



# Cisco Certification Tracking System User Guide

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8. Digital Badges & Transcript: Third-Party Verification Disclosure
9. Schedule Cisco Certification Exam(s)



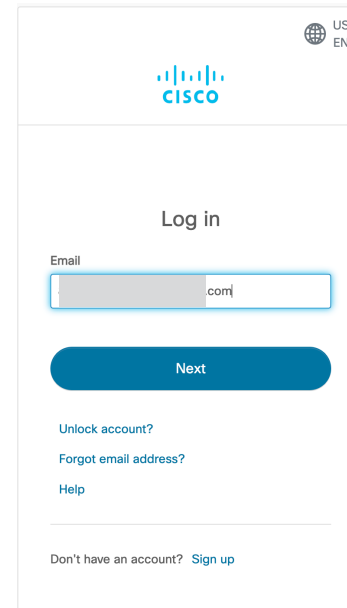
1. Log in

## How to Log in (Existing Users)

- 1) To log in to the Certification Tracking System, please click the following link: <http://www.cisco.com/go/certifications/login>
- 2) Log in with your Cisco.com ID
- 3) Click on “Next”

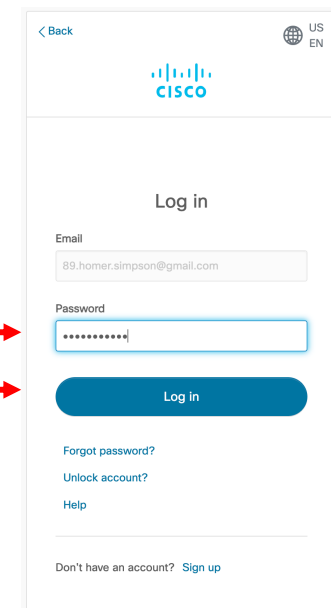
### NOTE:

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.



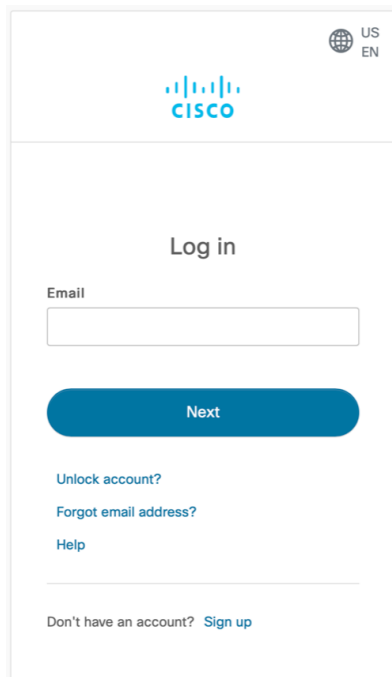
The screenshot shows the Cisco login page. At the top right, there are language options for US and EN. The Cisco logo is in the top left. The main heading is "Log in". Below it is an "Email" input field with a placeholder ".com". A blue "Next" button is positioned below the email field. Underneath the button are links for "Unlock account?", "Forgot email address?", and "Help". At the bottom, there is a link for "Don't have an account? Sign up".

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



The screenshot shows the second step of the login process. It includes a "Back" button at the top left. The Cisco logo and language options (US, EN) are at the top right. The heading is "Log in". The "Email" field now contains the text "89.homer.simpson@gmail.com". Below it is a "Password" field with masked characters. A blue "Log in" button is at the bottom. Links for "Forgot password?", "Unlock account?", and "Help" are present. At the very bottom, there is a link for "Don't have an account? Sign up".

# First Time Login

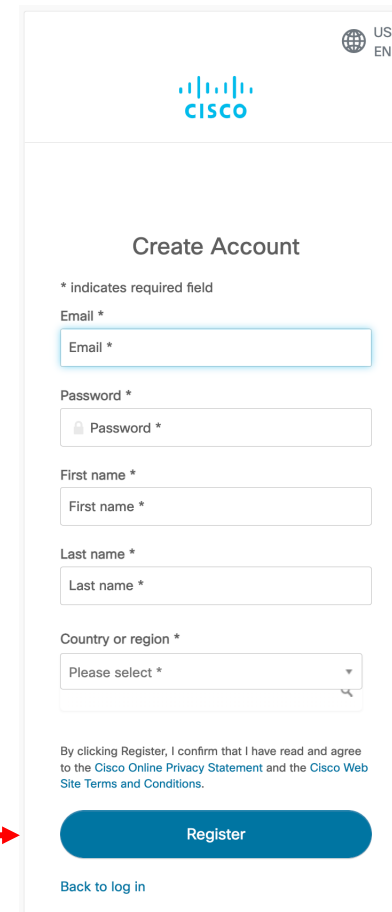


The login page features the Cisco logo and a language selector (US/EN) in the top right. The main heading is "Log in". Below it is an "Email" input field, followed by a blue "Next" button. At the bottom, there are links for "Unlock account?", "Forgot email address?", "Help", and "Don't have an account? Sign up".

