ALTIBASE Certification Program Manual

Altibase Training Center

ALTIBASE

1. Registration

❖ Registration

➤ Register from the homepage (http://edu.altibase.com) and log-in

1. Registration

❖**Verifying Registration**

➢ When you click "Register" button, the verification message will be displayed and verification email will be sent to the email address that you previously registered

➢ When you click the verification URL from email, the registration will be complete and the login will be available

Registration Complete

In a few minutes, you will receive an activation link in your email.
Please click on this link to activate your account.
If you do not receive the activation email, make sure to check you[r]
message.
If you have any problems, please email us at education@altibase.[com]

Dear education education,
Thank you for registering on the Altibase Education website.
In order to complete the registration process, please click on the link below.
Alternatively you can copy the link and paste it in your web browser's URL box to complete the activation.
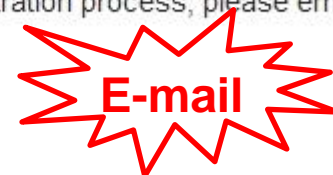
CLICK ➡

http://edu.altibase.com/en/register_email?key=
67f64aa5cc964825b2f6199a1b4417a0&email=education@altibase.com

Altibase takes your on-line security and privacy very seriously and uses this activation mechanism to verify
that the registration was submitted by an authorized user of the email account provided to us during the registration process.

If you have any difficulty with the registration process, please email us at
education@altibase.com

Thank you,
Altibase Education Consulting Team

E-mail

2. Apply ACP

❖**Applying ACP**

➢ When you click [Certification] → [Apply] after log-in, the available ACP schedule will be displayed

➢ Apply ACP after checking subjects and time

2. Apply ACP

❖ Payment

➤ The payment can be made after subject is chosen. Choose one of two

- Voucher(Enter voucher key and click "Next")
- Paypal(When there is no voucher, click "Next" then the pop-up for Paypal will show up

Voucher Entry

- Subject : Administration
- Subject Code : ACP-ADM-5
- Total payment : $100.0
- Question : 60 Question
- Pass Criteria : Up to 40 Question
- Examination Dates : 14:00 Thu 30-01-2014

If you have a discount voucher please enter the voucher KEY.
If not, please press the Next button.

Voucher KEY :

① CLICK NEXT » Cancel

Payment

- Subject : Administration
- Subject Code : ACP-ADM-5
- Total payment : $100.0
- Question : 60 Question
- Pass Criteria : Up to 40 Question
- Examination Dates : 14:00 Thu 30-01-2014

You can only pay the invoice for the examination in PAYPAL.
If you click on Payment, the page shall be changed to PAYPAL web site.

② CLICK Request Cancel

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2. Apply ACP

❖**Checking and cancellation for payment**

➢ Checking and cancellation for payment is available from [My Certification] menu

- The cancellation is only available by the day before the exam starts

The ACP application status

This is the application statement of WONJUN SUNG
The cancellation for application is only available before the exam starts. If the applicant does not participate in the examination date, he/she will be disqualified.

subject	Date of application received	Exam time	Invoice for exam	Payment methods	Payment status	Cancellation of application	Points	Pass/Fail	Printing out report
Administration	2014.01.29	2014.01.30 14:00	0	Voucher	Complete payment	Cancel	-		-
Administration	2012.12.03	2012.12.06 14:00	0	Voucher	Cancel payment	-	-		-

Cancellation

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3. Taking ACP

❖**Taking ACP**

➤ Check the applied subjects and enter the password and click "Next" button

➤ Once you clicked the "Start" button the ACP pop-up will be displayed

Application for the Examination

Certification

Apply

Certification Test

My Certification

● STEP 1.
Please select the subjects you want to take.

Subject : Administration ▼

● STEP 2.
Please re-type the password

Password : ••••

② **CLICK** NEXT »

Guide to examination

Questions with check-boxes(square selection indicators) indicate that there is only one correct answer.

● To select an answer :
- Click on the check-box to the left of the answer.
- Click anywhere in the text of the answer.
- Press the letter that corresponds to the answer you want to select.

