



Cisco Certification Tracking System User Guide

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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”



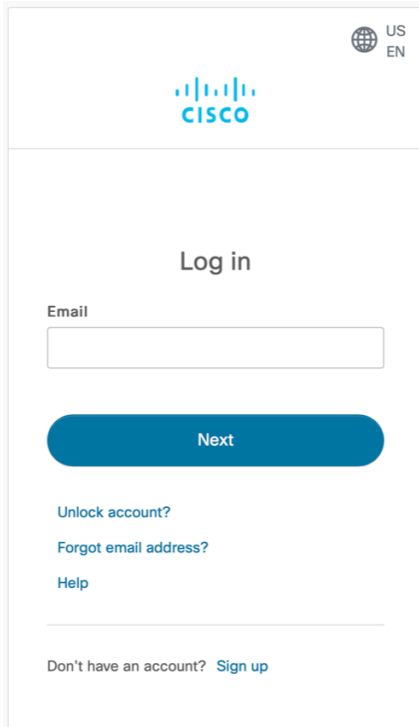
NOTE:

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' labels. The main heading is 'Log in'. Below it is an 'Email' input field, followed by a blue 'Next' button. At the bottom, there are links for 'Unlock account?', 'Forgot email address?', 'Help', and 'Don't have an account? Sign up'.

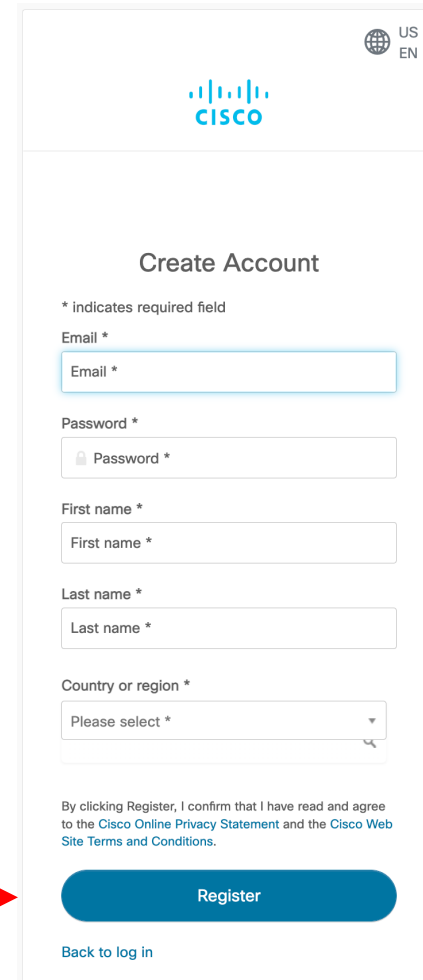
NOTE:

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>

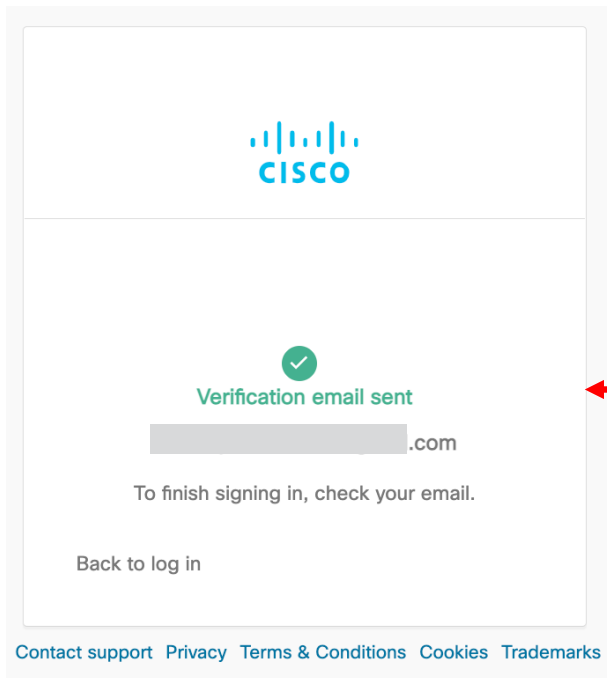
- 1) Click on "Sign up"
- 2) Create Account - Fill in all required fields
- 3) Click on "Register"



The 'Create Account' page features the Cisco logo and a globe icon with 'US' and 'EN' labels. The heading is '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 'Please select *' as the current selection. Below the form, there is a disclaimer: '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.' At the bottom, there is a blue 'Register' button and a link for 'Back to log in'.



