

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 states: '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 'KSU Students' section lists eight steps for scheduling an exam: 1. Select Kennesaw Campus, 2. Choose your exam group, 3. Choose your exam, 4. Choose the date you would like to take your exam, 5. Choose the time, 6. Provide contact phone number, 7. Add to Cart, 8. Pay testing fees using a major credit/debit card. Below the list are two buttons: 'SCHEDULE KENNESAW CAMPUS EXAM' and 'SCHEDULE MARIETTA CAMPUS EXAM'. A large black arrow points from the text above to the 'SCHEDULE KENNESAW CAMPUS EXAM' button.

3. Login with your KSU credentials

A collage of four photos showing different parts of the Kennesaw State University campus, including a modern building with large windows, a walkway with a fountain, a building with a glass facade, and a group of people walking. To the right is a login form titled 'Sign in with your organizational account' with fields for email and password, and a 'Sign in' button.

- 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 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