ProCert Manual

Logging in

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https://certification.ctc.edu/
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Login Basics

This is document intended to show how logging in is accomplished in the new system. And how to handle an account that has multiple account types.

Profile Completion
After logging in for the first time a new user must complete their profile by verifying that all the information on the profile page is correct. After this is done they will be available on Summary and other miscellaneous pages. This is done by clicking on the Save Account button at the bottom of the page. No other options are available until this is completed.

Home page
Below is what you will encounter when going to the site.
Login
Click the login link in the upper right of page

Login with Multiple Accounts
After entering you user name and password you will be shown a popup, asking you to select what account you wish to login with.

Select the account and click Select. You will then be logged into the site under the selected account type. To change to a different account you must logoff and relogin to the site.
Forgot Username
Clicking on the link I forgot my username will send you to a new page with a form. Enter the first and last name that are in the system, along with the email that was used. If the information is correct, your username will be emailed to you.

Forgot Password
Clicking on the link I forgot my password will send you to a new page with a form. Enter your username and email that are in the system.
If correct, you will be asked to answer one of the three questions you selected in your account creation.
After correctly answering the question, you will be sent to a third page to create a new password. We track the last four passwords that were used, so the new password must be unique and not a repeat of those last four.

Password Criteria:

- **At least 10 characters long, but no longer than 50.**
- **Contain at least one upper and one lower case letter.**
- **Contain at least one number.**
- **Contain at least one of the following special characters:**
  - ! $ % * + - = ? @ ^ _ ~

After successfully creating a new password you can login to the site.
Greg Gamble 02/06/2020 Added information on saving profile to complete the account creation process.