New HP Certification Look-up Tool for U.S. Partners Now Available!

U.S. HP Partners are now able to log into the HP Partnership Web and have access to a Certification Look-up Tool.

This new tool provides Partners with search and reporting capabilities on their company's completed training, exam, and certification* history.

*Service Qualification and SPNs are not available through this new tool. The information displayed is only for U.S. Partners as this time.

Intended Users of the Certification Look-up Tool
Only Superusers for U.S. Enterprise and Commercial Business Partners can access the tool to view the training, exam, and certification information for their company.

Superusers are defined as assigned administrators or managers for a company that will have special access to tools and account-specific information on the HP Partnership Web.

Access to the Certification Look-up Tool
HP is in the process of adding additional links to the new tool throughout HP Partnership Web. In the meantime, Superusers ONLY can access the tool through the Benefits Statement on the HP Partnership Web.

1. Go to HP Partnership Web at http://partner.americas.hp.com and log in with your Superuser login
2. Once logged in, select the PartnerONE box
3. Under the PartnerONE Quick links box, select the 'Benefits Statement' link
4. In the Certification summary section, select the 'Next' button
5. A link to the Certification Look-up Tool will be available on this page starting May 24, 2004.

Getting Superuser Access
Only a current Superuser for a partner can assign Superuser access to their employees.

Partners who want to create Superuser access for their employees follow these steps:

1. Enter http://partner.americas.hp.com and log in with your Superuser login.
2. Click on Company Profile
3. Click on Employee Listing
4. If the employee is not listed, click on Add Employee
5. Click the radio button next to the employee's name in the Superuser Category.
6. Save changes

Using the information on the Certification Look-up Tool
The tool was only developed to allow partners to view their current training, exam, and certification history. HP certification and training could be tied to various HP partner programs. Please work with your HP Representative to review how the certification, exam, or training listed on the Certification Look-up Tool impacts any of HP's partner programs and whether there are any additional requirements.
The certification requirements for an individual (including exam numbers and course recommendations) are always listed on the HP Certified Professional web site at www.hp.com/go/certification/americas. Please access this web site to obtain further information on becoming certified.

**Additional Information**
There are Frequently Asked Questions (FAQs) and instructions on now to resolve data discrepancies on the Certification Look-up Tool web page (on left-hand navigation).

[View the FAQs here](#)