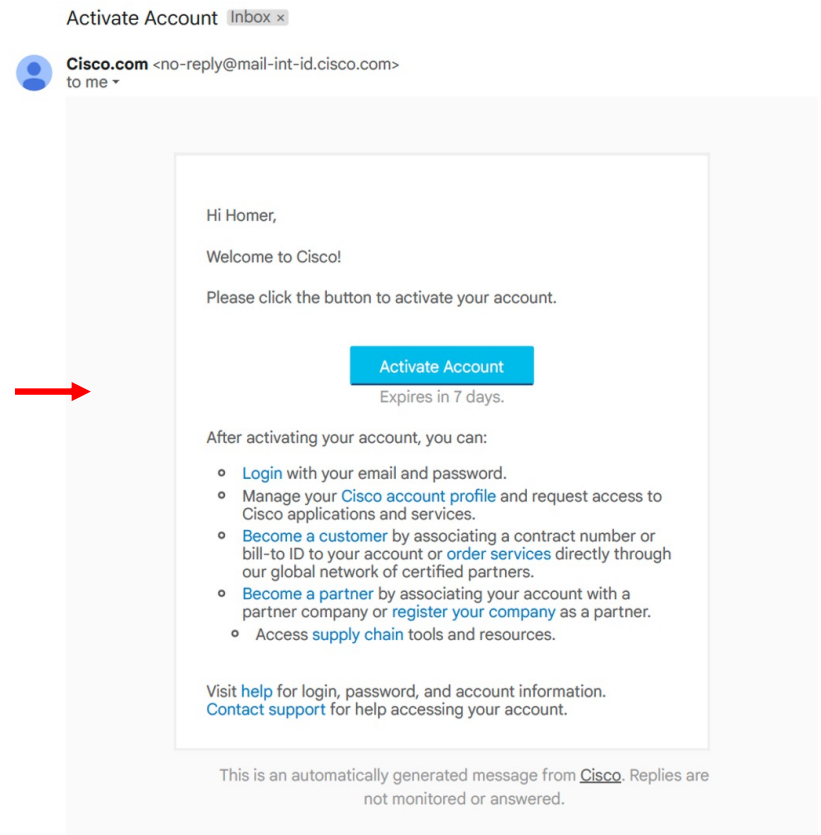
First Time Login



The screenshot shows a confirmation page with the Cisco logo at the top. Below the logo, there is a green checkmark icon and the text "Verification email sent" followed by a redacted email address ".com". Below this, it says "To finish signing in, check your email." and "Back to log in" at the bottom. At the very bottom, there are links for "Contact support", "Privacy", "Terms & Conditions", "Cookies", and "Trademarks".

5) Verification email sent

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

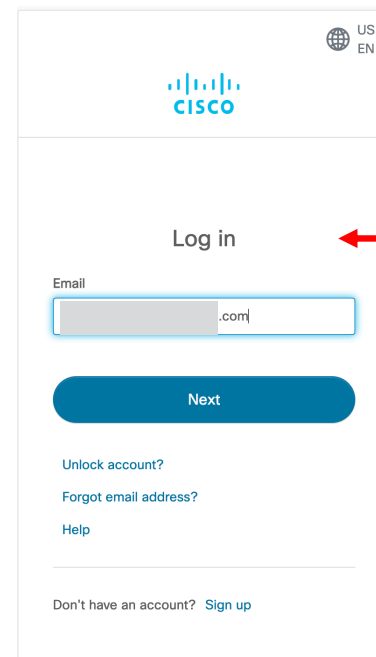
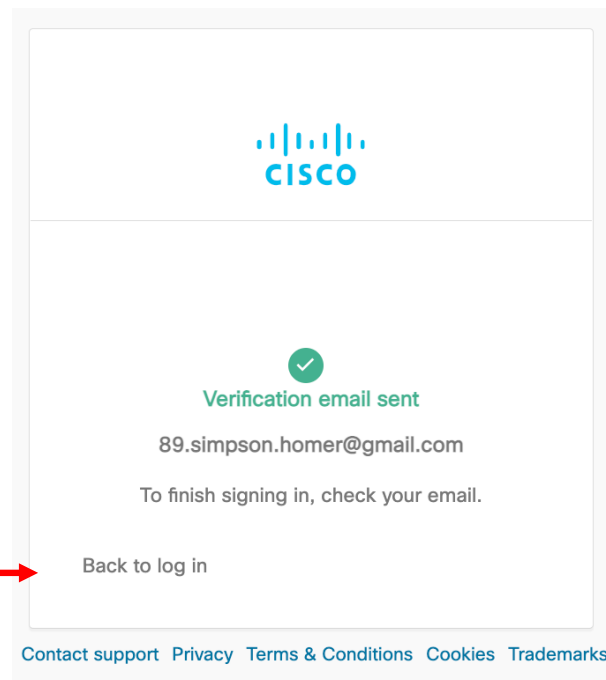


The screenshot shows an email interface with the subject "Activate Account" and "Inbox x". The sender is "Cisco.com <no-reply@mail-int-id.cisco.com> to me". The email content includes a greeting "Hi Homer," and "Welcome to Cisco!". It instructs the user to "Please click the button to activate your account." and features a blue "Activate Account" button with the text "Expires in 7 days." below it. Below the button, it lists actions after activation: "Login with your email and password.", "Manage your Cisco account profile and request access to Cisco applications and services.", "Become a customer by associating a contract number or bill-to ID to your account or order services directly through our global network of certified partners.", and "Become a partner by associating your account with a partner company or register your company as a partner." which includes "Access supply chain tools and resources." At the bottom, it says "Visit help for login, password, and account information. Contact support for help accessing your account." and a footer note: "This is an automatically generated message from Cisco. Replies are not monitored or answered."



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

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.

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



My Addresses

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

Country *
United States

Address *
123 Any Street

Address (cont.)

Address (cont.)

City *
San Francisco

State/Province *
California

Settings

Email Notifications *

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

No

Yes

UPDATE

The dashboard features a dark blue sidebar with the Cisco logo and navigation menu: HOME, Dashboard, PERSONAL INFO, SCHEDULE, TESTING HISTORY, CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area is titled 'Dashboard' and contains a large banner with the text 'Ready, Set, Test' and a 'Schedule an Exam' button. The banner also includes a sub-headline: '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 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

JOHN DOE

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 a navigation menu with the following items: 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's name as JOHN DOE. Below the title is a "Notifications" section with a paragraph of text and a link to "Certifications Online Support". The "Personal Information" section contains a form with the following fields: First Name (Homer), Last Name (Simpson), Email Address (89.homer.simpson@gmail.com), and Company Name (empty). A blue "UPDATE INFORMATION" button is located at the bottom right of the form. Below the form is an "External IDs" section with the following information:

External ID	Value
CISCO SYSTEMS, INC.	00u4b1pxaotXZShXo1d7
CERTMETRICS	CSCO10000000
CREDLY (ACCLAIM) BADGING	Id-10214257
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. On the left is a dark blue navigation sidebar with the Cisco logo at the top. The sidebar contains the following menu items: HOME, PERSONAL INFO (with sub-items: My Information, Addresses, Settings), SCHEDULE, TESTING HISTORY, CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. On the right, the main content area is titled "My Addresses" and shows a form for updating a mailing address. 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 a blue "UPDATE ADDRESS" button at the bottom right.