## NOTE:

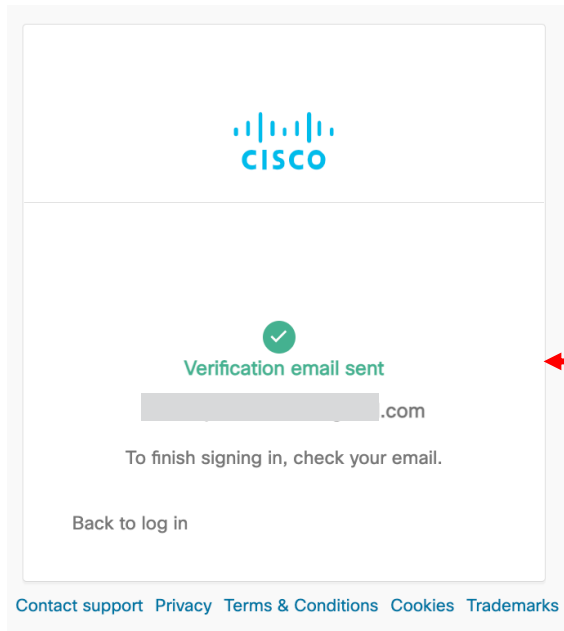
If you are logging into the Certification Tracking System for the first time and do not have a Cisco.com ID set. Please follow the instructions below to set up an account.

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



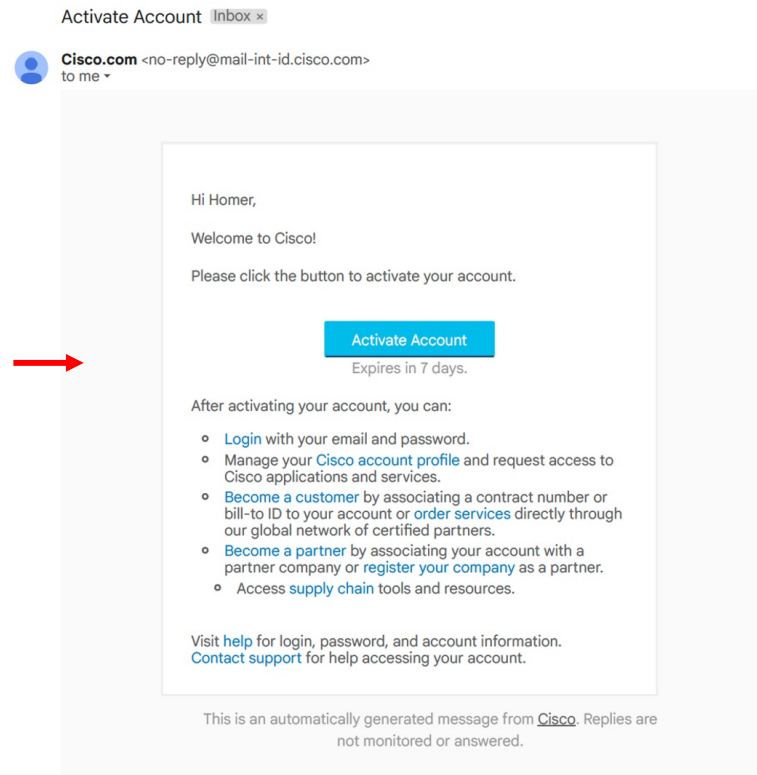
The "Create Account" page features the Cisco logo and a language selector (US/EN) in the top right. The heading is "Create Account". A note states "\* indicates required field". The form includes fields for "Email \*", "Password \*", "First name \*", and "Last name \*". There is a "Country or region \*" dropdown menu with "Please select \*" as the current selection. At the bottom, there is a blue "Register" button and a link for "Back to log in". A privacy statement is visible above the Register button.

# First Time Login



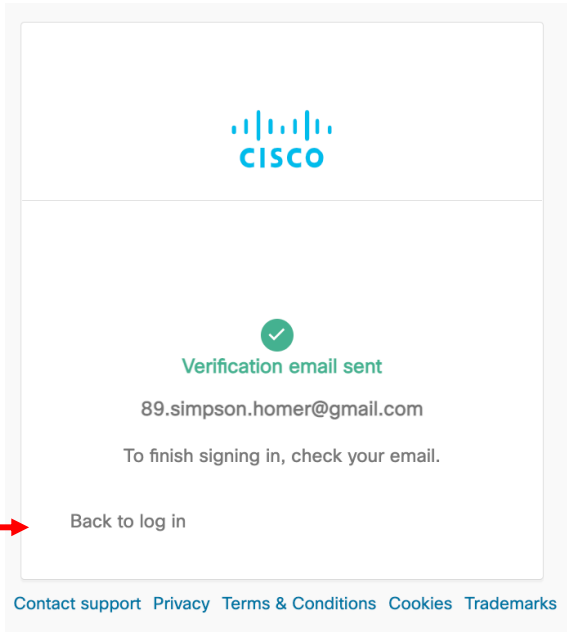
5) Verification email sent

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

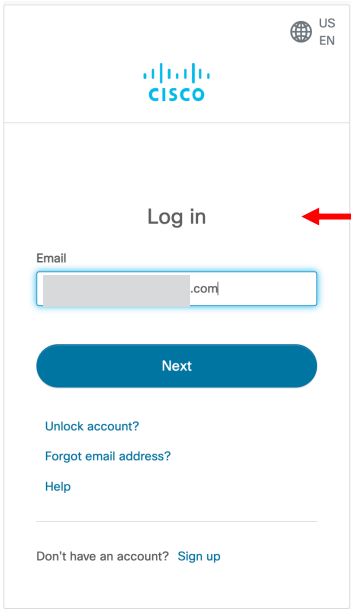


## After Account Mapping Completion

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



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". The email address "89.simpson.homer@gmail.com" is displayed. Below that, it says "To finish signing in, check your email." At the bottom of the main content area, there is a link that says "Back to log in". At the very bottom of the page, there are links for "Contact support", "Privacy", "Terms & Conditions", "Cookies", and "Trademarks".



