

# CERTIPOINT

All test candidates must [register an account](#) with Certiport. Each person will only ever need one login/username. If you are unsure whether you have previously registered, [contact support](#). To schedule an appointment, follow the directions below:

1. Click on the following link: <https://testing.kennesaw.edu/schedule-now.php>

The screenshot shows the Kennesaw State University Testing Center website. The header includes the university logo and navigation links like 'About KSU', 'Academics', 'Admissions', etc. The main content area is titled 'Schedule Your Appointment' and includes a 'Schedule Now' button. A callout box on the right contains the text: 'Please note: There is a one-time \$5 annual registration fee charge applied to the cost of your first exam.'

2. Under KSU Students, click on "Schedule Kennesaw Campus Exam"

The screenshot shows the 'KSU Students' section. It features a list of steps for scheduling an exam, including selecting the campus, exam group, exam, date, time, contact information, and payment. A large black arrow points to a yellow button labeled 'SCHEDULE KENNESAW CAMPUS EXAM'.

3. Login with your KSU credentials

The screenshot shows the KSU login page. It features the university logo and a sign-in form with fields for 'Email' (containing 'someone@example.com') and 'Password'. A 'Sign in' button is visible below the form.

- a. Choose a group: **Certiport**

1 Choose a group (required)

Certiport

- b. Choose an exam: **Certiport KSU (\$30.00)**

2 Choose an exam (required)

Certiport KSU (\$30.00)

c. Choose a Date:

3 **Choose a Date** (required)

Example: Wednesday, November 11, 2020 

Click on calendar icon

d. Choose a Time:

4 **Choose a Time** (required)

Select a date above

e. Fill out Who is taking this exam

5 **Who is taking this exam?**

Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.

First Name (required)

Last Name (required)

Email (required)

Verify Email (required)

Would you like to receive text notifications?

Example: 555-555-5555

By entering my mobile number above, and checking this box, I agree to the Terms of Service and Privacy Policy

f. Enter your access code: Using your KSU email, send an email to [ksutesting@kennesaw.edu](mailto:ksutesting@kennesaw.edu) to receive your access code.

6 **Enter your access code**

My exam doesn't require an access code

Access Code (Required)

Access Code

g. Fill in Needed information and click Add to Cart

7 **Needed information**

Phone Number (required)

Phone Number

Are Special Accommodations Needed (required)

Add to Cart