● To deselect an answer :
- Click the check-box again – this toggles the selection on and off.
- Click anywhere in the text of the answer.
- Press the letter that corresponds to the answer you want to select

③ Start **CLICK**

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3. Taking ACP

❖Taking ACP

➢ The questions cannot solved when time is over

➢ Click the "Submit" button when you want to end the exam after finishing all the questions

3. Taking ACP

❖ **Taking ACP – Item Review**
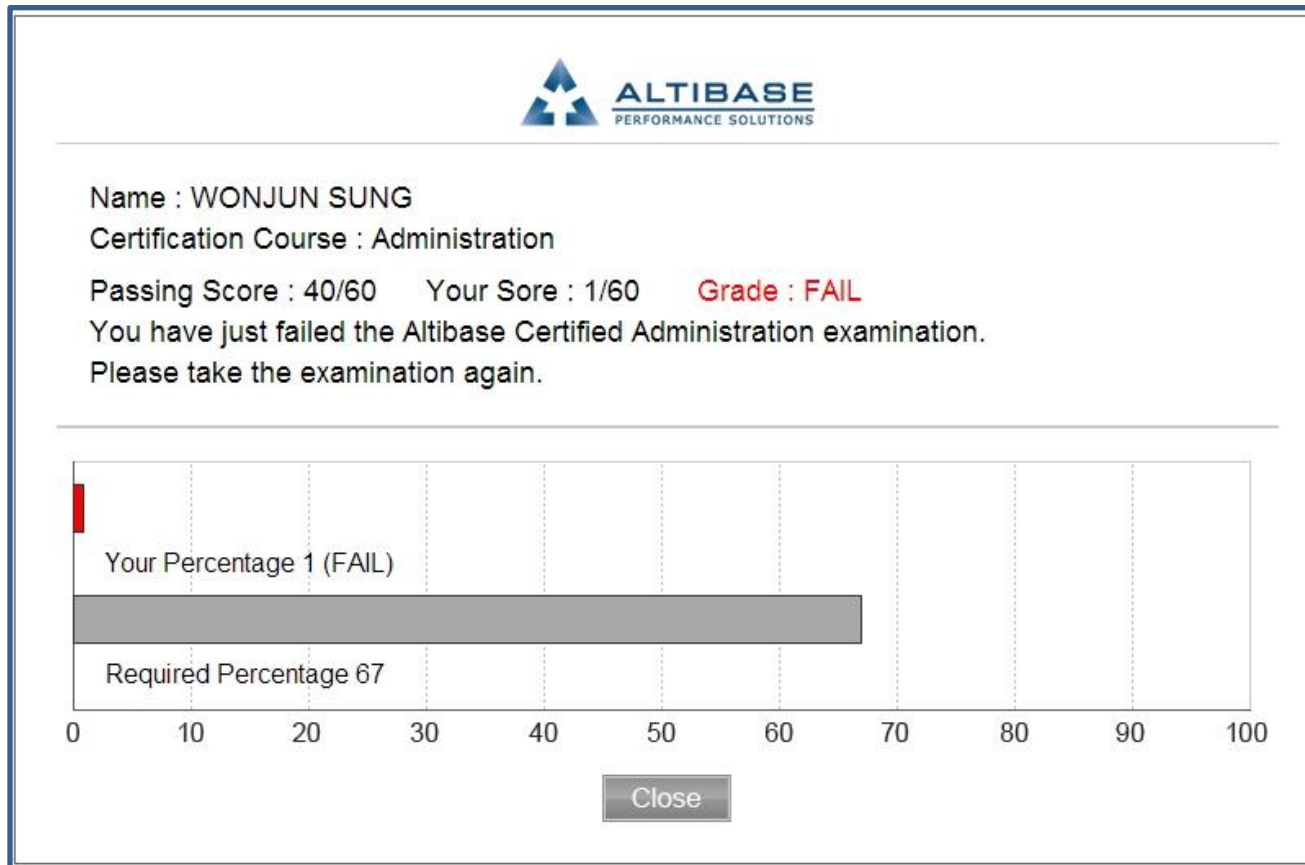
➢ Marked questions and unanswered questions can be checked

➢ The question can be reviewed by clicking "Question"

3. Taking ACP

❖**Exam finished**

➢ The exam will be finished when you click the "Submit" button and the result will be displayed

4. My Certification

❖**My Certification**

➤ You can check the exam result and print out as well

Thank you!

education@altibase.com

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