The screenshot shows the Cisco login page. At the top right, there are language selection options for "US" and "EN". The Cisco logo is at the top left. The main heading is "Log in". Below this is an "Email" input field with a placeholder ".com". A blue "Next" button is positioned below the input field. At the bottom, there are links for "Unlock account?", "Forgot email address?", and "Help". At the very bottom, there is a link for "Don't have an account? Sign up".

8) Or log into the Certification Tracking System, by clicking on the following link: <http://www.cisco.com/go/certifications/login>

# After Account Mapping Completion

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

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 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"

The screenshot shows a web interface for updating personal information. At the top, there is a red header bar with the text "Required Information" on the left and "JOHN DOE" on the right. Below the header is a form titled "Required Information". The form contains several input fields with red error messages indicating they are required. The fields are: "Country \*", "Address \*", "Address (cont.)", "Address (cont.)", "City \*", "State/Province \*", "Zip/Postal Code \*", "Phone \*", and "Fax". There is also a checkbox labeled "This is a Business Address". At the bottom right of the form is a blue button labeled "UPDATE ADDRESS". Three red arrows point from the text boxes on the left to the form: one points to the "Mailing Address" section, two point to the "Required\*" labels, and one points to the "UPDATE ADDRESS" button.



# 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

- Mailing Address (Certification fulfillment cannot be sent to P.O. Box)
- 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 for user JOHN DOE. The left sidebar contains navigation options: HOME, PERSONAL INFO (with sub-items My Information, 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, and an 'External IDs' section. The 'Personal Information' form has fields for First Name (Homer), Last Name (Simpson), Email Address (89.homer.simpson@gmail.com), and Company Name (with a text input field). An 'UPDATE INFORMATION' button is located at the bottom right of the form. The 'External IDs' section lists identifiers for CISCO SYSTEMS, INC., CERTMETRICS, CREDLY (ACCLAIM) BADGING, and VUE.

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 user interface for managing addresses. 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 the profile name "JOHN DOE". Below the title is a form for a "Mailing Address (Certification fulfillment cannot be sent to P.O. Box)". The form includes the following fields: Country \* (United States), Address \* (123 Anywhere), Address (cont.) (two empty fields), 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.



# 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 shows the Cisco user interface. On the left is a dark blue sidebar with the Cisco logo at the top. Below the logo are several menu items: HOME, PERSONAL INFO (with a dropdown arrow), SCHEDULE, TESTING HISTORY, CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE (with an external link icon). The 'PERSONAL INFO' section is expanded, showing sub-items: My Information, Addresses, and Settings. A red arrow points from the instruction '1) Click on "Personal Info"' to the 'PERSONAL INFO' menu item. Another red arrow points from '2) Click on "Settings"' to the 'Settings' sub-item. A third red arrow points from '3) Update the "Required\*" information' to the 'Email Notifications' section of the main content area. A fourth red arrow points from '4) Click on "Update"' to the 'UPDATE' button in the 'Email Notifications' section. The main content area has a red header bar with 'BETA' on the right and 'JOHN DOE' on the left. Below the header, the page title is 'Settings'. The 'Email Notifications' section contains the question 'Would you like to receive emails about Cisco training, certifications, services, special offerings, and events?' with radio buttons for 'No' (selected) and 'Yes'. An 'UPDATE' button is at the bottom right of this section. Below it is the 'Verification of Certification' section, which contains a paragraph of text and radio buttons for 'No' (selected) and 'Yes'. An 'UPDATE' button is at the bottom right of this section.

# 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 (with sub-items My Information, 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 an "External IDs" section listing:

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

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

The screenshot shows the Cisco My Learning Dashboard. 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 (expanded), My Information, Addresses, Settings (highlighted), SCHEDULE, TESTING HISTORY, CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. Two blue callout boxes with red arrows point to 'Personal Info' and 'Settings' in the sidebar. 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 a blue 'UPDATE' button. A third blue callout box with a red arrow points to the bottom of the page.

1) Click on "Personal Info"

2) Click on "Settings"

Attributes	
CCIE Number 123456	CCDE Number 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 dashboard for user JOHN DOE. The left navigation menu includes: HOME, PERSONAL INFO, SCHEDULE, TESTING HISTORY, CERTIFICATIONS, Cert Status & Download PDF, Agreement, Download Logos, Certificates & Plaques, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area displays a 'Retired Certification Tracks' warning and a search bar. Below the search bar, two active certification cards are shown: 'CCIE Certification - Enterprise Infrastructure' and 'Cisco Certified Specialist - Enterprise Core'. Both cards show active dates (1995-11-20) and expire dates (2024-06-30), with a 'VIEW MORE' link at the bottom of each.

The screenshot shows the detailed view for the 'CCIE Certification - Enterprise Infrastructure'. At the top, there are links for 'GO BACK', 'DOWNLOAD LOGO', and 'DOWNLOAD CERTIFICATE'. The main content area includes:

- STATUS:** Active
- STARTED DATE:** --
- ACTIVE DATE:** 1995-11-20
- EXPIRE DATE:** 2024-06-30
- LAST EXTENSION DATE:** 2019-09-28

Below this is a 'History' table:

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

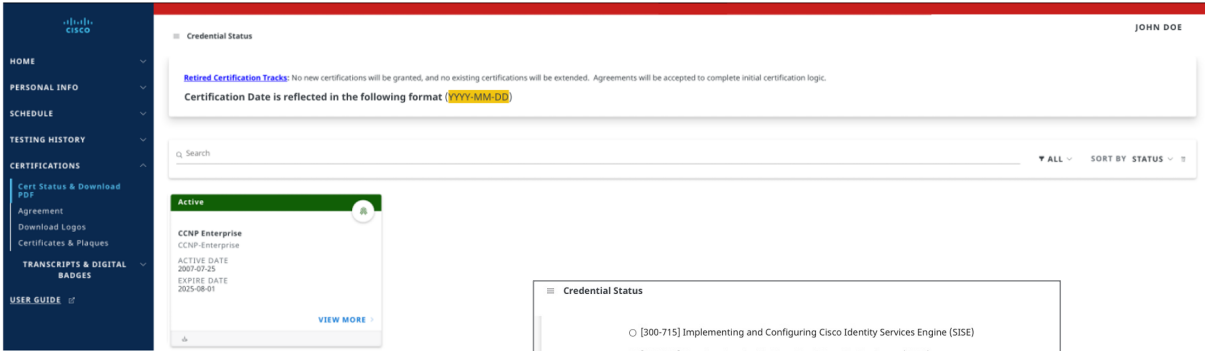


## 4. Review Continuing Education

# Review Continuing Education Credit

1) Click on "Certifications"

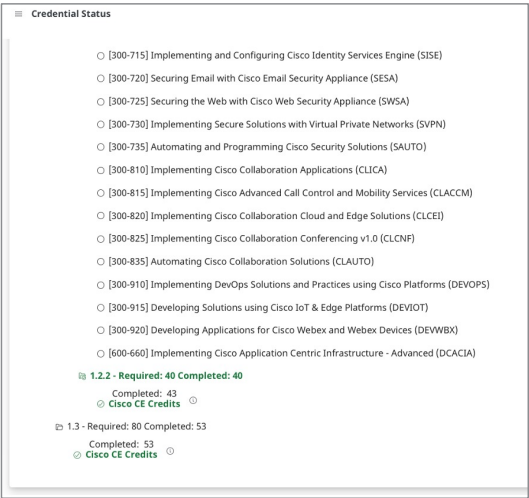
2) Click on "Cert Status & Download PDF"



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 (DEWBX)
- [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"

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

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	

# Test Information History and Exam Agreement

- 1) Click on "Certifications"
- 2) Click on "Agreement"

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

The screenshot shows the Cisco portal interface. On the left is a dark blue navigation sidebar with the Cisco logo at the top. The sidebar menu includes: HOME, PERSONAL INFO, SCHEDULE, TESTING HISTORY, CERTIFICATIONS (expanded), Cert Status & Download PDF Agreement, Download Logos, Certificates & Plaques, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area has a red header with 'BETA' and 'JOHN DOE' on the right. Below the header, there's a 'Credentials Agreement' section with a 'VIEW LATEST AGREEMENT' button. A message states 'You've already signed the latest agreement.' Below this is a search bar and a 'SORT BY NAME' dropdown. At the bottom, there are two 'CREDENTIAL AGREEMENT' cards for 'Cisco Certification and Confidentiality Agreement' with active and expire dates, and 'VIEW MORE' buttons.

- 4) After selection, this screen will appear

The screenshot shows the detailed view of a 'Cisco Certification and Confidentiality Agreement'. The sidebar is the same as in the previous screenshot. The main content area has a red header with 'BETA' and 'JOHN DOE'. Below the header, there's a 'GO BACK' button. The agreement details are shown in a table-like format:

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)

The screenshot shows the Cisco My Profile page. On the left is a dark blue navigation sidebar with the Cisco logo at the top and menu items: HOME, PERSONAL INFO, SCHEDULE, TESTING HISTORY, and CERTIFICATIONS. Under CERTIFICATIONS, there are links for 'Cert Status & Download PDF Agreement', 'Download Logos', and 'Certificates & Plaques'. A red arrow points from a blue callout box '1) Click on "Download Logos"' to the 'Download Logos' link.

The main content area is titled 'Download Logos' and shows a search bar, a dropdown menu set to 'ALL', and a 'SORT BY NAME' dropdown menu. A red arrow points from a blue callout box '3) Sort by "Name or Group"' to the 'SORT BY NAME' dropdown.

Below the search bar are two certification cards. The first card is for 'CCIE Certification - Enterprise Infrastructure' with the subtitle 'General Certifications - Expert (CCIE)'. The second card is for 'Cisco Certified Specialist - Enterprise Core' with the subtitle 'Specialist Certifications'. Both cards have a 'DOWNLOAD' button with a small triangle icon. A red arrow points from a blue callout box '2) Select logo and click on "Download"' to the 'DOWNLOAD' button of the second card.

## 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

6) Click on “Release Fulfillment”

The screenshot shows the 'Certificates & Plaques' dashboard for user JOHN DOE. It includes a navigation sidebar with options like HOME, PERSONAL INFO, SCHEDULE, TESTING HISTORY, CERTIFICATIONS, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The main content area displays a mailing address for Jeff H Buddemeier and a list of certificates. The 'Pending' section shows 'Cisco Certified Specialist - Enterprise Core Certificate' with a 'RELEASE FULFILLMENT' button. The 'Ordered' section shows 'CCIE Certification - Enterprise Infrastructure Certificate'.

