# 💻 How to Take Your Exam
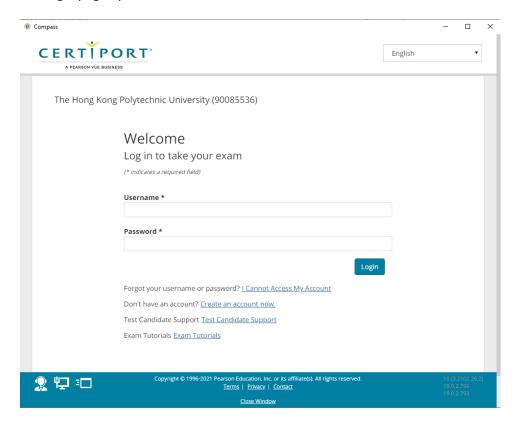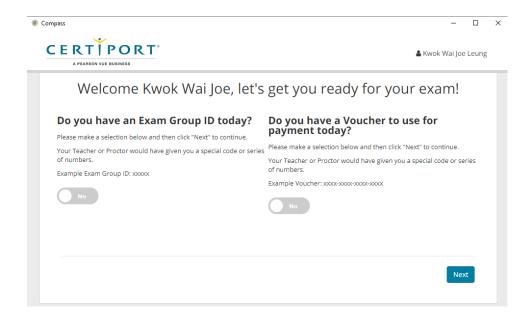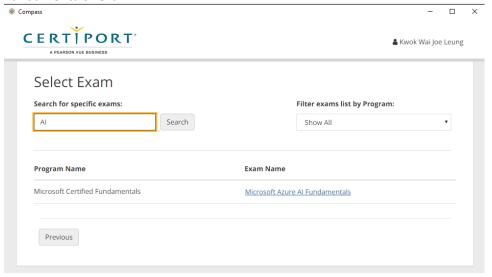
1. Arrive testing center on-time.
2. Show your Student ID Card to on-duty Proctor for verifying your identity.
3. Find a seat and login the computer using your NetID.
4. Turn off your mobile phone and put all your belongings under your chair.
5. Do not open any applications in your desktop.
6. Double-click Compass short-cut on the desktop to launch Compass.
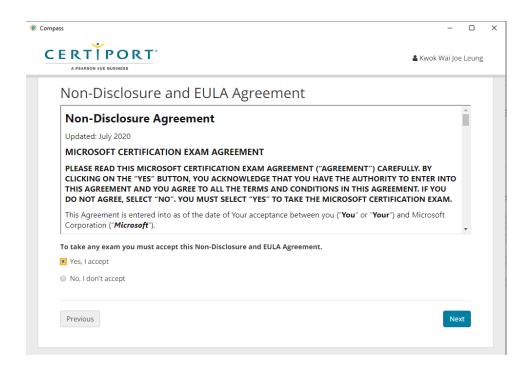   The login page opens.



6. Candidate enters Certiport Username, Password, and clicks the Login button.
   If candidate does not have a user account, click the Create an account now link and complete the process to launch an exam.
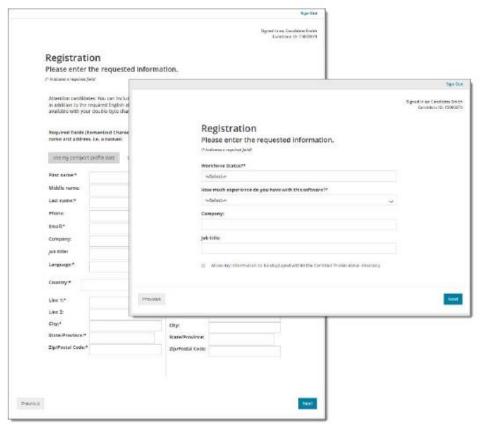7. Candidate doesn't need Exam Group and Voucher, click Next button.

8. Select Exam. Type AI in the search input box and click "Microsoft Azure AI Fundamentals" exam
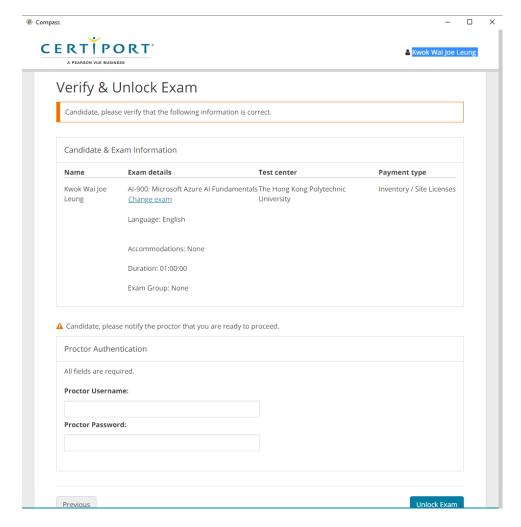


9. Read the Non-Disclosure Agreement, select "Yes, I accept" option, and click the Next button.

10. If this is the first time the candidate is taking a Microsoft exam and they did not previously register, the candidate must complete the registration information and click the Next button before proceeding.
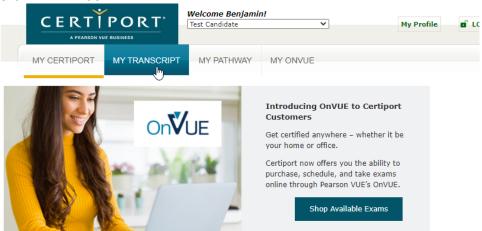


11. Candidate verifies that the Candidate & Exam Information are correct. The name must be the same as the name in Student ID card. If all the information is correct, candidate could raise your hand to notify the on-duty proctor that you are ready.
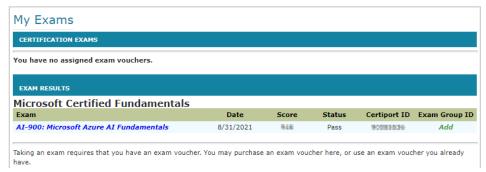
12. Proctors will validate all candidate selected information and then unlock the exam.
13. Compass determines if all the required hardware and software is up-to-date. If the exam can be launched successfully, the Candidate selects the Next button.
14. After moving through the introductory information, the Begin Exam button is available to the candidate. Candidate clicks Begin Exam.
15. Candidate has one hour to complete the exam.
16. Candidate views the score report once the exam is complete.
17. Candidate clicks Done.
18. At the end of the exam, the candidate returns to the exam delivery desktop.
19. If the candidate wishes to print their score report and certification, they can open it on https://www.certiport.com and print it.
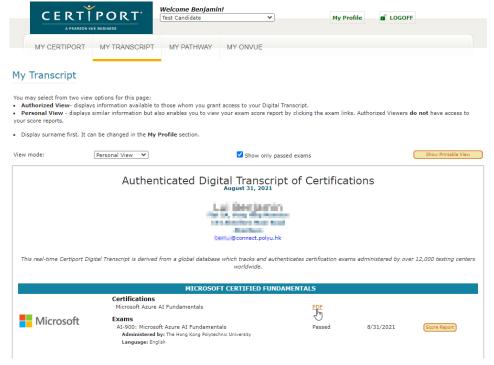
# 💻 View your certification after passing your exam

1. Login to https://www.certiport.com
2. Click MY TRANSCRIPT



3. Click PDF for Microsoft Azure AI Fundaments

4. Download and save your Certification in PFD format