asterisk ().*

Enter information on this page in the Roman alphabet. (Alphanumeric)

Are you a veteran using government funding (e.g. WIA, Post 9/11 GI Bill) to pay for your CompTIA certification costs?

- Yes
 No

*Are you taking a CompTIA exam in the country of which you are a citizen/permanent legal resident?

- Yes
 No

For more information please email examsecurity@comptia.org.
CompTIA may randomly audit your exam records.
If this occurs, you will need to submit the requested information to complete the audit within the given timeframe.
Failure to respond will result in the invalidation of your exam score.

Note: If you do not possess proper authorization to test out of country, the exam score will be invalidated and the certification will be removed.

 An answer is required.

*If No, have you received written authorization from CompTIA to test out-of-country?

- Yes
 No

For more information please email examsecurity@comptia.org.
CompTIA may randomly audit your exam records.
If this occurs, you will need to submit the requested information to complete the audit within the given timeframe.
Failure to respond will result in the invalidation of your exam score.

Note: If you do not possess proper authorization to test out of country, the exam score will be invalidated and the certification will be removed.

7. Now, please choose the location of the test center you prefer.

Test Center Search

Signed In as:
CompTIA ID:

Exam Selection: 220-801: CompTIA A+ Certification Exam | Language: English [Change Exam](#)

Find test centers near:

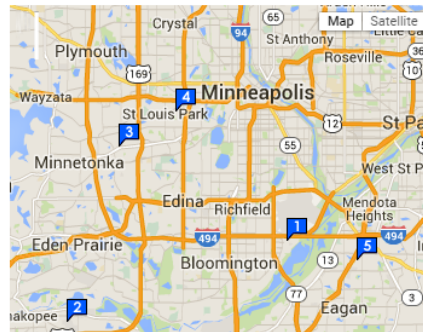
e.g., "5601 Green Valley Drive, Bloomington, MN" or "Paris, France" or "55437"

U.S. Service Members looking for on-base test centers, please [click here](#).

You can select **up to three** test centers to compare availability.

Test Center	Distance* Show km	Directions
<input checked="" type="checkbox"/> 1 Dunn Solutions Group 8009 34th Avenue South Suite 350 Bloomington, Minnesota 55425 United States	6.4 mi	Get Directions
<input type="checkbox"/> 2 Southwest Metro Educational Cooperative 792 Canterbury Road Room 220 Shakopee, Minnesota 55379 United States	6.7 mi	Get Directions
<input checked="" type="checkbox"/> 3 GED Testing West 1001 Highway 7 Room 245 Hopkins, Minnesota 55305 United States	8.2 mi	Get Directions

[Next](#)



8. Please choose the date and time that you would like to take your CompTIA exam.

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CompTIA

Choose Appointment

Signed In as:
CompTIA ID:

Exam Selection: 220-801: CompTIA A+ Certification Exam | Language: English [Change Exam](#)

Test Center

- Southwest Metro Educational Cooperative**
792 Canterbury Road
Room 220
Shakopee, Minnesota 55379
United States
- GED Testing West**
1001 Highway 7
Room 245
Hopkins, Minnesota 55305
United States
- Eagan Campus - Dakota County Technical College**
3140 Neil Armstrong Blvd
Suite 230
Eagan, Minnesota 55121
United States

Select Date [Why can't I find an available appointment?](#)

January 2015							February 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31							

Show available appointments on

Select a date on the calendar to see available appointments.

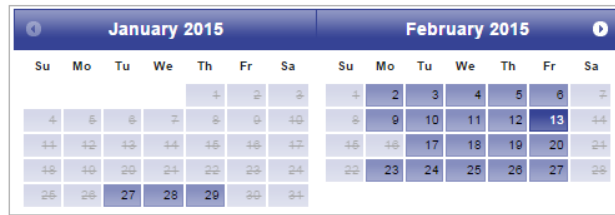
[Change Test Centers](#)

- Southwest Metro Educational Cooperative
792 Canterbury Road
Room 220
Shakopee, Minnesota 55379
United States

- GED Testing West
1001 Highway 7
Room 245
Hopkins, Minnesota 55305
United States

- Eagan Campus - Dakota County Technical College
3140 Neil Armstrong Blvd
Suite 230
Eagan, Minnesota 55121
United States

[Change Test Centers](#)



Show available appointments on

Available Start Times: Friday, February 13, 2015 at Eagan Campus - Dakota County Technical College

Morning	Afternoon
<input type="button" value="09:00 AM"/>	<input type="button" value="12:00 PM"/>
<input type="button" value="09:15 AM"/>	<input type="button" value="12:15 PM"/>
<input type="button" value="09:30 AM"/>	<input type="button" value="12:30 PM"/>
<input type="button" value="09:45 AM"/>	<input type="button" value="12:45 PM"/>

9. Please review your order details. If correct, select the “Proceed to Checkout” button.

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[Home](#) | [My Profile](#) | [My Order](#) | [Sign Out](#)



My Order

Signed In as:
CompTIA ID:

Description	Details	Price	Actions
Exam 220-801: CompTIA A+ Certification Exam Language: English Exam Length: 135 minutes	Appointment Friday, February 13, 2015 Start Time: 12:00 PM CST Change Appointment Location Eagan Campus - Dakota County Technical College 3140 Neil Armstrong Blvd Suite 230 Eagan, Minnesota 55121 United States Change Test Center	194.00	Remove

Total Due

Subtotal:	194.00
Tax:	0.00
ESTIMATED TOTAL DUE: USD 194.00	
<input type="button" value="Add Another Exam"/> or <input type="button" value="Proceed to Checkout"/>	
You can enter voucher/promotion codes on the payment screen.	

