



Cisco Certification Tracking System User Guide

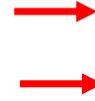
1. Log in
2. Confirm Personal Information
3. Review Certification Progress
4. Review Continuing Education
5. Review Test History
6. Download Certification Logo(s)
7. Certificates & Plaques
8. Digital Badges & Transcript: Third-Party Verification Disclosure
9. Schedule Cisco Certification Exam(s)

1. Log in

How to Log in (Existing Users)

To log in to the Certification Tracking System, please click the following link: <https://cp.certmetrics.com/cisco/en/login>

- 1) Log in with your Cisco.com ID
- 2) Click on “Next”



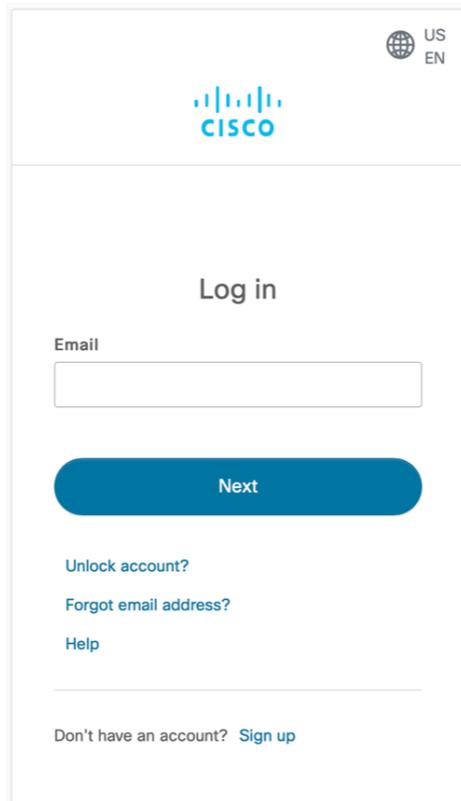
NOTE:

If you need to change or add a new Cisco Id to your Certification Tracking System account. Please open a case with Online Support to map your profile.

- 4) Enter Password
- 5) Click on “Log in”



First Time Login

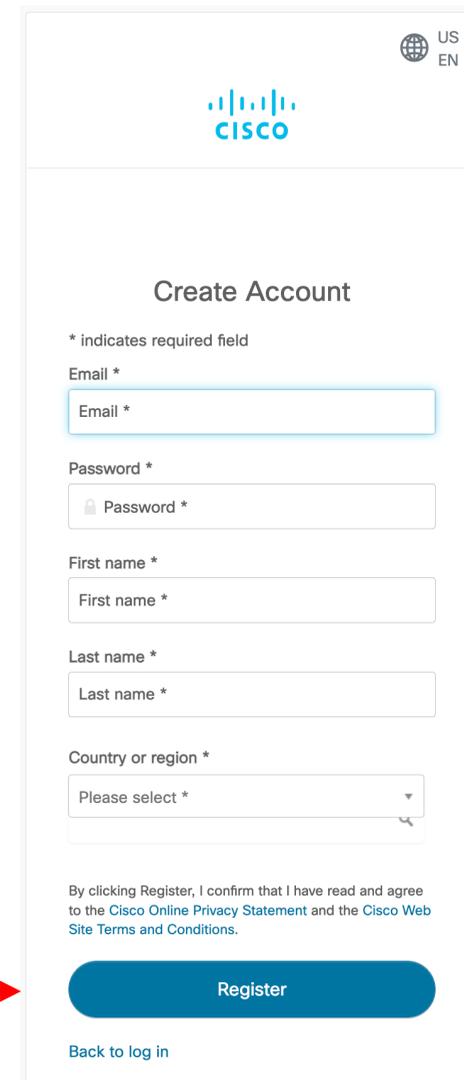


The login page features the Cisco logo and a globe icon with 'US' and 'EN' options. Below the logo is the heading 'Log in'. There is an 'Email' input field, a blue 'Next' button, and links for 'Unlock account?', 'Forgot email address?', and 'Help'. At the bottom, there is a link: 'Don't have an account? Sign up'.

NOTE:

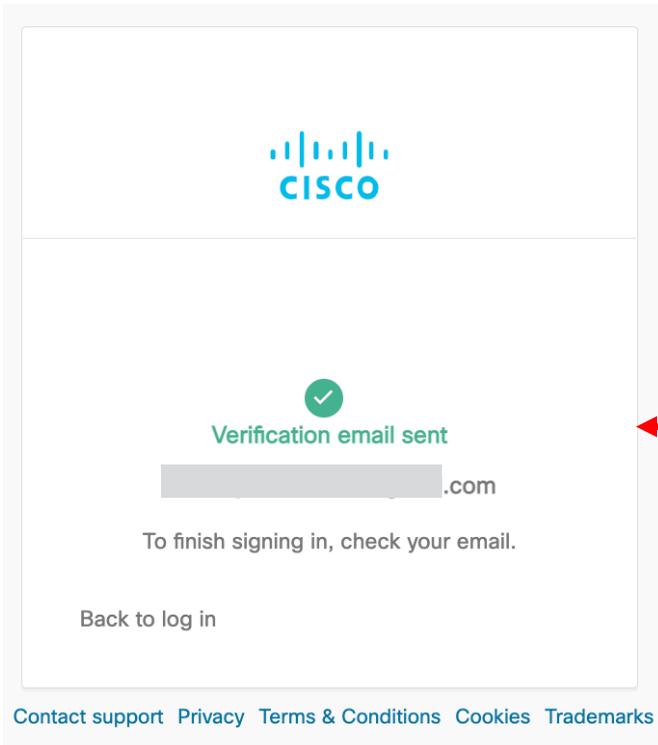
If you are logging into the Certification Tracking System for the first time and do not have a Cisco.com ID set. Please follow the instructions below to set up an account.

- To log in to the Certification Tracking System, please click the following link:
<https://cp.certmetrics.com/cisco/en/login>
- 1) Click on "Sign up"
 - 2) Create Account - Fill in all required fields
 - 3) Click on "Register"



