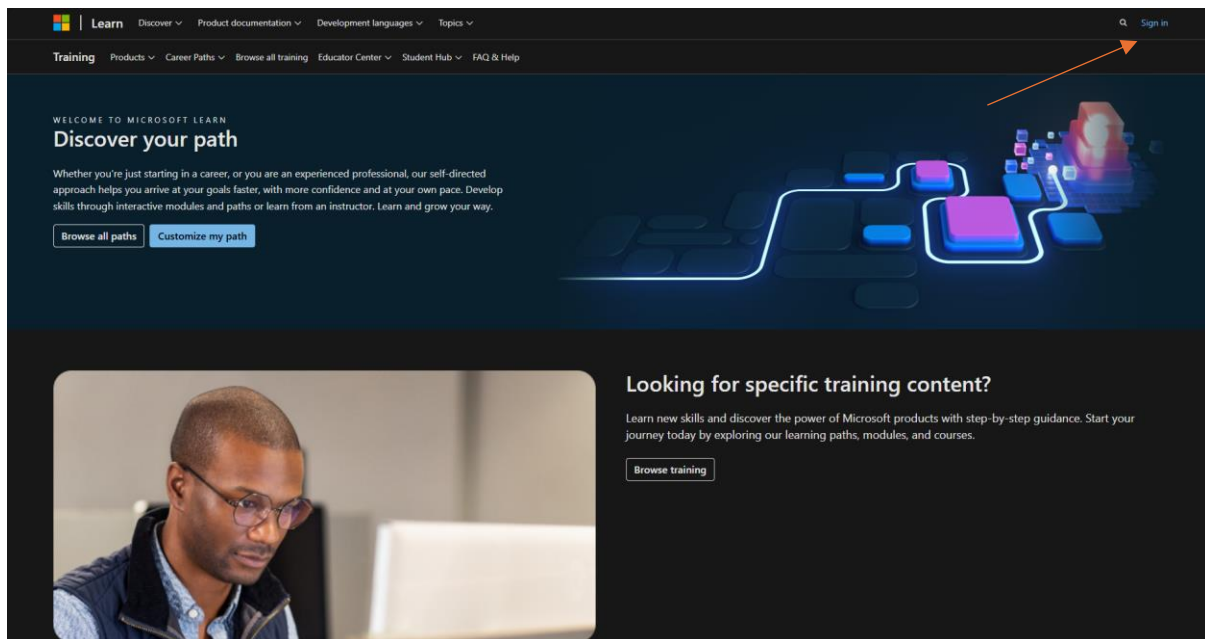
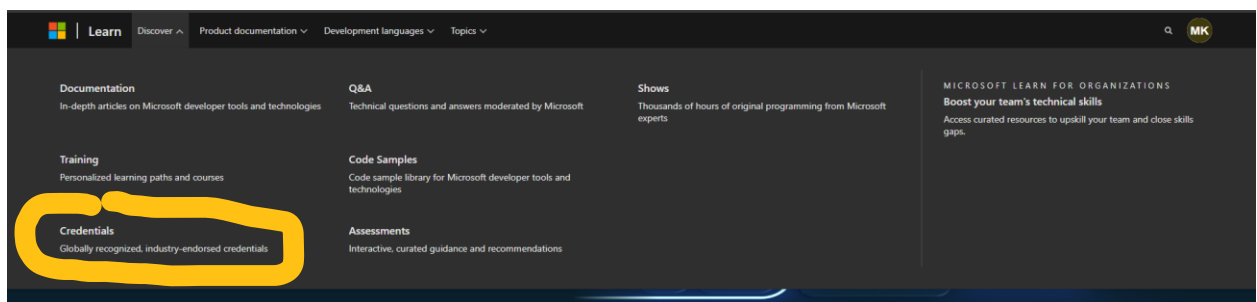


**Step 1:** Login to [Microsoft Learn](#) using your Microsoft Account or an existing third-party account such as Gmail account.