7) Click on “View More” for details

8) After selection, this screen will appear

The screenshot shows the detailed view for the 'Cisco Certified Specialist - Enterprise Core' certificate. It includes a 'GO BACK' button and a table with the following data:

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"

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, TRANSCRIPTS & DIGITAL BADGES, and USER GUIDE. The CERTIFICATIONS section is expanded, showing sub-options: Cert Status & Download PDF, Agreement, Download Logos, and Certificates & Plaques. The main content area displays a list of active certifications. Two cards are visible: 'CCIE Certification - Enterprise Infrastructure' and 'Cisco Certified Specialist - Enterprise Core'. Each card shows the active date (1995-11-20) and expire date (2024-06-30), along with a 'VIEW MORE' link and a download icon.

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

This screenshot shows the dropdown menu that appears when the 'VIEW MORE' link or the download icon is clicked. It contains two options: 'Download Logo' and 'Download Certificate'.

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

The screenshot shows the detailed view of the 'CCIE Certification - Enterprise Infrastructure'. It includes a 'GO BACK' link, 'DOWNLOAD LOGO', and 'DOWNLOAD CERTIFICATE' buttons. The page displays the following information:

STATUS	Active	STARTED DATE	-
ACTIVE DATE	1995-11-20	EXPIRE DATE	2024-06-30
LAST EXTENSION DATE	2019-09-28		
History			
2019-09-28	EXTENSION	2019-09-28	NEW EXPIRES
Manually extended credential			2024-06-30
1995-11-20	TYPE	Manually extended credential	
Manually granted credential			



# 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

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

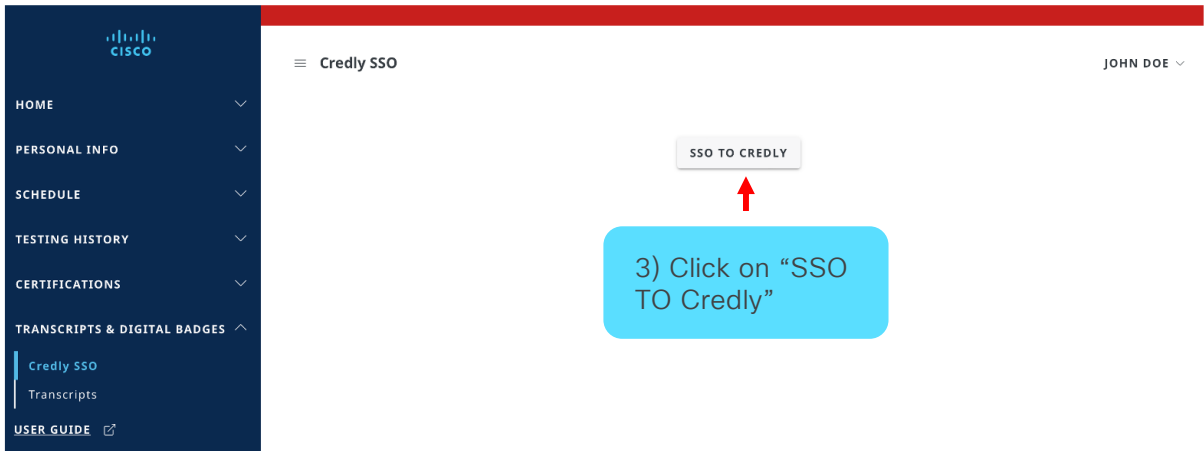
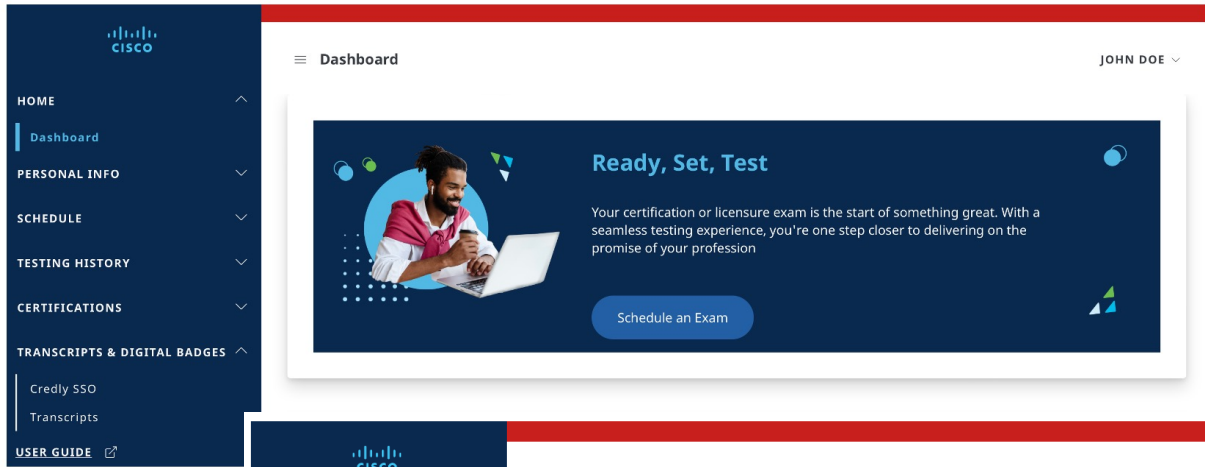


# Digital Badges

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"

3) Click on "Create New Transcript"

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

The screenshot shows the Cisco user interface. The left sidebar contains 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". The "Create Transcript" form is open, showing sections for SETTINGS (Name, Remarks, Valid Through, Address Display), CREDENTIALS (Include all active credentials, Display Credential Dates), EXAMS (Include all active exams, Display Exam Dates), and CREDENTIAL REQUIREMENTS (Include all present and future credential requirements, Display Credential Requirement Dates). The form has "CANCEL" and "CREATE" buttons at the bottom.