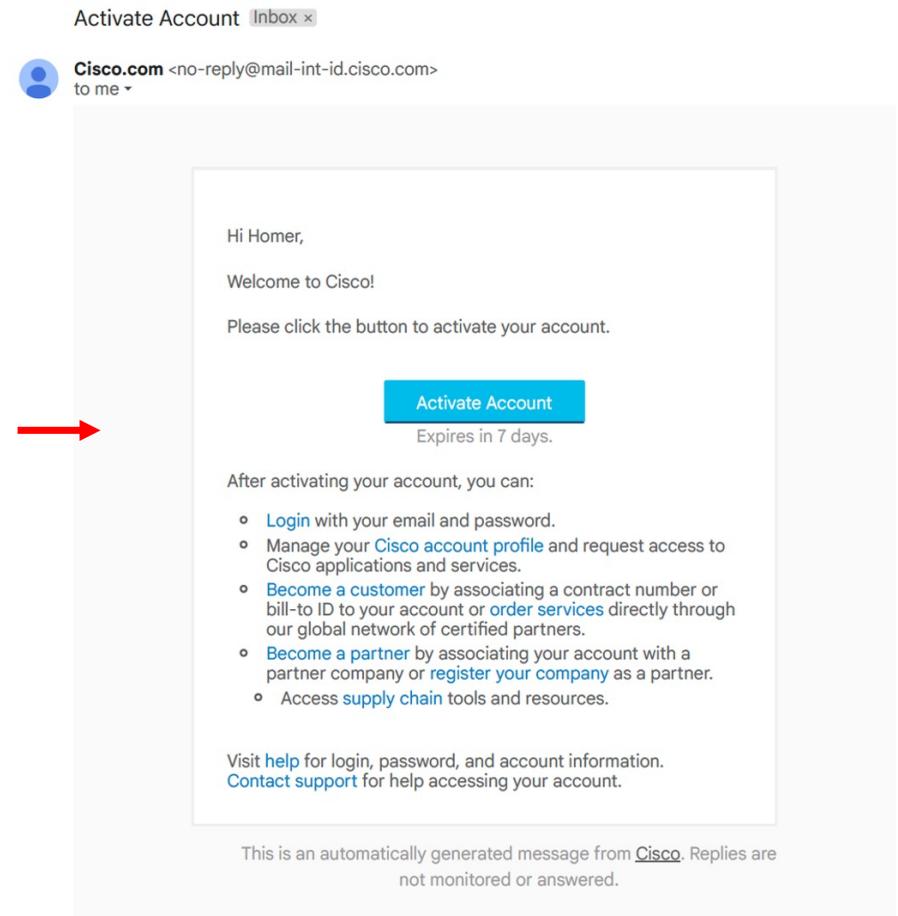
The 'Create Account' page features the Cisco logo and a globe icon with 'US' and 'EN' options. Below the logo is the heading 'Create Account'. A note states '* indicates required field'. The form includes fields for 'Email *', 'Password *', 'First name *', and 'Last name *'. There is a 'Country or region *' dropdown menu with the text 'Please select *'. Below the form is a blue 'Register' button and a link 'Back to log in'. A disclaimer at the bottom reads: 'By clicking Register, I confirm that I have read and agree to the Cisco Online Privacy Statement and the Cisco Web Site Terms and Conditions.'

First Time Login

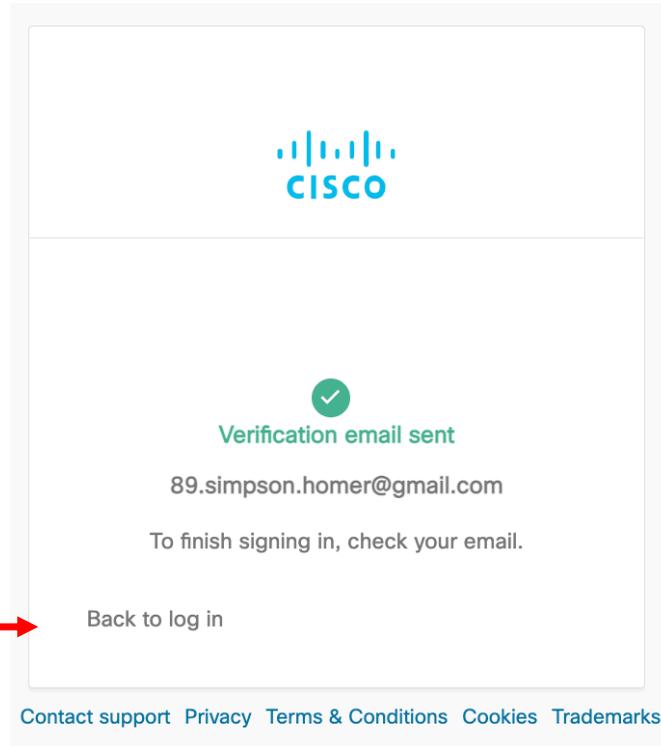


5) Verification email sent

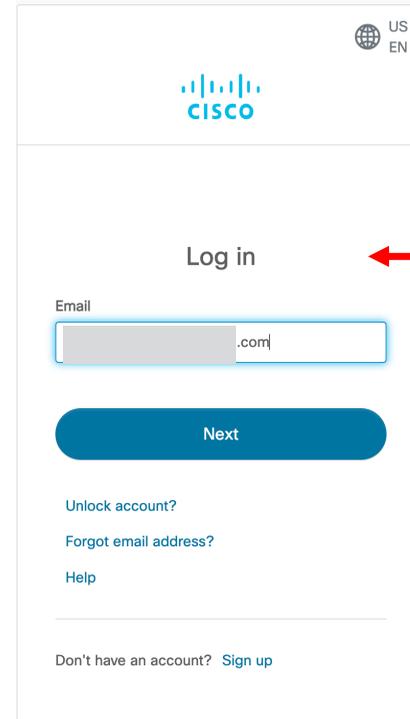
6) Click on "Activate Account" found in your email inbox.



After Account Mapping Completion



7) You can click on "Back to log in" to re-log into the Certification Tracking System



8) Or log into the Certification Tracking System, by clicking on the following link:
<https://cp.certmetrics.com/cisco/en/login>

After Account Mapping Completion

You will be prompted to update required fields (mailing address & and settings).

NOTE:

Candidates accessing the Certification Tracking System for the first time and have made a test appointment with Pearson VUE prior to September 27, 2022 and have never logged into the Certification Tracking System. Please open a case with Online Support to map your profile.

The image shows two overlapping form windows. The top window is titled "My Addresses" and contains a "Mailing Address" section with the following fields: "Country *" (United States), "Address *" (123 Any Street), "Address (cont.)", "Address (cont.)", "City *" (San Francisco), and "State/Province *" (California). The bottom window is titled "Settings" and contains an "Email Notifications *" section with the question "Would you like to receive emails about Cisco training, certifications, services, special offerings, and events?" and two radio button options: "No" (selected) and "Yes". An "UPDATE" button is located at the bottom right of the Settings window.

The image shows a screenshot of the Cisco dashboard. On the left is a dark blue sidebar with the Cisco logo at the top and a menu with the following items: HOME, Dashboard (highlighted), PERSONAL INFO, SCHEDULE, TESTING HISTORY, CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area is titled "Dashboard" and features a large banner with the text "Ready, Set, Test" and "Your certification or licensure exam is the start of something great. With a seamless testing experience, you're one step closer to delivering on the promise of your profession." Below the banner is a blue button labeled "Schedule an Exam".

The home screen will look like this once all required fields have been updated/completed.

2. Confirm Personal Information

Update your Personal Information (First Time Log in)

1) Required Information:
“Mailing Address”

2) Update the “Required*”
information

3) Click on “Update Address”

Required Information

Required Information

1 Mailing Address (Certification fulfillment cannot be sent to P.O. Box)

Country *

Country is required

Address *

Address is required

Address (cont.)

Address (cont.)

City *

City is required

State/Province *

State/Province is required

Zip/Postal Code *

Zip/Postal Code is required

Phone *

Phone number is required

Fax

This is a Business Address

UPDATE ADDRESS

Update your Personal Information (First Time Log in)

1) Required Information:
“Settings”

2) Update the “Required*”
information

3) Click on “Update”

Required Information JOHN DOE

1 Mailing Address (Certification fulfillment cannot be sent to P.O. Box)

2 Settings

Email Notifications *

Would you like to receive emails about Cisco training, certifications, services, special offerings, and events?

No

Yes

UPDATE

Verification of Certification *

Please refer to the Certification and Confidentiality Agreement with respect to Cisco's permitted disclosures of Certification information. In that Agreement, you agreed that Cisco (including third parties who process data on behalf of Cisco) may provide information verifying your Certification status to others (see Section 4 "Verification of Certification"). In your agreement, Cisco is not liable for the information provided. Such requests may come directly from a third party or from you. By clicking "Yes" you are confirming your consent to allow such disclosures. Clicking "No" indicates you do not wish Cisco to make these disclosures in the future. Nothing limits Cisco's ability to make disclosures as otherwise permitted in the Certification and Confidentiality Agreement.