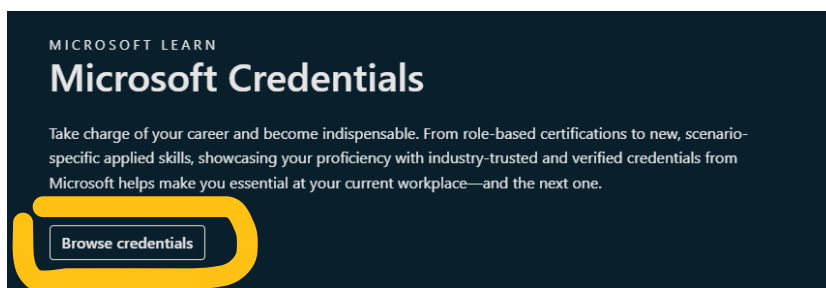


**Step 2:** You will see a layout that says, “**You are logged in as .....**” This is the part where you will be required to configure your display name. After you will click “**Next**” to configure your email and verify your Microsoft Learn profile. After configuring and clicking “**Save**”, You will now click “**Back to Learn**”.

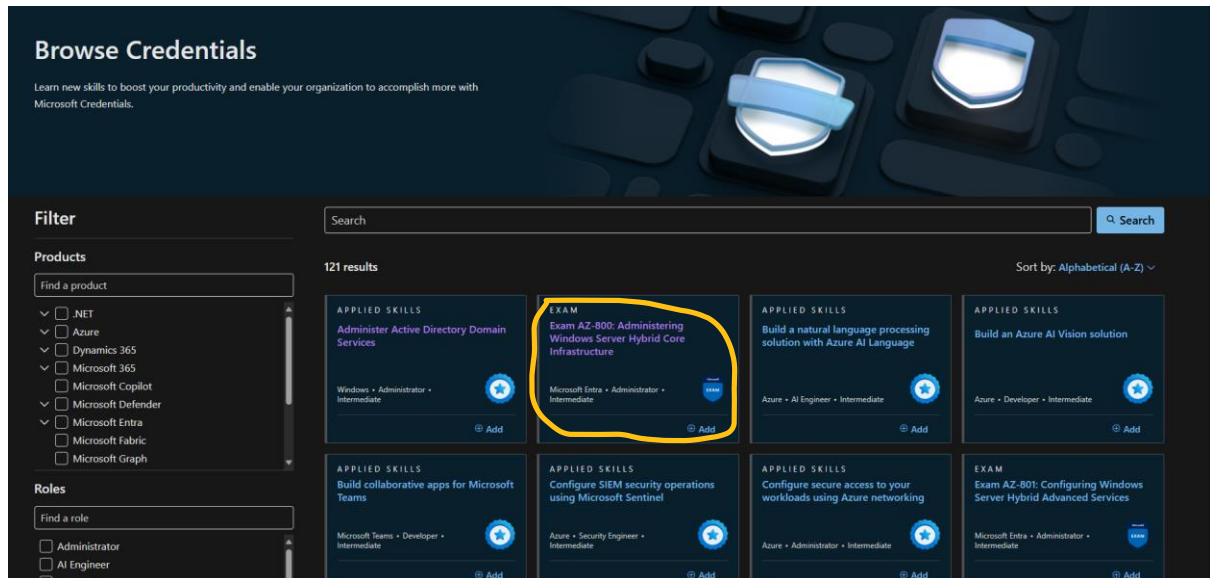
**Step 3:** Once you are back on Microsoft Learn, click on “**Discover**” then “**Credentials**”.