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10. Please confirm your personal information.

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CompTIA

Signed In as:
CompTIA ID:

Checkout - Step 1: Confirm Personal Information

Confirm Personal Information | Agree to Policies | Enter Payment | Submit Order | Receipt

IMPORTANT: Your name must exactly match the identification that is presented at the test center or you will not be able to take your exam. If you need to make any changes to your First Name or Last Name as it appears below, please contact our [customer service team](#).

Name:

Telephone:

Correspondence Language: English

Confirmation Preferences: Email

Reminder Preferences:

Previous

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11. Please read, review, and agree to the CompTIA Testing Policies.

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CompTIA

Signed In as:
CompTIA ID:

Checkout - Step 2: Agree to Policies

Confirm Personal Information | Agree to Policies | Enter Payment | Submit Order | Receipt

CompTIA Testing Policies

Admission Policy

We ask that you arrive at the test center 15 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. Please be prepared to show two (2) valid forms of personal ID; one must be a valid Government issued ID. Both must have your signature, and one of the two must have your photo. The name on the registration must match the names on the IDs exactly.

If you arrive more than 15 minutes late for an exam and are refused admission, payments are due for the exam and delivery fees.

You will not be allowed to take any personal items with you into the testing room. This includes all bags, books not authorized by the testing program, notes, cell phones, pagers, watches and wallets.

Reschedule Policy

If you wish to reschedule your exam, you must contact Pearson VUE one business day prior to your exam appointment. Rescheduling an exam less than 24 hours is subject to a same-day forfeit exam fee. Exams scheduled with ADA specific needs require a three day reschedule notice. Exam fees are due for no-shows.

Cancellation Policy

If you wish to cancel your exam, you must contact Pearson VUE one business day prior to your exam appointment. Cancelling an exam less than 24 hours is subject to a same-day forfeit exam fee. Exams scheduled with ADA specific needs require a three day cancellation notice. Exam fees are due for no-shows.

Additional Information

Please note that your "appointment length" may include time for non-scored sections such as surveys or tutorials. The appointment length does not necessarily reflect the total amount of time allotted for the actual exam.

For CompTIA exams there is a Candidate Agreement that must be read and agreed to in the allotted time period or you will forfeit your exam fee. We strongly suggest you log into their website at <http://certification.comptia.org/Training/testingcenters/policies/agreement.aspx> and read this agreement prior to taking your exam.

12. Please enter your exam payment either by Credit Card, Voucher number, or Promo Code.

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CompTIA

Checkout - Step 3: Enter Payment Signed In as:
CompTIA ID:

Confirm Personal Information | Agree to Policies | **Enter Payment** | Submit Order | Receipt

Order Total

Subtotal: 194.00

Tax: 0.00





TOTAL DUE: USD 194.00

[Add Voucher or Promo Code](#) [What is this?](#)

Voucher/Promotion Code:

Required information is marked with an asterisk (*)

Card Details

We accept the following cards:    

*Card Type:

*Card Number:
(Do not include hyphens or spaces)

13. Review your order. If correct, select the “Submit Order” button.

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PEARSON VUE [Home](#) | [My Profile](#) | [My Order](#) | [Sign Out](#)

CompTIA

Checkout - Step 4: Submit Order Signed In as:
CompTIA ID:

Confirm Personal Information | Agree to Policies | Enter Payment | **Submit Order** | Receipt

Your order is NOT complete until you click the “Submit Order” button.

Confirm Order Details

Description	Details	Price
Exam 220-801: CompTIA A+ Certification Exam Language: English Exam Length: 135 minutes	Appointment Friday, February 13, 2015 Start Time: 12:00 PM CST Location Eagan Campus - Dakota County Technical College 3140 Neil Armstrong Blvd	194.00


14. This screen is your receipt; please print for your records. You will also be emailed a confirmation letter and receipt of your exam purchase.



Checkout - Step 5: Receipt

Signed In as
CompTIA ID:

[Confirm Personal Information](#) | [Agree to Policies](#) | [Enter Payment](#) | [Submit Order](#) | **Receipt**

 An email confirmation has been sent to: tpqa@pearson.com

 [Print Receipt](#)

Exam Details

Description	Details	Order Information	Price
Exam 220-801: CompTIA A+ Certification Exam Language: English Exam Length: 135 minutes	Appointment Friday, February 13, 2015 Start Time: 12:00 PM CST Location Eagan Campus - Dakota County Technical College Get Directions	Order Number/Invoice 0016-7299-7789 Registration ID 278463884 Status Scheduled	194.00

Payment Details

Your CompTIA Exam appointment is now complete! If you have any questions, please navigate to www.pearsonvue.com/comptia.