No

Yes

UPDATE

Update your Personal Information (Company)

1) Click on “Personal Info”



2) Click on “My Information”



3) Update “Company Name”



4) Click on “Update Information”



The screenshot shows the Cisco My Information page. The left sidebar contains navigation options: HOME, PERSONAL INFO (expanded), My Information (selected), Addresses, Settings, SCHEDULE, TESTING HISTORY, CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area is titled 'My Information' and shows the user 'JOHN DOE'. A 'Notifications' section is at the top. Below it is the 'Personal Information' section with a form. The form has fields for First Name (Homer), Last Name (Simpson), Email Address (89.homer.simpson@gmail.com), and Company Name (empty). An 'UPDATE INFORMATION' button is at the bottom right of the form. Below the form is an 'External IDs' section with two columns of information: CISCO SYSTEMS, INC. (00u4b1pxaotXZShXo1d7) and CERTMETRICS (CSCO10000000), and CREDLY (ACCLAIM) BADGING (Id-10214257) and VUE (226754252).

Update your Personal Information (Address)

1) Click on "Personal Info"



2) Click on "Addresses"



3) Update the "Required*" information



4) Click on "Update Address"



The screenshot shows the Cisco My Addresses page. The left sidebar contains navigation options: HOME, PERSONAL INFO (with sub-items My Information, Addresses, and Settings), SCHEDULE, TESTING HISTORY, CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area is titled "My Addresses" and shows a form for a "Mailing Address (Certification fulfillment cannot be sent to P.O. Box)". The form includes fields for Country (United States), Address (123 Anywhere), Address (cont.), City (San Jose), State/Province (California), Zip/Postal Code (94109), and Phone (1231234567). There is also a checkbox for "This is a Business Address" and an "UPDATE ADDRESS" button at the bottom right.

Update your Personal Information (Settings)

1) Click on "Personal Info"



2) Click on "Settings"



3) Update the "Required*" information



4) Click on "Update"



The screenshot displays the Cisco user interface. On the left is a dark blue sidebar with the Cisco logo at the top. Below the logo are navigation items: HOME, PERSONAL INFO (expanded to show My Information, Addresses, and Settings), SCHEDULE, TESTING HISTORY, CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area has a red header bar with 'BETA' and the user's name 'JOHN DOE'. The 'Settings' page is active, showing two sections: 'Email Notifications *' and 'Verification of Certification *'. Each section contains a question, radio buttons for 'No' and 'Yes', and an 'UPDATE' button. The 'Email Notifications' section asks 'Would you like to receive emails about Cisco training, certifications, services, special offerings, and events?'. The 'Verification of Certification' section contains a detailed paragraph about the Certification and Confidentiality Agreement.

Review Your External IDs: Cisco.com, CSCO, Credly, & VUE

- 1) Click on "Personal Info"
- 2) Click on "My Information"

- 3) External ID's

The screenshot shows the Cisco.com user profile page. The left sidebar contains navigation options: HOME, PERSONAL INFO (expanded), My Information (selected), Addresses, Settings, SCHEDULE, TESTING HISTORY, CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area is titled "My Information" and shows a "Notifications" section, a "Personal Information" form with fields for First Name (Homer), Last Name (Simpson), Email Address (89.homer.simpson@gmail.com), and Company Name. An "UPDATE INFORMATION" button is present. Below this is the "External IDs" section, which lists:

External ID	External ID
CISCO SYSTEMS, INC. 00u4b1pxaotXZShXo1d7	CERTMETRICS CSCO10000000
CREDLY (ACCLAIM) BADGING Id-10214257	VUE 226754252

Review Your Personal IDs: CCDE #, CCIE #, DevNet #, NetAcad

1) Click on "Personal Info"

2) Click on "Settings"

Attributes	
CCIE Number	CCDE Number
123456	123456
Job Title	Net Academy Id
.	123456
DevNet Number	
123456	

UPDATE

3) Scroll to the bottom of the page

3. Review Certification Progress

How to Review the Certification Status

1) Click on "Certifications"

2) Click on "Cert Status & Download PDF"

3) Click on the appropriate certification to "View More" details

4) After selection, this screen will appear

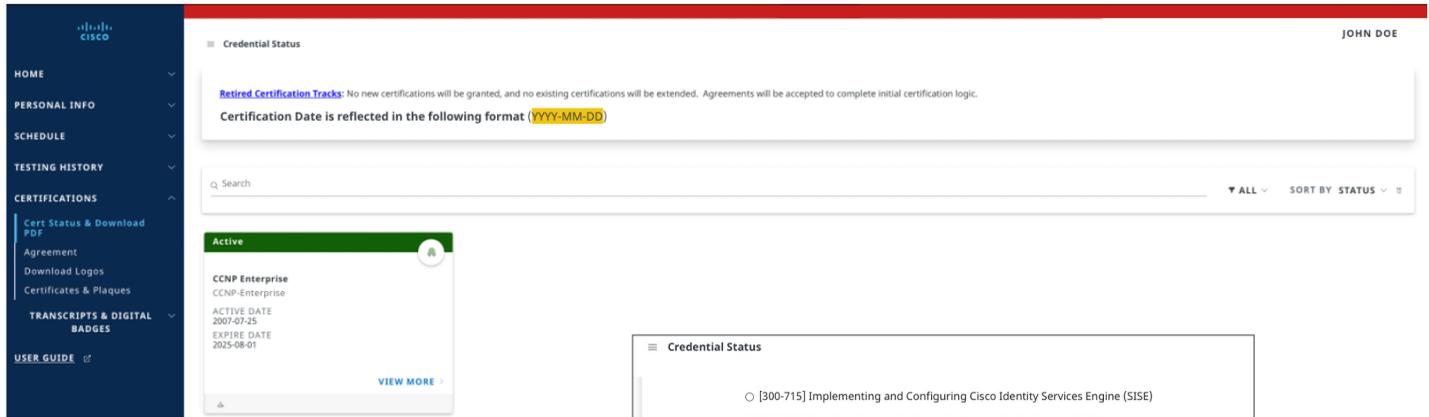
The screenshot shows the Cisco Credential Status page for user JOHN DOE. The left sidebar contains navigation options: HOME, PERSONAL INFO, SCHEDULE, TESTING HISTORY, CERTIFICATIONS (expanded), TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area displays the 'Credential Status' section with a 'Retired Certification Tracks' warning and a search bar. Below the search bar, two certification cards are shown: 'CCIE Certification - Enterprise Infrastructure' and 'Cisco Certified Specialist - Enterprise Core'. Both cards show 'Active' status, active and expire dates, and a 'VIEW MORE' button. A red arrow points from the 'VIEW MORE' button of the CCIE card to the detailed view of that certification. The detailed view shows the certification title, status (Active), started date, active date, expire date, last extension date, and a history table.