My Addresses JOHN DOE

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

Country *
United States

Address *
123 Anywhere

Address (cont.)

Address (cont.)

City *
San Jose

State/Province *
California

Zip/Postal Code *
94109

Phone *
1231234567

Fax This is a Business Address

UPDATE ADDRESS

Update your Personal Information (Settings)

1) Click on "Personal Info"



2) Click on "Settings"



3) Update the "Required*" information



4) Click on "Update"



Settings JOHN DOE

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



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

1) Click on "Personal Info"

2) Click on "My Information"

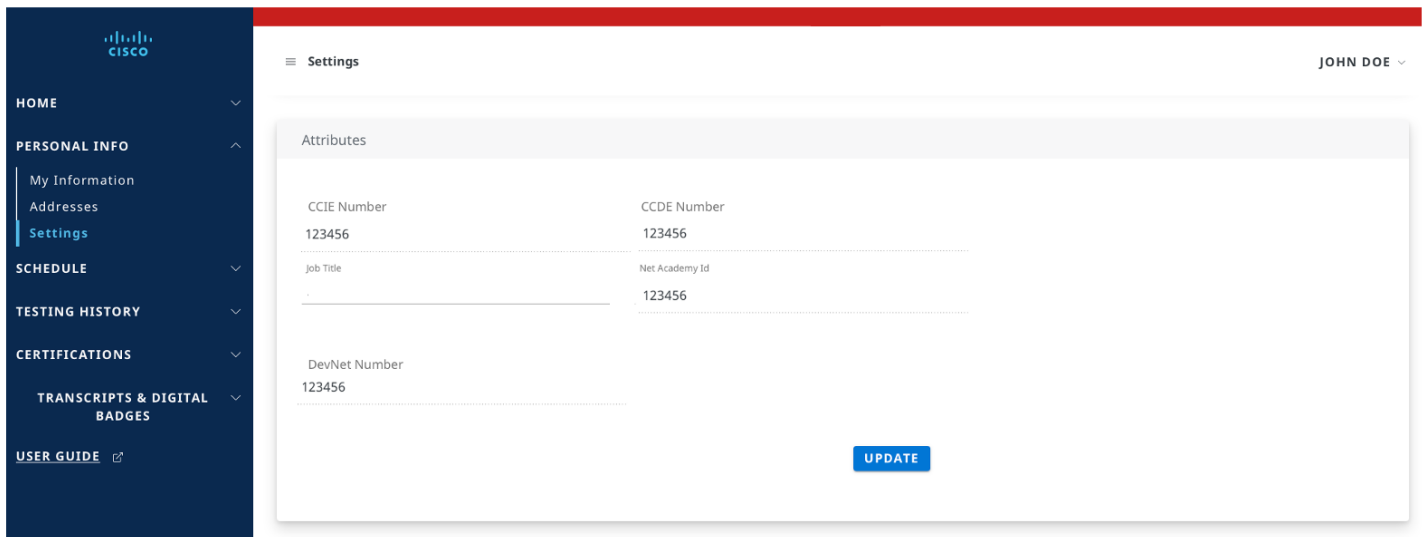
3) External ID's

The screenshot shows the Cisco.com user profile page for JOHN DOE. 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 includes 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, and an "UPDATE INFORMATION" button. Below this is the "External IDs" section, which lists four identifiers: CISCO SYSTEMS, INC. (00u4b1pxaotXZShXo1d7), CERTMETRICS (CSCO10000000), CREDLY (ACCLAIM) BADGING (Id-10214257), and VUE (226754252).

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

1) Click on "Personal Info"

2) Click on "Settings"



The screenshot shows the Cisco My Learning Dashboard. The left sidebar contains a navigation menu with the following items: HOME, PERSONAL INFO (expanded), My Information, Addresses, Settings (selected), SCHEDULE, TESTING HISTORY, CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area is titled "Settings" and shows a table of personal attributes. The table has two columns and three rows of data. At the bottom right of the table is an "UPDATE" button.

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

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

The screenshot shows the Cisco Credentia Status dashboard for user JOHN DOE. The left sidebar contains navigation options: HOME, PERSONAL INFO, SCHEDULE, TESTING HISTORY, CERTIFICATIONS, and USER GUIDE. The CERTIFICATIONS section is expanded, showing options for Cert Status & Download PDF, Agreement, Download Logos, and Certificates & Plaques. The main content area displays two active certifications: CCIE Certification - Enterprise Infrastructure and Cisco Certified Specialist - Enterprise Core. Each certification card includes the name, type, active date, and expire date, along with a 'VIEW MORE' link.

4) After selection, this screen will appear

The screenshot shows the detailed view for the CCIE Certification - Enterprise Infrastructure. The left sidebar is the same as in the previous screenshot. The main content area displays the certification details, including the status (Active), started date, active date, and expire date. It also shows the last extension date and a history table.

EXTENSION	NEW EXPIRES
2019-09-28 Manually extended credential	2019-09-28 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"

The screenshot shows the Cisco My Learning interface. On the left is a dark blue navigation sidebar with the following menu items: HOME, PERSONAL INFO, SCHEDULE, TESTING HISTORY, CERTIFICATIONS (highlighted), Cert Status & Download PDF, Agreement, Download Logos, Certificates & Plaques, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area is titled "Credential Status" and includes a notice about retired certification tracks and a search bar. A card for "Active" status shows "CCNP Enterprise" with active and expire dates. A "VIEW MORE" link is visible at the bottom of the card.

3) Click on "View More"

4) After selection, this screen will appear

5) Scroll down to "Cisco CE Credits"

The screenshot shows a detailed view of the "Credential Status" page. It features a list of courses with their IDs and titles, such as [300-715] Implementing and Configuring Cisco Identity Services Engine (SISE) and [600-660] Implementing Cisco Application Centric Infrastructure - Advanced (DCACIA). At the bottom, there are completion statistics for specific tracks: "1.2.2 - Required: 40 Completed: 40" and "1.3 - Required: 80 Completed: 53". Each track includes a "Cisco CE Credits" icon.

