# **ALTIBASE Certification Program Manual**

**Altibase Training Center** 



# 1. Registration

#### Registration

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

in f 😨 🖸 / 1.888.837.7333 ALTIBASE HOME / prcdj@altiba	ise.com ( logout ) / S	ign up / 🖪 Korean / 📰 en	IGLISH DOWNLOAD	
		CLICK		
	New User Regis	tration		
				* Required
	ID (Email Address)*	education@altibase.com		
	Password*	*******	Confirm Password*	*******
		Password Safety : Low We recommend you to choose a str (Please do not use your email addr		.)
	Country*	Korea	×	
	English First Name*	education	English Last Name*	education
	Company		Birthday(YYYYMMDD)*	19990101
	Phone*	82	Mobile*	123-45678
	Zip/Postal Code*	123-456		
	Address*	Guro gu 182-3 Seoul, Korea		
	àr	<del>a852</del>	Type the code shown*	ana852
	·	[Change]		
		Reg	ister CLIC	КЩ

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# 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 message. If you have any problems, please email us at education@altibase.	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.
	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.
	education@altibase.com Thank you, Altibase Education Consulting Team



# 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

Certification	Apply for ACP				
Apply Certification Test My Certification 1	<ol> <li>You must arrive in a exam</li> <li>You must have your ID with</li> </ol>	am has to be submitted by the day n room 10 minutes prior to the star th you for the identity verification utomatically cancelled when any s rone year of time.	rt of the exar	mination	gibility for ACP
	<ul> <li>STEP 1. Select the month you applied YEAR : &lt; 2014 </li> <li>STEP 2. Select the subject you applied</li> </ul>	MONTH : 🔺 July(7) 🕨			
6	- Applicable ACP list for 7, 20	014			
$\langle \mathcal{L} \rangle$	Subject	Examination time	Nation	Examination site	Price
Check Subject /	ALTIBASE HDB Basics	23:00 Tue 01-07-2014	USA	Altibase Inc. Americas	\$ 100.0(us)
Date	Administration	23:00 Wed 02-07-2014	USA	Altibase Inc. Americas	\$ 100.0(us)
→ Click Subject	SQL	23:00 Thu 03-07-2014	USA	Altibase Inc. Americas	\$ 100.0(us)



# 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	
<ul> <li>Subject : Administration</li> <li>Subject Code : ACP-ADM-5</li> <li>Total payment : \$100.0</li> <li>Question : 60 Question</li> <li>Pass Criteria : Up to 40 Question</li> <li>Examination Dates : 14:00 Thu 30-01-2014</li> </ul>	Payment
If you have a discount voucher please enter the voucher KEY. If not, please press the Next button. Voucher KEY : CLICK NEXT » Cancel	<ul> <li>Subject : Administration</li> <li>Subject Code : ACP-ADM-5</li> <li>Total payment : \$100.0</li> <li>Question : 60 Question</li> <li>Pass Criteria : Up to 40 Question</li> <li>Examination Dates : 14:00 Thu 30-01-2014</li> </ul>
	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. 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	-		2
Administration	2012.12.03	2012.12.06 14:00	0	Voucher	Cancel payment	-			-

Cancellation



#### Taking ACP

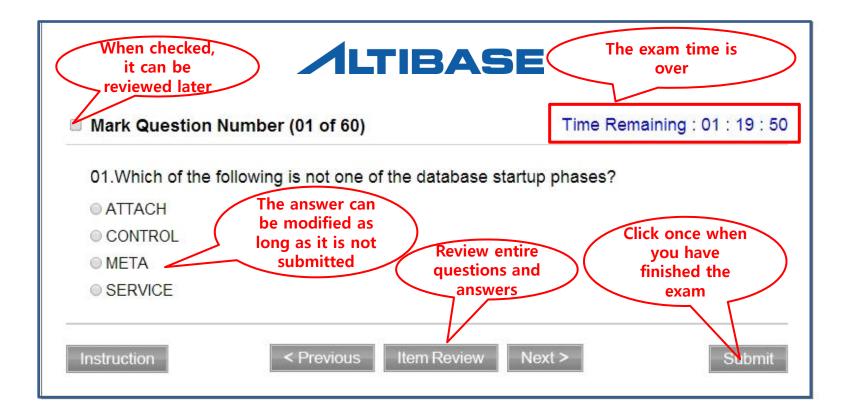
- Check the applied subjects and enter the password and click "Next" button
- > Once you clicked the "Start" button the ACP pop-up will be displayed