EXTENSION DATE	EXTENSION	NEW EXPIRES
2019-09-28	Manually extended credential	2024-06-30
1995-11-20	Manually granted credential	

4. Review Continuing Education

Review Continuing Education Credit

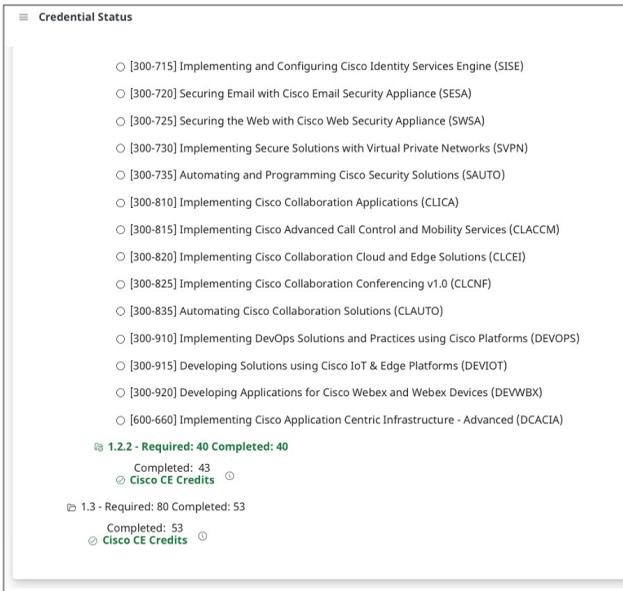
- 1) Click on "Certifications"
- 2) Click on "Cert Status & Download PDF"



3) Click on "View More"

4) After selection, this screen will appear

5) Scroll down to "Cisco CE Credits"



Review Continuing Education Credit

☰ Credential Status

- [300-715] Implementing and Configuring Cisco Identity Services Engine (SISE)
- [300-720] Securing Email with Cisco Email Security Appliance (SESA)
- [300-725] Securing the Web with Cisco Web Security Appliance (SWSA)
- [300-730] Implementing Secure Solutions with Virtual Private Networks (SVPN)
- [300-735] Automating and Programming Cisco Security Solutions (SAUTO)
- [300-810] Implementing Cisco Collaboration Applications (CLICA)
- [300-815] Implementing Cisco Advanced Call Control and Mobility Services (CLACCM)
- [300-820] Implementing Cisco Collaboration Cloud and Edge Solutions (CLCEI)
- [300-825] Implementing Cisco Collaboration Conferencing v1.0 (CLCNF)
- [300-835] Automating Cisco Collaboration Solutions (CLAUTO)
- [300-910] Implementing DevOps Solutions and Practices using Cisco Platforms (DEVOPS)
- [300-915] Developing Solutions using Cisco IoT & Edge Platforms (DEVIOT)
- [300-920] Developing Applications for Cisco Webex and Webex Devices (DEVWBX)
- [600-660] Implementing Cisco Application Centric Infrastructure - Advanced (DCACIA)

📁 1.2.2 - Required: 40 Completed: 40

- Completed: 43
- 📌 Cisco CE Credits ⓘ ← 6) Click on “i”

📁 1.3 - Required: 80 Completed: 53

- Completed: 53
- 📌 Cisco CE Credits ⓘ

Cisco CE Credits
Active: 2022-08-01 Expires: 2025-08-01 Points: 5

7) After selection, this screen will appear

8) View “Cisco CE Credits” applied

5. Review Test History

Test Information History and Exam Agreement

- 1) Click on "Test History"
- 2) Click on "Exams"

The screenshot shows the Cisco Exams page for user JOHN DOE. The left navigation menu includes: HOME, PERSONAL INFO, SCHEDULE, TESTING HISTORY (with 'Exams' selected), CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area displays a list of exams with the following data:

Status	Exam Name	Exam ID	Exam Date	Expire Date	Registration Number
Pass	CCIE Routing and Switching (CCIE)	350-001	2007-02-21	2010-02-21	
Pass	CCIE Routing and Switching (CCIE)	350-001	2006-06-26	2009-06-26	
Fail	CCIE Routing and Switching (CCIE)	350-001	2006-06-20	Never	
Pass	CCIE Security (CCIE)	350-018	2006-01-01	2009-01-01	

3) You can "Sort By" exam date, expires, or name

Test Information History and Exam Agreement

1) Click on "Certifications"

2) Click on "Agreement"

3) Click on "View More" to see agreement details

CREDENTIAL AGREEMENT

Cisco Certification and Confidentiality Agreement

ACTIVE DATE
2006-06-20

EXPIRE DATE
Never

[VIEW MORE >](#)

4) After selection, this screen will appear

ACTIVE DATE	EXPIRE DATE
2022-09-02	-
UPDATED	REVIEW STATE
2022-09-02	N/A
INVALID	NOTES
0	-

6. Download Certification Logo(s)

How to Download your Certification Logo(s)

1) Click on "Certifications"

2) Click on "Download Logos"

Download Logos

JOHN DOE

Do not use the Marks in reference to any company or business, except as expressly outlined in the "What You Can Do" section above.

Do not use the Marks in any manner that is likely to create or cause confusion about the source of any products or services or in any way that implies any sponsorship, endorsement, affiliation or association between Cisco and you or any product, service or company. It must be clear that you, your employer or company, and any products or services you provide are independent of Cisco.

Do not use the Marks in a manner that is likely to dilute, defame, disparage, or harm the reputation of Cisco or any person or entity.

Do not use the Marks in conjunction or affiliation with any training activity or to promote the qualifications of an individual or company providing training or like services.

Do not use the Marks as the visual focal point of any approved materials. For example, the Marks should not be larger or more prominent than your name or the name of your employer on your business cards. Similarly, for your personal web site, the Marks should not be more prominent than your name or other information describing you on the page.

Use of the Cisco Certification Logos

3.1. The Logos may be used in the following manner:

3.2 In one-color printing, the Logos can be either black or PMS 3035 (deep blue) on a light background. On a dark background, the Logos can be Cool Gray (Gray 2) or (silver embossed). Four-color process match is acceptable.

3.3 In two-color printing, Four-color process match is acceptable.

3.4. The Logos may also be reversed out of a dark background to the color of the paper on which the Mark is printed on.

3.5. Do not use the Logos on a patterned background or on one that is too light or too dark for it to read well.

Cisco Certifications Logo and Trademark Agreement v9 2011

CONFIRM

3) Logo Agreement - Click on "Confirm"

How to Download your Certification Logo(s)

Download Logos

JOHN DOE

Q Search

ALL SORT BY NAME

CCIE Certification - Enterprise Infrastructure
General Certifications - Expert (CCIE)

DOWNLOAD

Cisco Certified Specialist - Enterprise Core
Specialist Certifications

DOWNLOAD

1) Click on "Download Logos"

2) Select logo and click on "Download"

3) Sort by "Name or Group"

7. Certificates & Plaques

Claim Initial Certification Kit

NOTE:

- After successfully completed all certification requirements, you will receive a congratulations email with instructions to claim your initial free kit.
- Please allow 8-12 weeks for processing and shipping

1) Click on "Certifications"

2) Click on "Certificates & Plaques"

3) Click on "Update Address"

NOTE: "Mailing Address" notification appears if the mailing address has not been recently updated

4) After selection, this screen will appear

5) After updating click on "Update Address"

Claim Initial Certification Kit

NOTE:

- Initial free kit not yet claimed “Pending”
- Initial free kit claimed “Ordered”
- Please allow 8-12 weeks for processing and shipping

Certificates & Plaques JOHN DOE

To claim and process your initial physical kit, anniversary achievement, or certificates and plaques. Review and confirm all information below. If the name is incorrect, you will need to open a case with [Certification Online Support](#). Candidates are entitled to one initial physical kit at no charge. Certification kits are not sent out for recertification. PDFs are provided at no charge and are available for download on the "Cert Status & Download PDF" tab. Validate/update your mailing address. Click the "confirm" button when done.

Mailing Address

Jeff H Buddemeier
123 Any Street
Cary, NC 27511
United States

UPDATE ADDRESS CONFIRM

q Search ALL SORT BY NAME

Pending

Cisco Certified Specialist - Enterprise Core
Certificate
COMPLETED
N/A
VIEW MORE
RELEASE FULFILLMENT

Ordered

CCIE Certification - Enterprise Infrastructure
Certificate
COMPLETED
N/A
VIEW MORE

6) Click on "Release Fulfillment"

7) Click on "View More" for details

8) After selection, this screen will appear

Certificates & Plaques JOHN DOE

Cisco Certified Specialist - Enterprise Core GO BACK

Certificate

STATUS	ORDERED 2022-09-06
PROCESSED	COMPLETED -

How to Download your PDF Certificate

NOTE: PDFs are only available for qualifying certifications that are active and not expired.