# How to Disclose your Transcript to Third Parties

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

The screenshot shows the Cisco Transcripts 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 has a red header with 'BETA' and 'UNIMPERSONATE JEFF H BUDDEMEIER'. Below the header is a 'CREATE NEW TRANSCRIPT' button, a search bar, and filters for 'ALL' and 'SORT BY STATUS'. A list of transcripts is shown, with one card highlighted. The card is titled 'Active' and 'Cisco Career Certifications and Exams', with an expiration date of 'EXPIRES 2022-09-22' and a 'VIEW >' button. A share icon is visible at the bottom of the card. A red arrow points from the share icon to a 'Copy Link' button that has appeared. A second red arrow points from the 'Copy Link' button to a third step instruction.

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

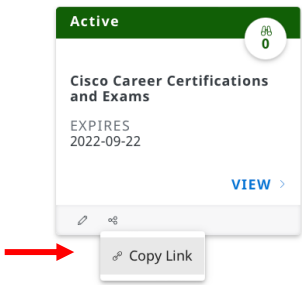
2) You can share the transcripts by clicking on the "share" icon.

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

John Doe  
TRANSCRIPT

SEARCH

ALL SORT BY NAME

Credential	Credential
GENERAL CERTIFICATIONS - EXPERT (CCIE) <b>CCIE Certification - Enterprise Infrastructure (CCIE-Enterprise Infrastructure)</b> ACTIVE SINCE 1995-11-20 INACTIVE DATE 2024-06-30	SPECIALIST CERTIFICATIONS <b>Cisco Certified Specialist - Enterprise Core (CCS-ECORE)</b> 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"

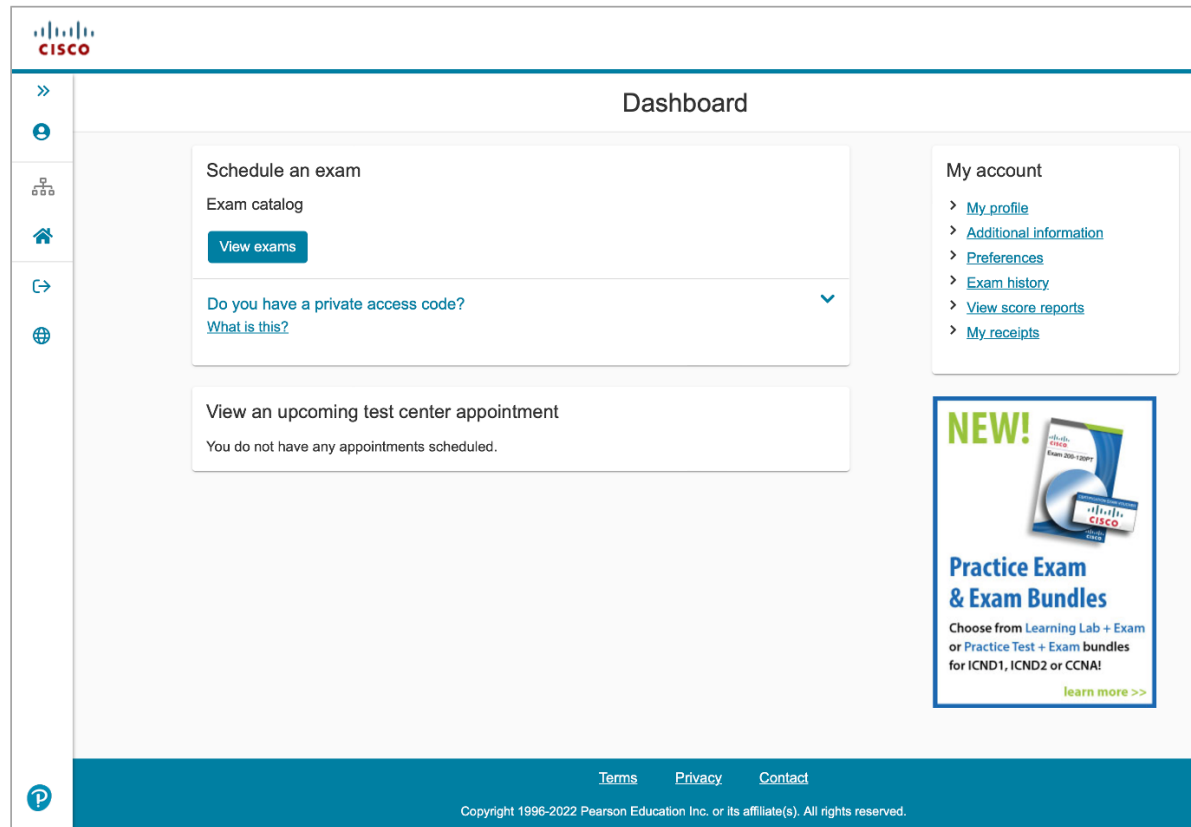
2) Click on "Schedule an exam"

3) Click on "Schedule Now"