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 (DEWWBX)
- [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

Active: 2022-08-01
Expires: 2025-08-01
Points: 5

Active: 2022-08-01
Expires: 2025-08-01
Points: 5

Active: 2022-08-01
Expires: 2025-08-01
Points: 5

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 sidebar contains navigation options: HOME, PERSONAL INFO, SCHEDULE, TESTING HISTORY (with 'Exams' selected), CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area is titled 'Exams' and includes a search bar and a 'SORT BY EXAM DATE' dropdown menu. Below this, there are four exam result cards:

Result	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 >](#)

CREDENTIAL AGREEMENT
Cisco Certification and Confidentiality Agreement
ACTIVE DATE 2022-09-02
EXPIRE DATE Never
[VIEW MORE >](#)

4) After selection, this screen will appear

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



6. Download Certification Logo(s)

How to Download your Certification Logo(s)

1) Click on "Certifications"

2) Click on "Download Logos"

3) Logo Agreement – Click on "Confirm"

CISCO

HOME

PERSONAL INFO

SCHEDULE

TESTING HISTORY

CERTIFICATIONS

Cert Status & Download PDF Agreement

Download Logos

Certificates & Plaques

TRANSCRIPTS & DIGITAL BADGES

USER GUIDE

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.

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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

How to Download your Certification Logo(s)

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 6-8 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 6-8 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 Buddemeler
123 Any Street
Cary, NC 27511
United States

UPDATE ADDRESS CONFIRM

Search

▼ ALL ▾ SORT BY NAME ▾

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"

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

- 4) After selecting "View More", this screen will appear
 - Click "Download Certificate"

Certification Fulfillment Kit History & Status

The screenshot shows the Cisco user interface. On the left is a dark blue navigation menu with the Cisco logo at the top. The menu items are: HOME, PERSONAL INFO, SCHEDULE, TESTING HISTORY, CERTIFICATIONS (highlighted), TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area is titled 'Certificates & Plaques' and includes a user name 'JOHN DOE'. Below the title is a notice about claiming physical kits. There is a search bar and filters for 'ALL' and 'SORT BY NAME'. Two 'Ordered' cards are visible: 'Cisco Certified Specialist - Enterprise Core' and 'CCIE Certification - 20-year Achievement'. Both cards show 'Certificate' as 'COMPLETED' and 'N/A' for other details. Each card has a 'VIEW MORE' link.

1) Click on "Certifications"



2) Click on "Certificates & Plaques"



3) Click on "View More"



4) After selection, this screen will appear



The detailed status screen shows the title 'Cisco Certified Specialist - Enterprise Core' and a 'GO BACK' link. Below is a table with the following data:

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



5) You can view the status here

NOTE: Please allow 6-8 weeks for processing and shipping

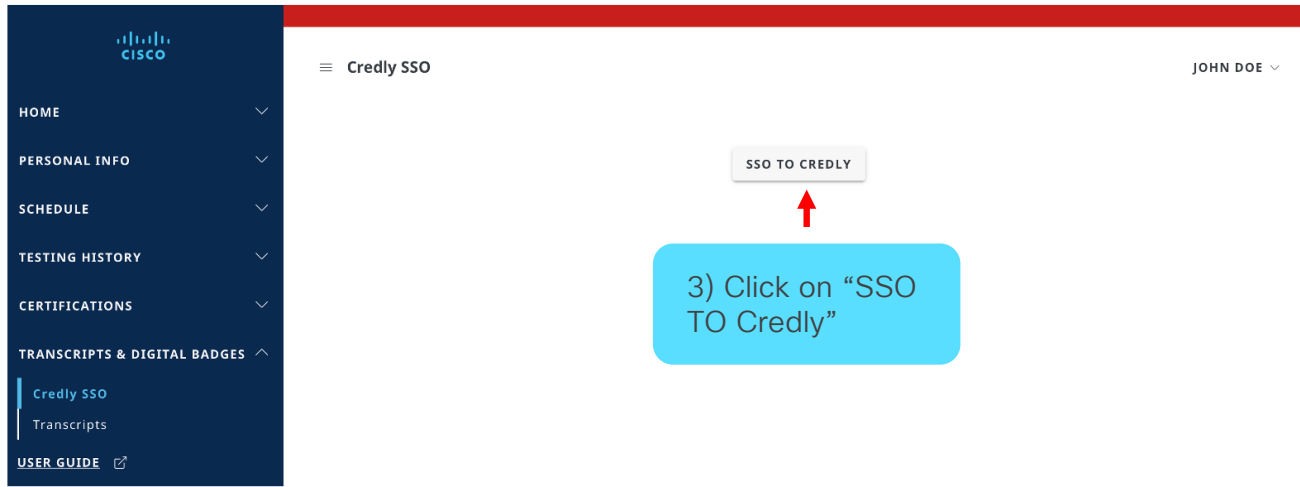
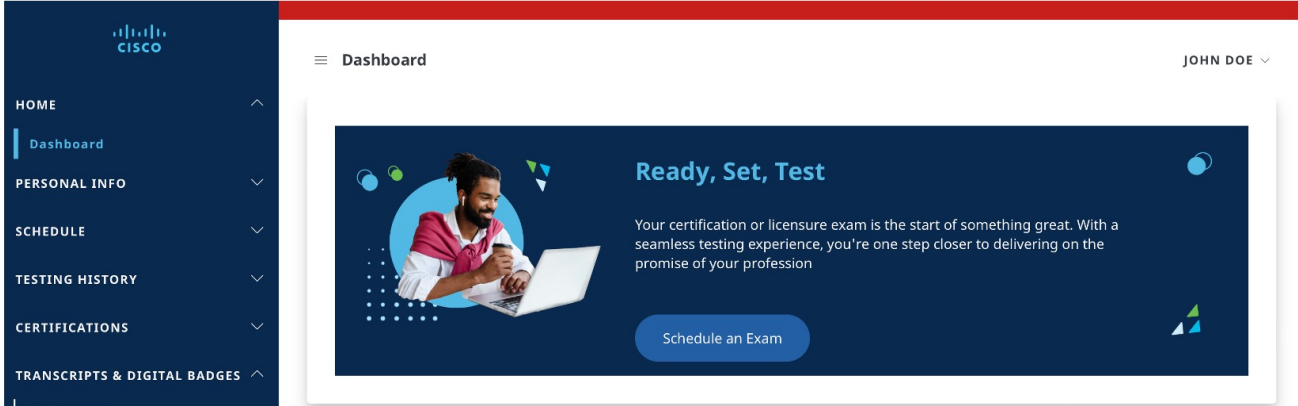
8. Digital Badges & Transcript: Third-Party Verification Disclosure