1) Click on "Certifications"

2) Click on "Cert Status & Download PDF"

4) After selecting "View More", this screen will appear

- Click "Download Certificate"

3) Click on "View More" or click on the download icon

Certification Fulfillment Kit History & Status

1) Click on "Certifications"

2) Click on "Certificates & Plaques"

3) Click on "View More"

4) After selection, this screen will appear

STATUS	ORDERED
—	2022-09-06
PROCESSED	COMPLETED
—	—

5) You can view the status here

NOTE: Please allow 8-12 weeks for processing and shipping

Claim Certification Benefit – CCIE25YA

NOTE: Eligible candidates will receive an email on or after the day of your 25YA

1) Click on “Personal Info” and then on “Addresses”

The screenshot shows the Cisco My Addresses page. The left sidebar contains navigation options: HOME, PERSONAL INFO (with sub-options My Information, Addresses, and Settings), SCHEDULE, TESTING HISTORY, CERTIFICATIONS, BENEFITS, TRANSCRIPTS & DIGITAL BADGES, CCIE LAB SCHEDULER, and USER GUIDE. The main content area is titled "My Addresses" and shows a form for "Mailing Address (Certification fulfillment cannot be sent to P.O. Box)". The form includes fields for Country* (United States), Address* (123 Any Street), Address (cont.), City* (Cor City), State/Province* (North Carolina), Zip/Postal Code* (12345), and Phone* (808-222-2222). There is also a checkbox for "This is a Business Address" and a blue "UPDATE ADDRESS" button at the bottom.

2) Validate/Update your mailing address as needed. Click on “Update Address”

Claim Certification Benefit – CCIE25YA

3) Click on “Benefits” and then “Program Benefits”

Benefits JOHN DOE

Claiming and Using your Exam Voucher:

1. Claim your Voucher Code from this Program Benefits page
2. Note/copy the Voucher Code to use at Pearson VUE scheduling site
3. Schedule your exam with Pearson VUE
4. Enter the Voucher Code on the Pearson VUE payment page in the Discount/Promo Code dropdown field

Q Search

Items per page: 25 1-2 / 2

Status	Name	Type	Expire Date	Group	Token
Active	CCIE 25th Anniversary Award (CCIE25YA)	Link	2025-09-11	Fulfillment Only - CCIE Anniversary	CLAIM BENEFIT
Active	Specialize Now	Individual Token		Specialize Now	CLAIM BENEFIT ↻

4) Click on “Claim Benefit”

Claim Certification Benefit – CCIE25YA

Benefits JOHN DOE

Claiming and Using your Exam Voucher:

1. Claim your Voucher Code from this Program Benefits page
2. Note/copy the Voucher Code to use at Pearson VUE scheduling site
3. Schedule your exam with Pearson VUE
4. Enter the Voucher Code on the Pearson VUE payment page in the Discount/Promo Code dropdown field

Q Search

Items per page: 25 1-2 / 2

Status	Name	Type	Expire Date	Group	Token
Active	CCIE 25th Anniversary Award (CCIE25YA)	Link	2025-09-11	Fulfillment Only - CCIE Anniversary	
Active	Specialize Now	Individual Token		Specialize Now	CLAIM BENEFIT

5) Token field will be blank once the benefit has been claimed

Claim Certification Benefit – CCIE25YA

The screenshot displays the Cisco Benefits portal interface. On the left is a dark blue navigation sidebar with the Cisco logo and menu items: HOME, PERSONAL INFO, SCHEDULE, TESTING HISTORY, CERTIFICATIONS, BENEFITS (highlighted), Program Benefits, TRANSCRIPTS & DIGITAL BADGES, CCIE LAB SCHEDULER, and USER GUIDE. The main content area is titled 'Benefits' and shows the user 'JOHN DOE'. A callout box highlights the 'CCIE 25th Anniversary Award (CCIE25YA)' benefit details, including instructions and a 'Preview' link. A blue callout box with a red arrow points to the 'Preview' link, containing the text: '6) Jacket Size Selection - Click on "CCIE 25th Anniversary Award (CCIE25YA)" and then on "Preview"'. Below this, a table lists available benefits.

Status	Name	Type	Expire Date	Group	Token
Active	CCIE 25th Anniversary Award (CCIE25YA)	Link	2025-09-11	Fulfillment Only - CCIE Anniversary	🔗
Active	Specialize Now	Individual Token		Specialize Now	CLAIM BENEFIT 🔗

Claim Certification Benefit – CCIE25YA

Benefits JOHN DOE ▾

CCIE 25th Anniversary Award (CCIE25YA) **GO BACK**

Congratulations on your CCIE 25th anniversary!

INSTRUCTIONS
Provide the required information: Jacket size, validate address and phone number are up to date.

TYPE
Link

URL
[Preview](#)

Settings

Cisco Partner or Reseller *

Do you work for a Cisco Partner or Reseller?

No
 Yes

UPDATE

Jacket Size

Please select a jacket size for your CCIE 25th Anniversary jacket

UPDATE

7) Click on “Preview,” which will take you to the “Settings” page

8) Scroll to the bottom of the “Settings” page. Select your jacket size and click on “Update”

NOTE: Please allow 12-16 weeks for processing and shipping. Shipping tracking info will be sent out via email as soon as your jacket is ready for shipment.

8. Digital Badges & Transcript: Third-Party Verification Disclosure

Digital Badges

Accessing your digital badges

1) Click on
“Transcripts &
Digital Badges”

2) Click on
“Credly SSO”

The screenshot shows the Cisco dashboard interface. On the left is a dark blue navigation sidebar with the Cisco logo at the top. The sidebar menu includes: HOME, Dashboard (highlighted), PERSONAL INFO, SCHEDULE, TESTING HISTORY, CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES (expanded to show Credly SSO and Transcripts), and USER GUIDE. The main content area has a header with 'Dashboard' and 'JOHN DOE'. Below the header is a large banner titled 'Ready, Set, Test' with a 'Schedule an Exam' button. The banner text reads: 'Your certification or licensure exam is the start of something great. With a seamless testing experience, you're one step closer to delivering on the promise of your profession.'

The screenshot shows the 'Credly SSO' page. The navigation sidebar is identical to the dashboard view, but 'Credly SSO' is highlighted in the menu. The main content area has a header with 'Credly SSO' and 'JOHN DOE'. A button labeled 'SSO TO CREDLY' is centered on the page. A blue callout box with the text '3) Click on “SSO TO Credly”' has a red arrow pointing up to the 'SSO TO CREDLY' button.

How to Disclose your Transcript to Third Parties

This function allows you to disclose your certification status to third parties.

The screenshot displays the Cisco Transcripts management interface. On the left is a dark blue sidebar with navigation options: HOME, PERSONAL INFO, SCHEDULE, TESTING HISTORY, CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES (highlighted), Credly SSO, Transcripts, and USER GUIDE. The main content area is titled 'Transcripts' and includes a 'CREATE NEW TRANSCRIPT' button, a search bar, and filters for 'ALL' and 'SORT BY STATUS'. A modal window titled 'Create Transcript' is open, showing sections for SETTINGS (Name, Remarks, Valid Through, Address Display), CREDENTIALS (checkboxes for including active credentials and displaying dates), EXAMS (checkboxes for including active exams and displaying dates), and CREDENTIAL REQUIREMENTS (checkboxes for including present and future requirements and displaying dates). Buttons for 'CANCEL' and 'CREATE' are at the bottom of the modal.