# How to Schedule Cisco Certification Exam(s)

1) Click on "View Exams" →



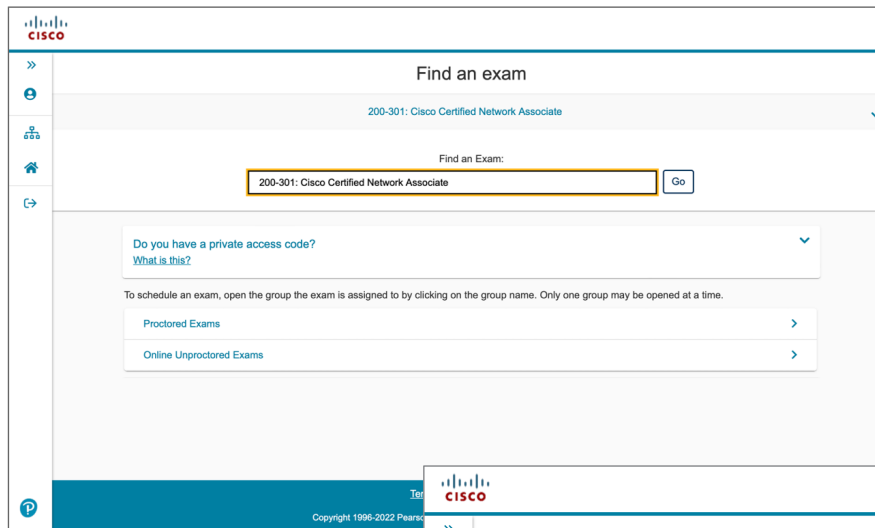
The screenshot shows the Cisco dashboard interface. At the top left is the Cisco logo. Below it is a navigation sidebar with icons for home, search, and other functions. The main content area is titled "Dashboard" and contains several sections:

- Schedule an exam**: A section with the text "Exam catalog" and a prominent blue button labeled "View exams".
- Do you have a private access code?**: A section with a link "What is this?" and a dropdown arrow.
- View an upcoming test center appointment**: A section with the text "You do not have any appointments scheduled."
- My account**: A sidebar menu 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 Cisco 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."



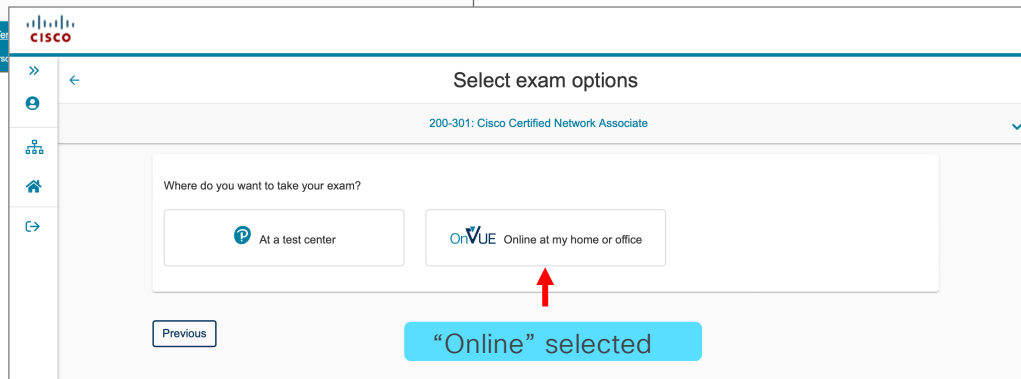
# How to Schedule Cisco Certification Exam(s)



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"





# How to Schedule Cisco Certification Exam(s)

4) After selecting where to take your exam.

The screenshot shows the 'Select exam options' page for the 200-301: Cisco Certified Network Associate exam. The page title is 'Select exam options' and the exam code is '200-301: Cisco Certified Network Associate'. Under the heading 'Where do you want to take your exam?', there are two options: 'At a test center' and 'OnVUE Online at my home or office'. The 'OnVUE' option is selected. Below this, there are instructions for preparing for an online exam at home or office, including sections for 'Your computer', 'Your testing space', 'Your photo ID', and 'What to expect'. At the bottom right, there is a 'Next' button.

Note: "Online" selected in step 3

5) Click on "Next"



# How to Schedule Cisco Certification Exam(s)

6) Accept the "Terms and Conditions"



Provide additional information

200-301: Cisco Certified Network Associate

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

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](#)

Yes  
 No

Please contact [customer service](#) for any information that cannot be updated online.

Previous Next

7) Click on "Next"



8) Confirm preferred "Time Zone"



Find an appointment

200-301: Cisco Certified Network Associate

1. Confirm your preferred time zone

Is this your preferred time zone?  
America/Los\_Angeles-PDT

No, change time zone Yes, that's right!



# 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](#)

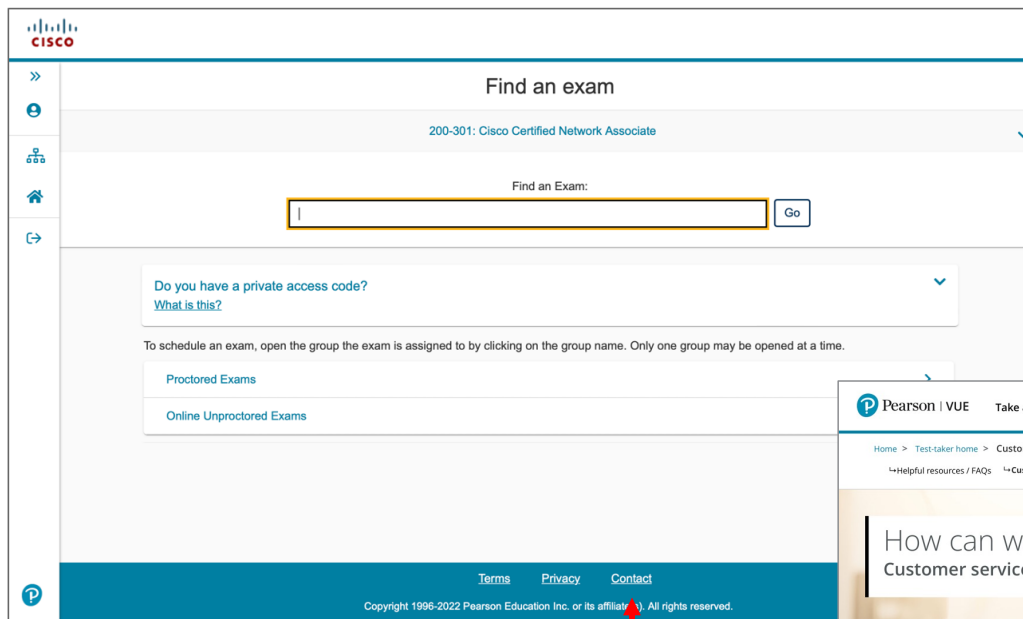
[Book this appointment](#)