		Application for the Examination
	Certification Apply Certification Test My Certification	<ul> <li>STEP 1. Please select the subjects you want to take. Subject : Administration </li> <li>STEP 2.</li> </ul>
Guide to examination		Please re-type the password Password : ••••
Questions with check-boxes(square selection indicators) indicat  • 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 se • To deselect an answer : - Click the check-box again – this toggles the selection on and of - Click anywhere in the text of the answer Press the letter that corresponds to the answer you want to se • To deselect an answer : - Click the check-box again – this toggles the selection on and of - Click anywhere in the text of the answer Press the letter that corresponds to the answer you want to se • To deselect an answer in the text of the answer Click anywhere in the text of the answer Press the letter that corresponds to the answer you want to se	lect.	CLICK NEXT >>



### 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

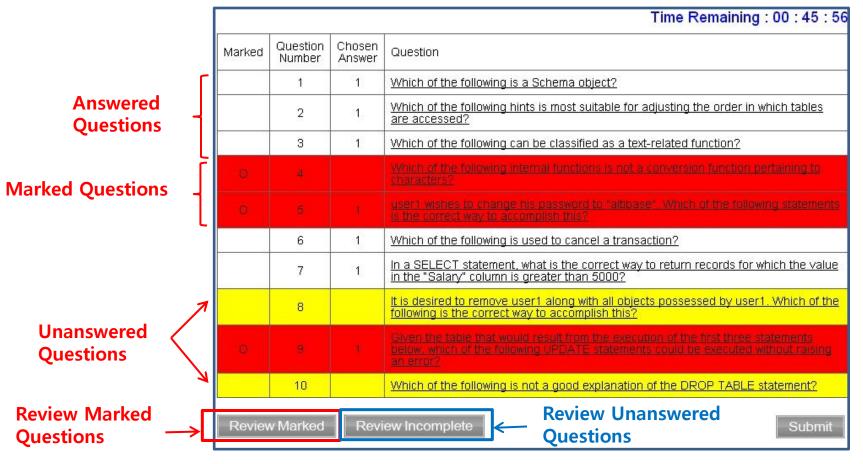




#### Taking ACP – Item Review

Marked questions and unanswered questions can be checked

The question can be reviewed by clicking "Question"





#### Exam finished

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

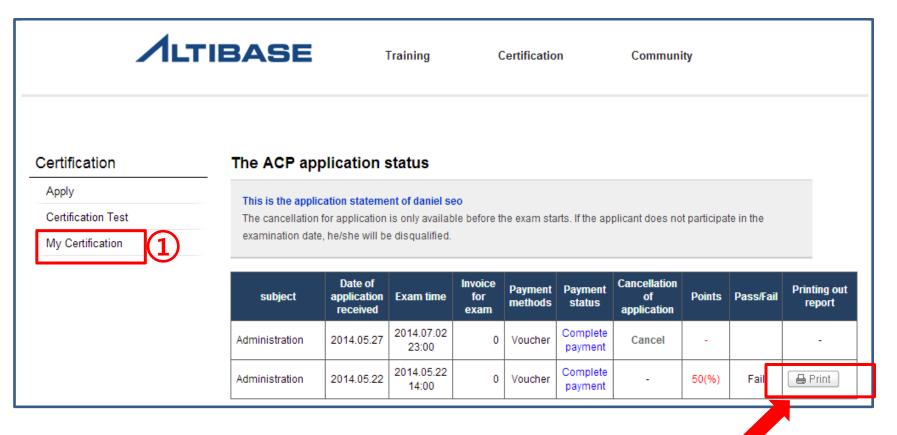
Ce	me : WONJUN S rtification Course		ration						
Pa	ssing Score : 40	/60 You	r Sore : 1/	60 <mark>G</mark>	rade : FA	JL			
	u have just failed			d Admini	stration e	aminatio	on.		
Ple	ease take the exa	amination a	gain.						
	34 34			114		24	14	St	
v	our Percentage 1 (F	-AIL)							
10	and the second s		1	1	1				
10									
	equired Percentag	0.67				_			



# 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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