1) Click on "Transcripts & Digital Badges"

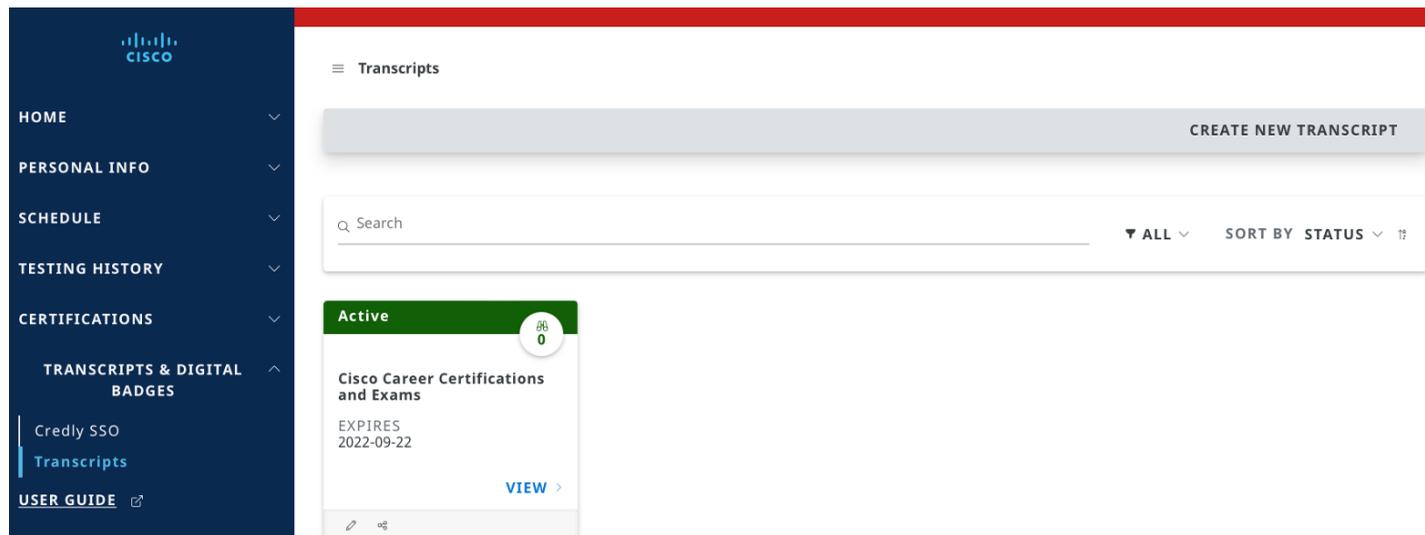
2) Click on "Transcripts"

3) Click on "Create New Transcript"

4) Enter the relevant information and click on "Create"

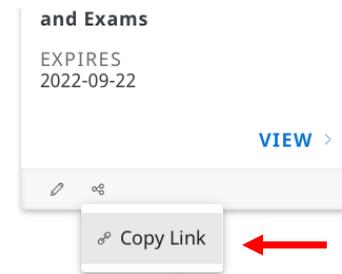
How to Disclose your Transcript to Third Parties

Once a transcript is created, you can share via a link



1) Edit and view transcripts for valid certifications and active exams

2) You can share the transcripts by clicking on the "share" icon.



3) Click on "Copy Link"

How to Disclose your Transcript to Third Parties

Disclosure to third-party

Share transcript link via personal or work email

Active 0

Cisco Career Certifications and Exams

EXPIRES 2022-09-22

VIEW >

Copy Link

Sample transcript

John Doe
TRANSCRIPT

CISCO

Search

ALL SORT BY NAME

Credential

GENERAL CERTIFICATIONS - EXPERT (CCIE)

CCIE Certification - Enterprise Infrastructure (CCIE-Enterprise Infrastructure)

ACTIVE SINCE 1995-11-20

INACTIVE DATE 2024-06-30

Credential

SPECIALIST CERTIFICATIONS

Cisco Certified Specialist - Enterprise Core (CCS-ECORE)

ACTIVE SINCE 1995-11-20

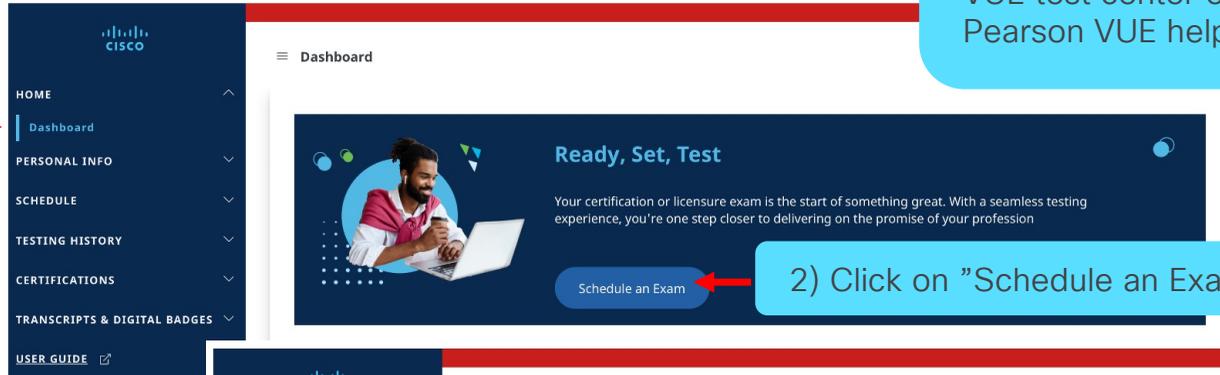
INACTIVE DATE 2024-06-30

9. Schedule Cisco Certification Exam(s)

How to Schedule Cisco Certification Exam(s)

NOTE: Candidates with an existing Pearson VUE profile. Can also, schedule an exam at a Pearson VUE test center or by calling the Pearson VUE help desk.

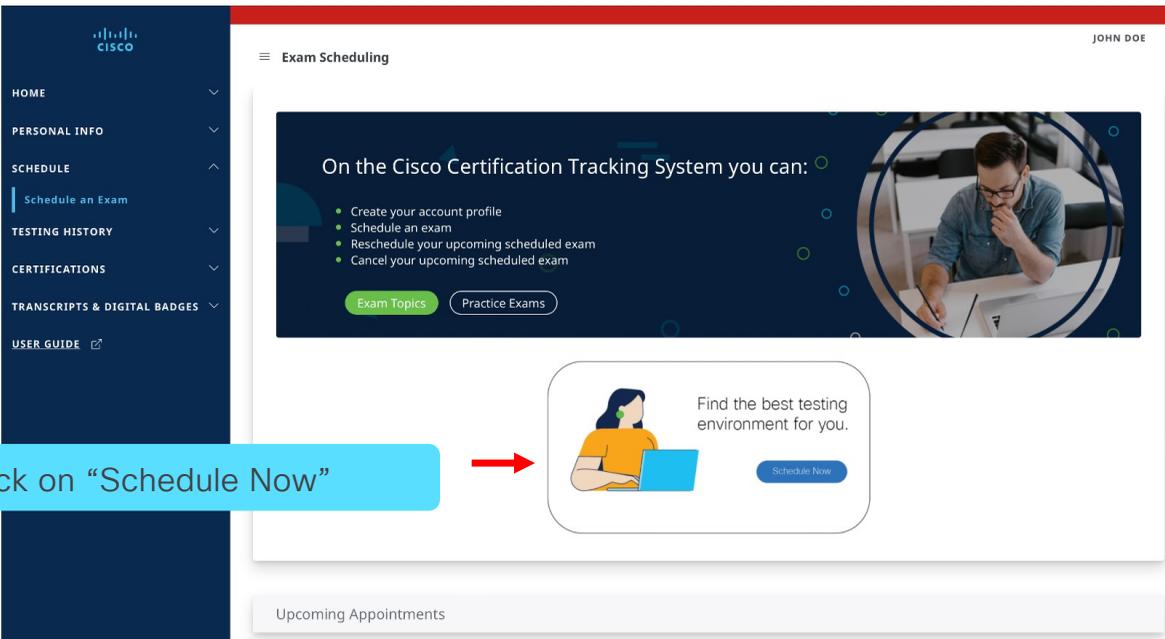
1) Option 1: From the "Dashboard"