Digital Badges

Accessing your digital badges

1) Click on "Transcripts & Digital Badges"

2) Click on "Credly SSO"

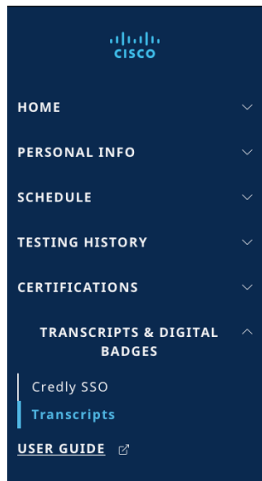


3) Click on "SSO TO Credly"

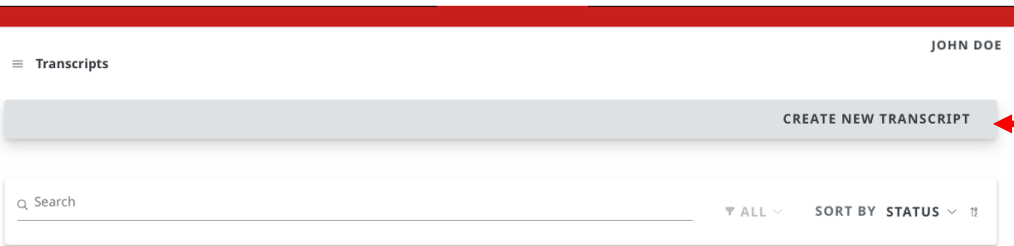
How to Disclose your Transcript to Third Parties

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

- 1) Click on "Transcripts & Digital Badges"
- 2) Click on "Transcripts"



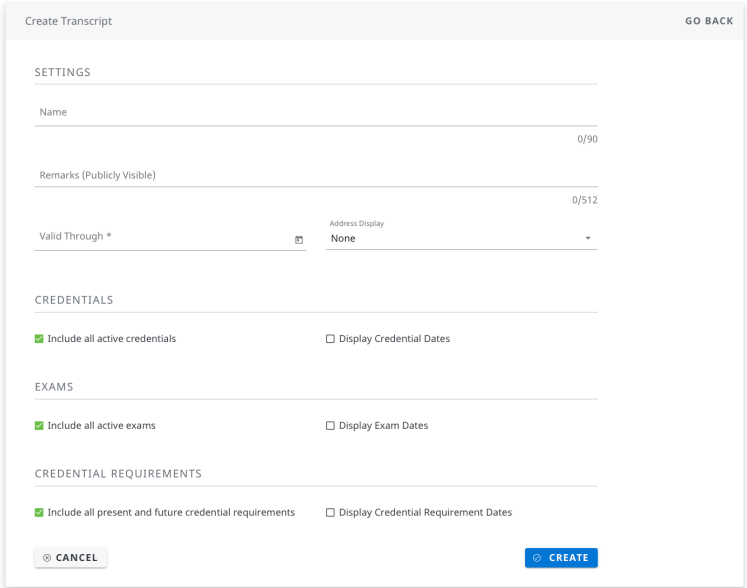
The navigation menu includes: HOME, PERSONAL INFO, SCHEDULE, TESTING HISTORY, CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES (expanded), Credly SSO, Transcripts, and USER GUIDE.



The page header shows the user name JOHN DOE and a 'CREATE NEW TRANSCRIPT' button. Below it is a search bar and filters for 'ALL' and 'SORT BY STATUS'.

- 3) Click on "Create New Transcript"

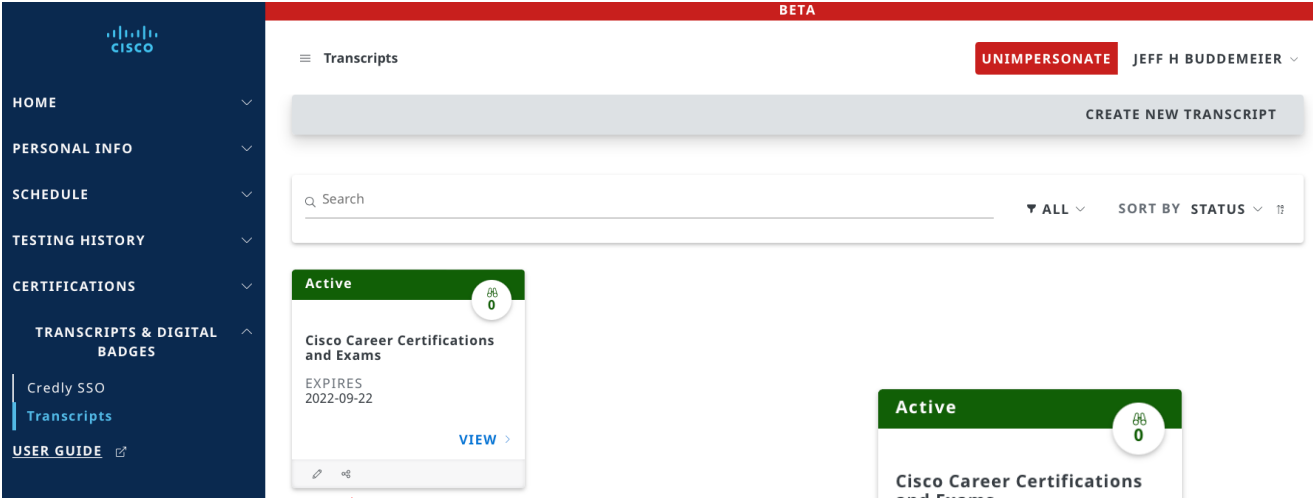
- 4) Enter the relevant information and click on "Create"



The form is divided into three sections: SETTINGS (Name, Remarks, Valid Through), CREDENTIALS (checkboxes for including active credentials and displaying dates), and CREDENTIAL REQUIREMENTS (checkboxes for including present and future requirements and displaying dates). It includes CANCEL and CREATE buttons.

