



# CompTIA Academic Partner Instructions for Purchasing Vouchers and Official CompTIA Learning Resources from the CompTIA Store

## Activate Your CompTIA Store Account:

1. Navigate to our new CompTIA Store at <https://store.comptia.org/location-selector>
2. Select your region
3. Select your country
4. Click "Sign In" (top right)
5. Enter your email address
6. Click "Forgot your password?"
7. You will receive an email. Follow the instructions in the email (click the link...). This should activate your account.
8. Reset your password
9. Log back in
10. You should then see the words "Academic Partner" in the top right corner of the screen next to "Sign In".
11. You will now see the academic pricing while shopping. If not, do not continue shopping, but instead, contact [academy@comptia.org](mailto:academy@comptia.org) for assistance.

## If You Already Have a CompTIA Store Account:

1. Navigate to our new CompTIA Store at <https://store.comptia.org/location-selector>
2. Select your region
3. Select your country
4. Click "Sign In" (top right) and enter in your credentials

## If you are having login issues after activating your account, please take the following steps:

1. Click "Forgot Password"
2. Follow the prompts to receive a password reset email.
3. Click the link in the password reset email to proceed to password reset (this will redirect you to the CompTIA Store for reset and login).
4. If you have followed these steps and logged in and you still do not see your discount level and pricing, do NOT shop but instead, contact [academy@comptia.org](mailto:academy@comptia.org) or your CompTIA representative for assistance.

## Available CompTIA Store payment methods

- Credit card
- PayPal
- Wire transfer/ACH
- Checks without a Line of Credit
- Line of Credit (This option will be available if your school has an existing and open Line of Credit with Pearson VUE)
  - [Supplier Request Form](#)
  - [Pearson VUE Credit Application](#)
- Orders of \$700 or more, you may establish a Line of Credit option with Pearson VUE.

If you have any questions or require any assistance, please contact [academy@comptia.org](mailto:academy@comptia.org)