2) Click on "Schedule an Exam"

1) Option 2: Click on "Schedule"

2) Click on "Schedule an exam"



3) Click on "Schedule Now"

How to Schedule Cisco Certification Exam(s)

1) Click on "View Exams"



The screenshot shows the Cisco Dashboard interface. At the top left is the Cisco logo. Below it is a vertical navigation menu with icons for home, search, and other functions. The main content area is titled "Dashboard" and contains several sections:

- Schedule an exam**: This section includes an "Exam catalog" with a prominent blue "View exams" button. Below it is a question "Do you have a private access code?" with a link "What is this?" and a dropdown arrow.
- View an upcoming test center appointment**: This section states "You do not have any appointments scheduled."
- My account**: A sidebar on the right with links for "My profile", "Additional information", "Preferences", "Exam history", "View score reports", and "My receipts".
- NEW! Practice Exam & Exam Bundles**: A promotional banner for exam bundles, including a "learn more >>" link.

At the bottom of the dashboard, there are links for "Terms", "Privacy", and "Contact", and a copyright notice: "Copyright 1996-2022 Pearson Education Inc. or its affiliate(s). All rights reserved."



How to Schedule Cisco Certification Exam(s)

The screenshot shows the 'Find an exam' page on the Cisco website. At the top, the Cisco logo is visible. Below it, the page title is 'Find an exam'. A dropdown menu shows '200-301: Cisco Certified Network Associate'. Below the dropdown is a search bar with the text '200-301: Cisco Certified Network Associate' and a 'Go' button. Below the search bar is a section titled 'Do you have a private access code?' with a dropdown arrow and a link 'What is this?'. Below that is a note: '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 the note are two buttons: 'Proctored Exams' and 'Online Unproctored Exams', both with right-pointing arrows.

2) Search for an exam and click on "Go"

Note: You can also search by "Proctored Exams" or Online Unproctored Exams

3) Select exam delivery at "Test Center" or "Online"

The screenshot shows the 'Select exam options' page. At the top, the Cisco logo is visible. Below it, the page title is 'Select exam options'. A dropdown menu shows '200-301: Cisco Certified Network Associate'. Below the dropdown is a section titled 'Where do you want to take your exam?'. Below this title are two buttons: 'At a test center' and 'OnVUE Online at my home or office'. Below the buttons is a 'Previous' button. A blue callout box with the text '"Online" selected' has an arrow pointing to the 'OnVUE Online at my home or office' button.

How to Schedule Cisco Certification Exam(s)

4) After selecting where to take your exam.

Select exam options
200-301: Cisco Certified Network Associate

Where do you want to take your exam?

At a test center

OnVUE Online at my home or office

Prepare for your online exam at your home or office

- Your computer**
Use a personal computer that has a reliable webcam and internet connection.
Run [system test](#).
- Your testing space**
The room should be a distraction-free, private place.
See [acceptable spaces](#) and view permitted [comfort aid list](#).
- Your photo ID**
We'll verify your government-issued identification (ID) when you arrive for your exam.
Review [admission & ID policies](#).
- What to expect**
Check in for your OnVUE exam 30 minutes before your appointment time.
Watch our [short video](#) to get familiar with the process.

Questions?
Check out the [OnVUE FAQs](#) and [minimum technical requirements](#).

Previous Next

Note: "Online" selected in step 3

5) Click on "Next"

How to Schedule Cisco Certification Exam(s)

6) Accept the “Terms and Conditions”



7) Click on “Next”



8) Confirm preferred “Time Zone”



How to Schedule Cisco Certification Exam(s)

9) Select a date to test

2. Select your date

Select a date from the calendar. Only dates with appointment availability can be selected.

< September 2022 >

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	

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

10) After selection, this screen will appear

12 hr (e.g., 2:00 PM) 24 hr (e.g., 14:00)

Our next available appointment is:

 Friday, September 30, 2022

12:00 AM - 2:20 AM America/Los_Angeles-PDT

Your check-in time will be 11:30 PM America/Los_Angeles-PDT

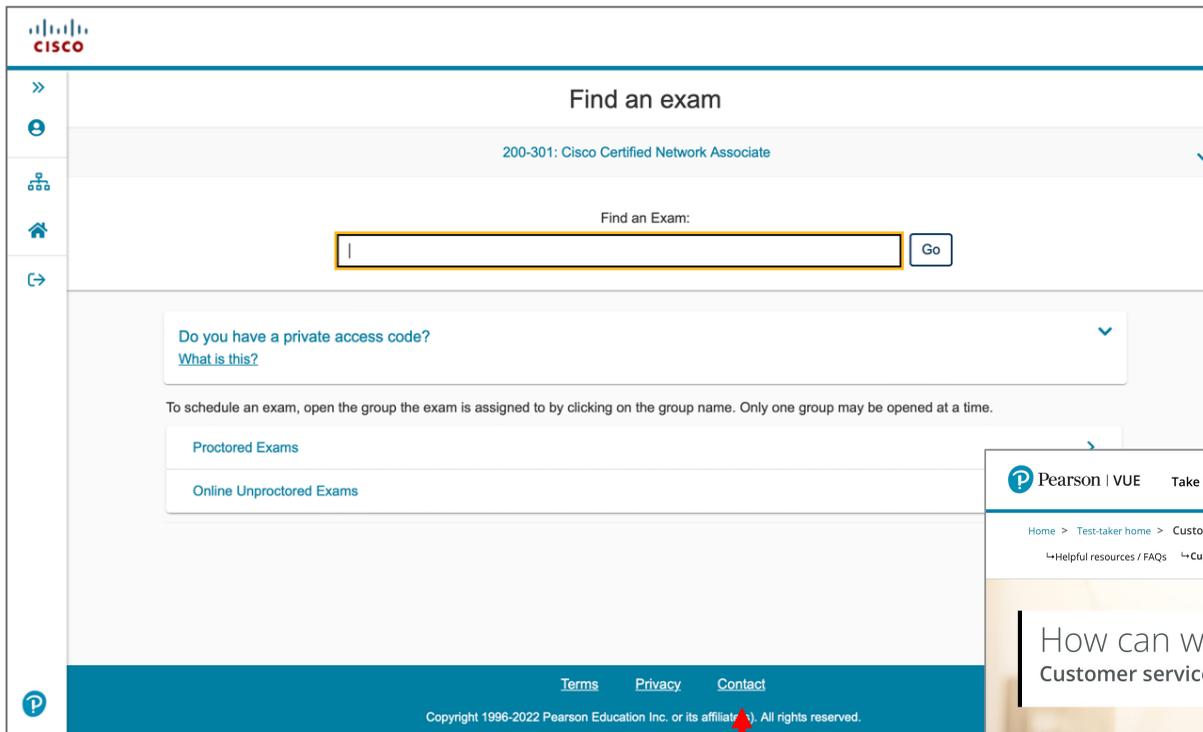
[Explore more times](#)