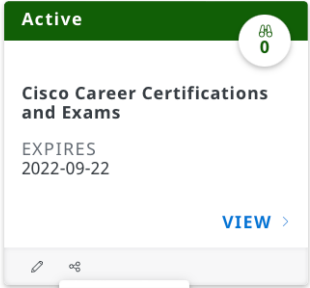
How to Disclose your Transcript to Third Parties

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.

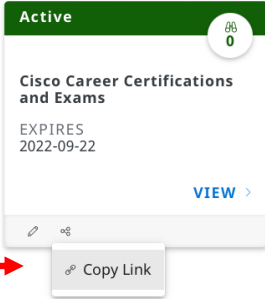


3) Click on "Copy Link"

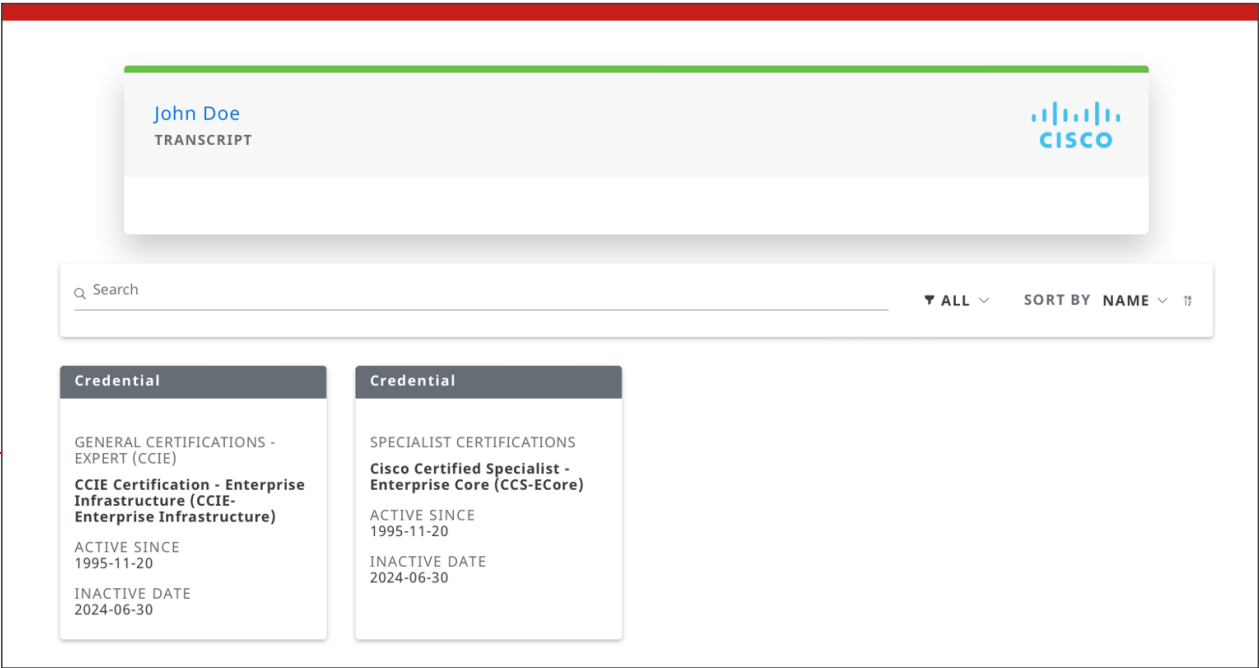
How to Disclose your Transcript to Third Parties

Disclosure to third-party

Share transcript link via personal or work email



Sample transcript

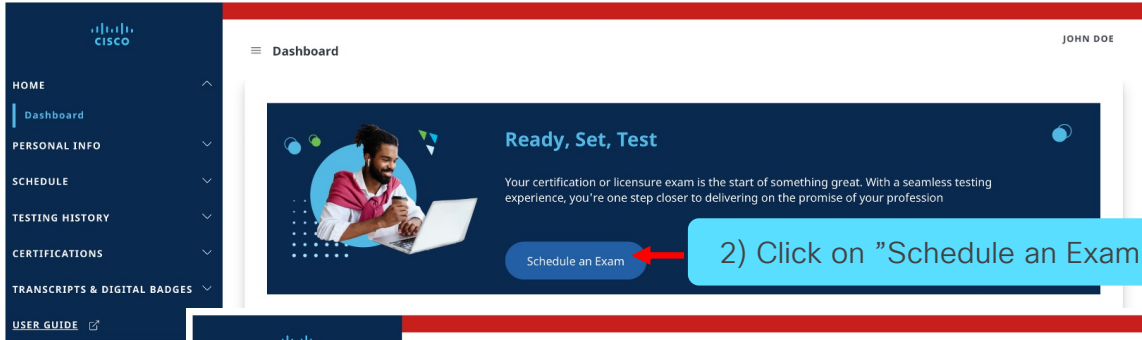


9. Schedule Cisco Certification Exam(s)

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.