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



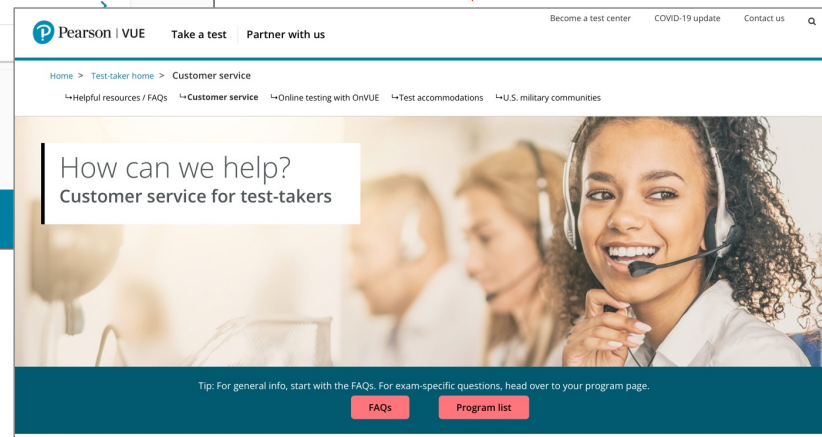
# How to Schedule Cisco Certification Exam(s)

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.



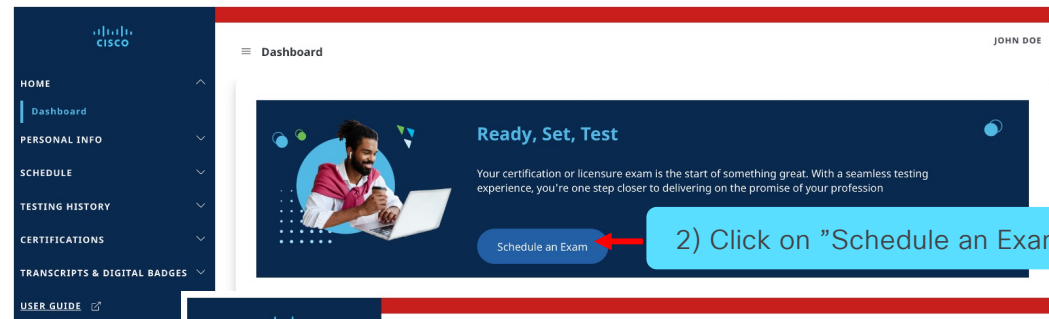
1) Click "Contact" if you have issues with your exam appointment that you are unable to update/change on your own

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"

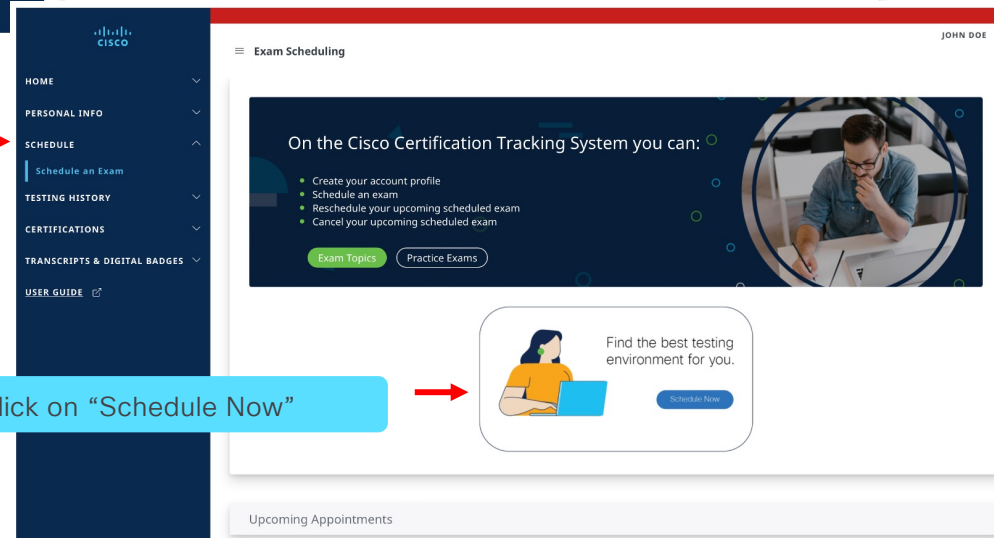


2) Click on "Schedule an Exam"

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"

# 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 two columns. The left column contains a "Schedule an exam" section with a "View exams" button, a question about a private access code, and a section for upcoming test center appointments. The right column contains a "My account" section with a list of links: "My profile", "Additional information", "Preferences", "Exam history", "View score reports", and "My receipts". Below this is a promotional banner for "Practice Exam & Exam Bundles".

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