[Book this appointment](#)

11) Click on "Book this appointment" and complete the payment process

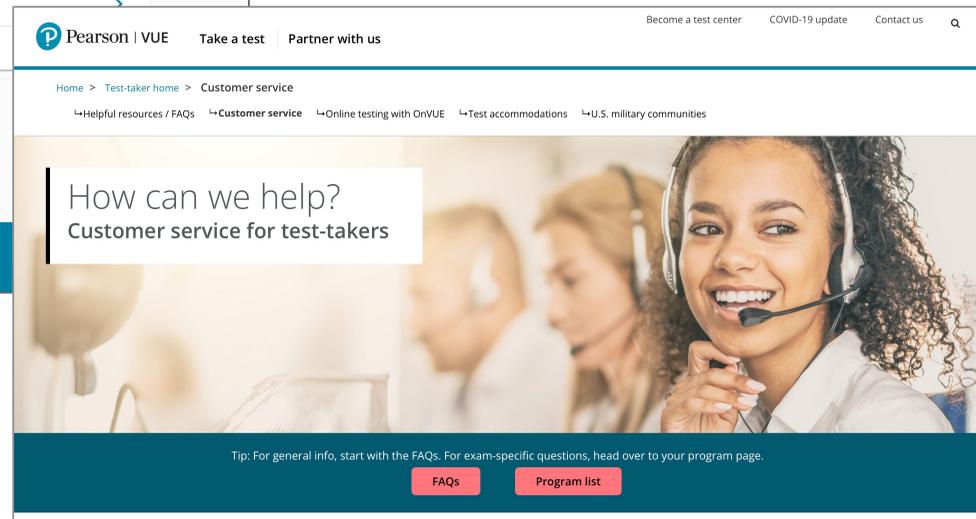
How to Schedule Cisco Certification Exam(s)

Need help with an existing exam appointment that you can't update/modify. Check out the Pearson VUE website for self-service FAQs and further assistance.



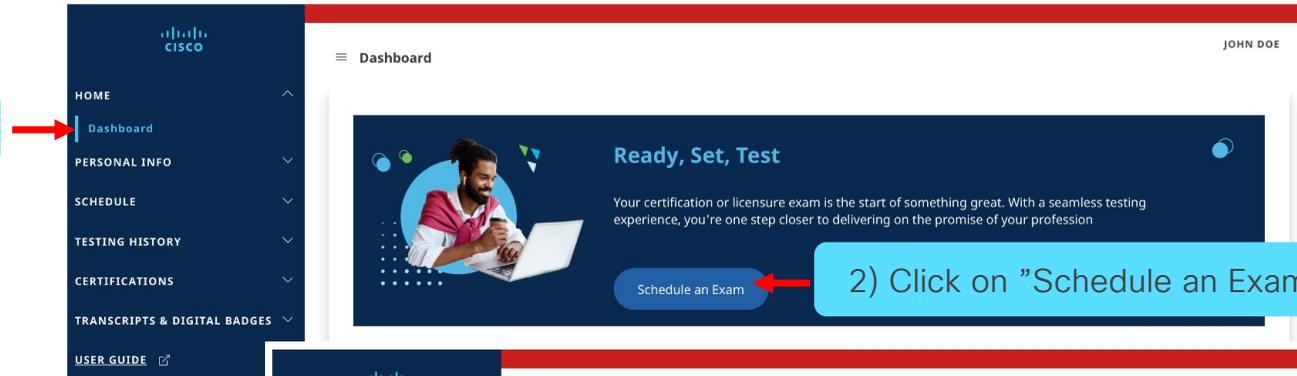
1) Click "Contact" if you have issues with your exam appointment that you are unable to update/change on your own

2) After selection, this screen will appear. Click on "FAQs" or "Program list" for help



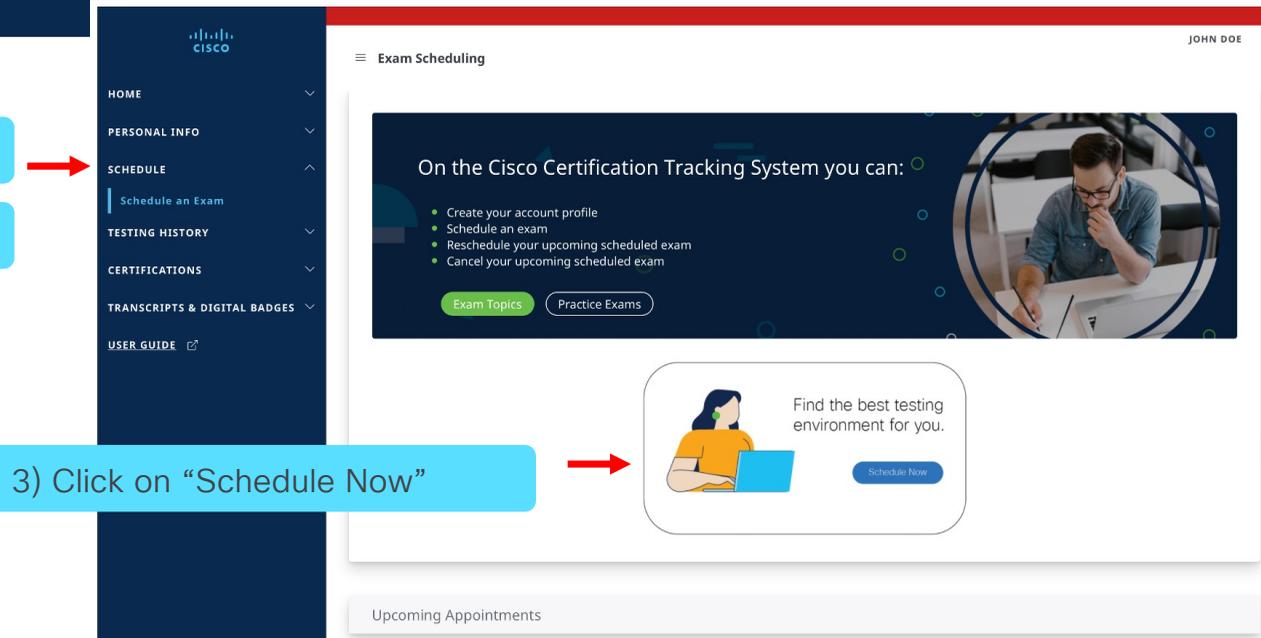
How to Access/Update: Exam Receipt, Score Reports, and Profile Information

1) Option 1: From the "Dashboard"



1) Option 2: Click on "Schedule"

2) Click on "Schedule an exam"



How to Access/Update: Exam Receipt, Score Reports, and Profile Information

1) Click on the "Dashboard Icon"



CISCO

>>

Find an exam

Find an Exam:

Go

Do you have a private access code? [What is this?](#)

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.

Proctored Exams >

Development >

[Terms](#) [Privacy](#) [Contact](#)

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How to Access/Update: Exam Receipt, Score Reports, and Profile Information

The screenshot shows the Cisco dashboard with a left-hand navigation menu and a main content area. The main content area is titled "Dashboard" and contains several sections:

- Schedule an exam**: Includes "Exam catalog" and a "View exams" button.
- Do you have a private access code?**: Includes a link "What is this?" and a dropdown arrow.
- View an upcoming test center appointment**: States "You do not have any appointments scheduled."
- My account**: A list of links: "My profile", "Additional information", "Preferences", "Exam history", "View score reports", and "My receipts".

Two red arrows point from a blue callout box to the "View score reports" and "My receipts" links in the "My account" section.

2) Click on "Receipts" to access exam receipts or "View score reports"