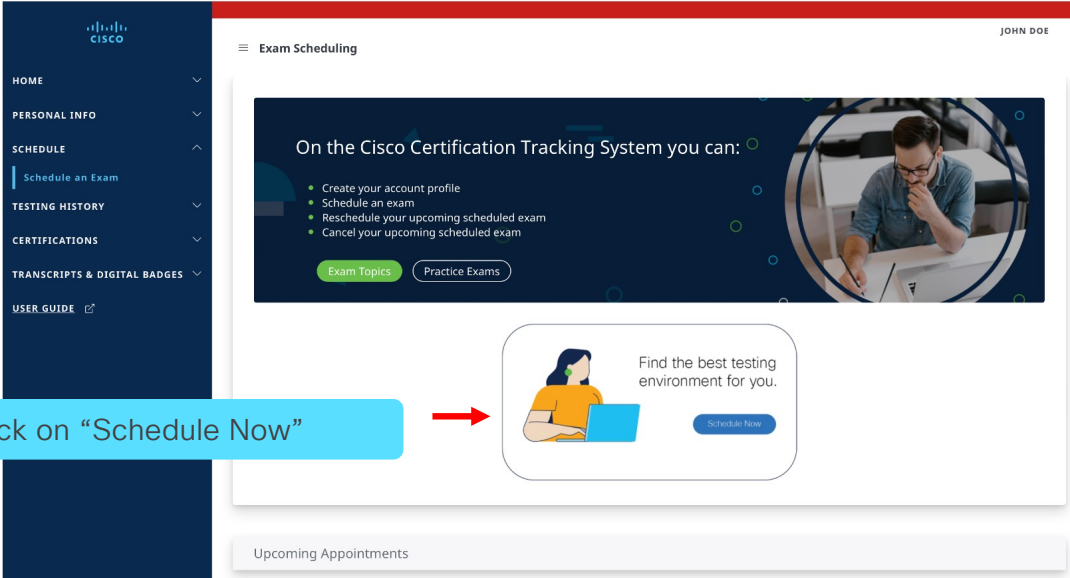
1) Option 1: From the "Dashboard"



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 navigation sidebar 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" and a prominent blue button labeled "View exams". Below this is a dropdown menu with the text "Do you have a private access code?" and a link "What is this?".
- 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 Learning Lab + Exam or Practice Test + Exam bundles for ICND1, ICND2, or CCNA. It includes 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)

Find an exam

200-301: Cisco Certified Network Associate

Find an Exam:

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 >

Online Unproctored Exams >

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"

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

"Online" selected

How to Schedule Cisco Certification Exam(s)

4) After selecting where to take your exam.

Where do you want to take your exam?

At a test center

OnVUE Online at my home or office

Note: "Online" selected in step 3

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

5) Click on "Next"

How to Schedule Cisco Certification Exam(s)

6) Accept the “Terms and Conditions”

The screenshot shows the 'Provide additional information' step of the Cisco certification registration process. The page header includes the Cisco logo and navigation icons. The main content area contains a dropdown menu for the exam type, '200-301: Cisco Certified Network Associate'. Below this, there is a text box with the following text: 'Required information is marked with an asterisk (*). Enter information on this page in the Roman alphabet. (Alphanumeric)'. A larger text box asks: 'Do you accept the terms and conditions of the Cisco Certification and Confidentiality Agreement? Registration cannot be completed if you refuse. If you accept now, but refuse when you sit for this exam, it will be terminated and your entire exam fee forfeited. [click here](#)'. There are two radio buttons: 'Yes' (selected) and 'No'. Below this, there is a note: 'Please contact [customer service](#) for any information that cannot be updated online.' At the bottom of the form area are 'Previous' and 'Next' buttons. The footer contains 'Terms', 'Privacy', and 'Contact' links.

7) Click on “Next”

8) Confirm preferred “Time Zone”

The screenshot shows the 'Find an appointment' step of the Cisco certification registration process. The page header includes the Cisco logo and navigation icons. The main content area contains a dropdown menu for the exam type, '200-301: Cisco Certified Network Associate'. Below this, there is a section titled '1. Confirm your preferred time zone'. It asks: 'Is this your preferred time zone?' and shows 'America/Los_Angeles-PDT' as the selected option. There are two buttons: 'No, change time zone' and 'Yes, that's right!'. The footer contains a 'P' icon.

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**

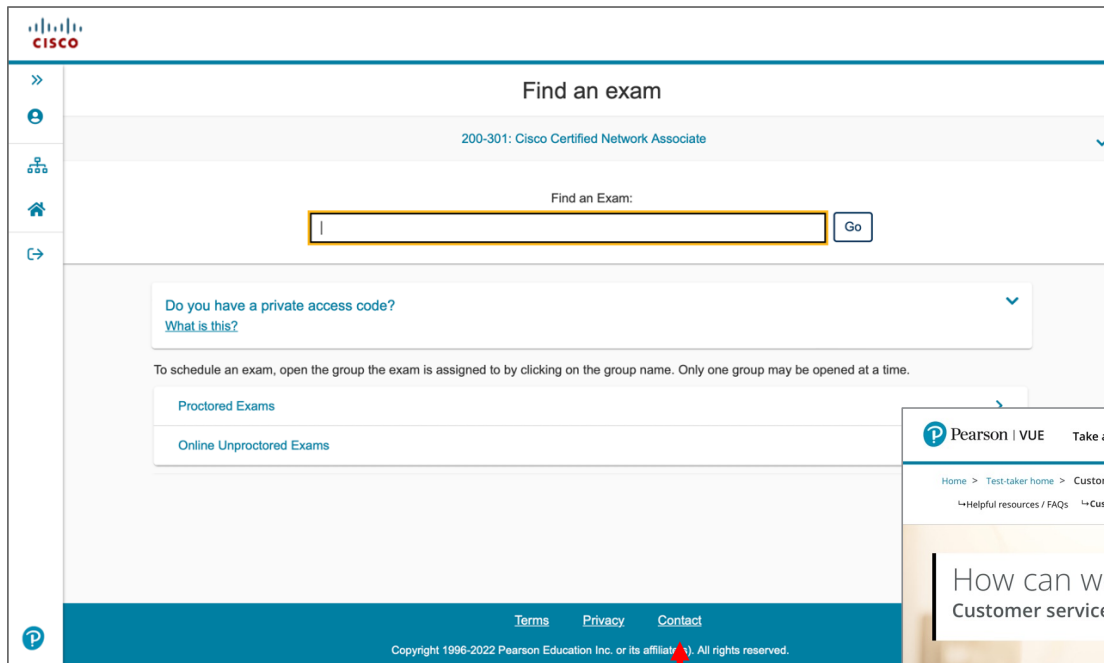
Your check-in time will be 11:30 PM America/Los_Angeles-PDT

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



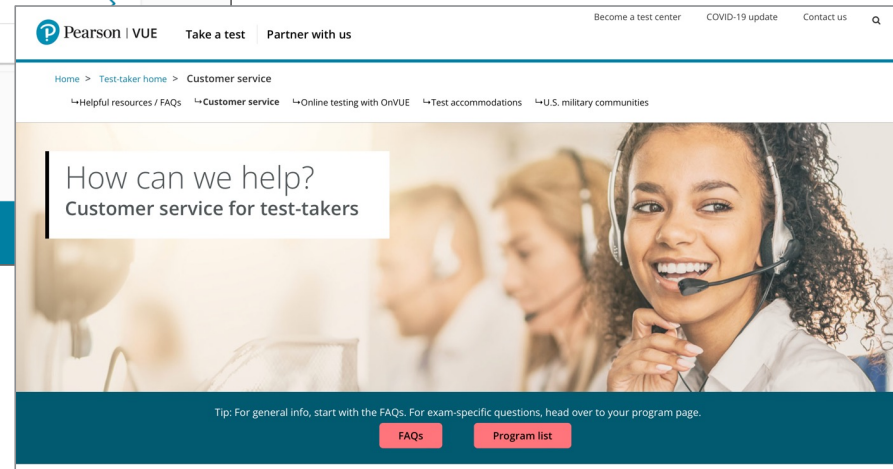
How to Schedule Cisco Certification Exam(s)

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.



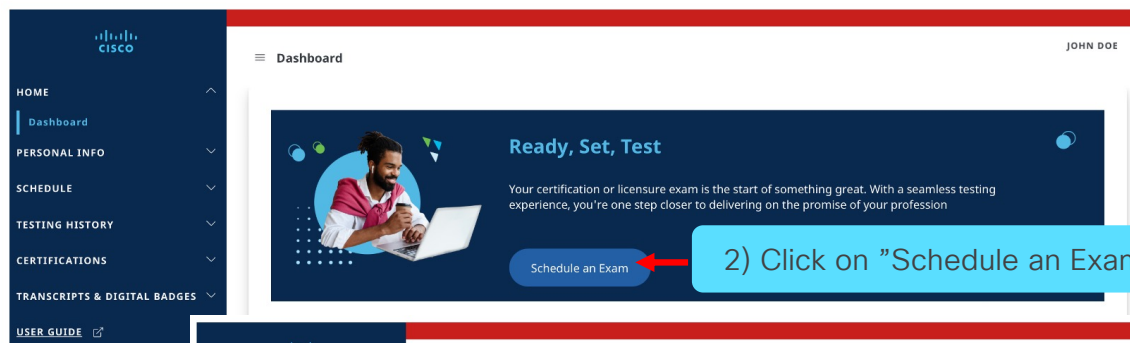
1) Click "Contact" if you have issues with your exam appointment that you are unable to update/change on your own

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

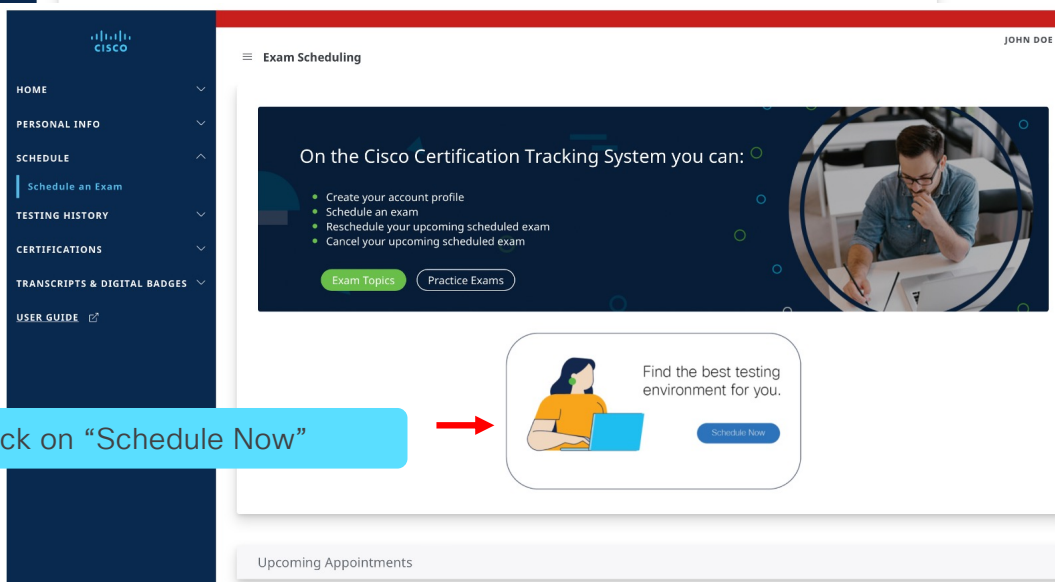
1) Option 1: From the "Dashboard"



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 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 sidebar on the left containing navigation icons. The main content area is titled "Dashboard" and is divided into several sections:

- Schedule an exam:** Includes an "Exam catalog" section with a "View exams" button and a dropdown menu with the option "Do you have a private access code?" and a link "What is this?".
- View an upcoming test center appointment:** A section stating "You do not have any appointments scheduled."
- My account:** A section with a list of links: "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.

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