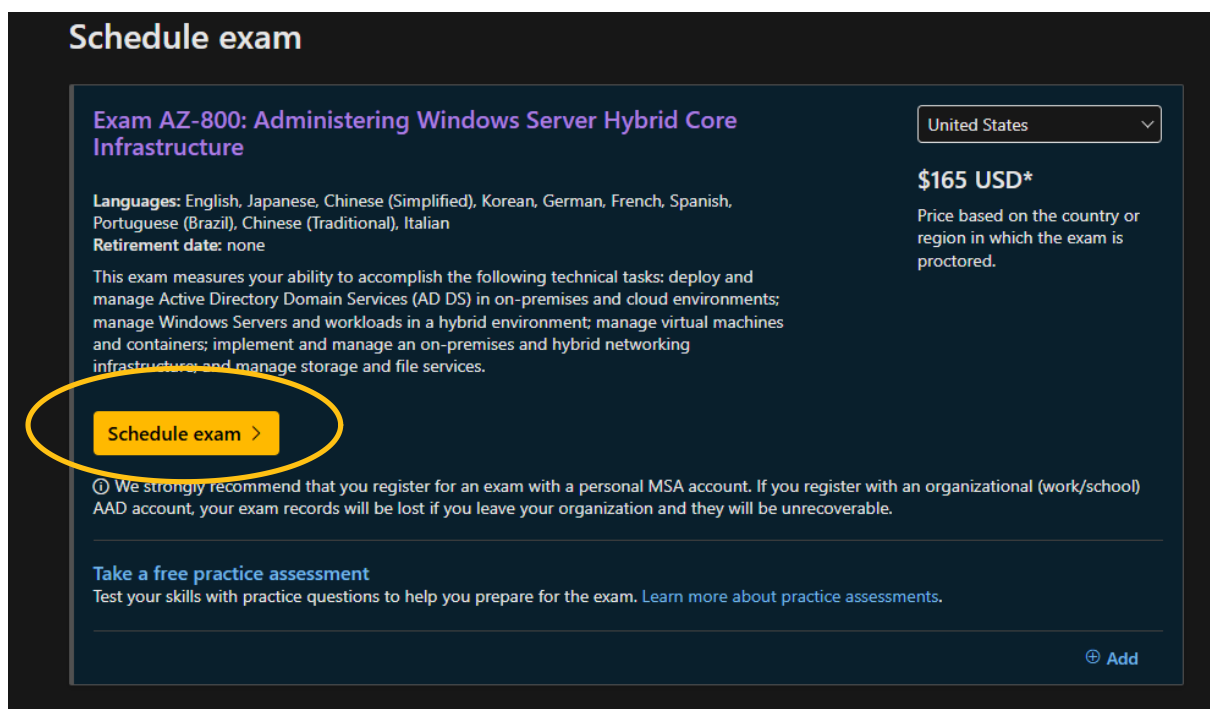
Next, click on “**Browse Credentials**”



**Step 4:** On the Browse Credentials page, click on any exam that is listed. The reason is that the fastest way to create a certification profile is to attempt to book an exam. Microsoft Learn will detect if the current Microsoft Learn profile has an active Microsoft Certification Profile. In this example, I will click on **Exam AZ-800**



Once on the exam page details, scroll down and click on **“Schedule Exam”**.



**Step 5:** If you currently do not have an active Microsoft Certification Profile, you will see the section below. Please complete and ensure that your **Name and Surname** matches exactly with your **Name and Surname** on your ID (government-issued). If you already have a certification profile, move to **Step 6**.

**Legal name**  
Required to register for certification exams.

First name \* Middle name Last name \*

Enter your legal name EXACTLY as it appears on your Government Issued ID. You must take this ID to the certification exam and the proctor will check that they match. If you don't have a legal last name, please enter \_ in the last name field.

☐ Checking this box indicates that you acknowledge your legal name to be entered correctly.

Save

Click **“Save”**. Next you will be taken to **Step 6**.

**Step 6:** Transfer To Pearson VUE is the section where you need to provide your address, exam delivery provider and verify your identity. Please provide your details accurately as requested. To unlock the **“State”**, first select the **“Country/Region”**.

**Transfer to Pearson Vue**  
Please enter your address so that Pearson Vue, the exam delivery provider, can validate your identity.

Address 1 \* Address 2 City \*

State \* Country/Region \* Postal code \*

Please enter your **phone number and contact email** so that Pearson Vue, the exam delivery provider, can contact you, if you encounter any issues while taking your exam.

Country/Region code \* Phone number \* Contact email \*

☒ Any discounts will be applied at Pearson Vue during payment.

If you have a voucher code, enter the code on Pearson Vue during payment.

**Please proceed to the Pearson Vue portal to advance with your exam registration.**

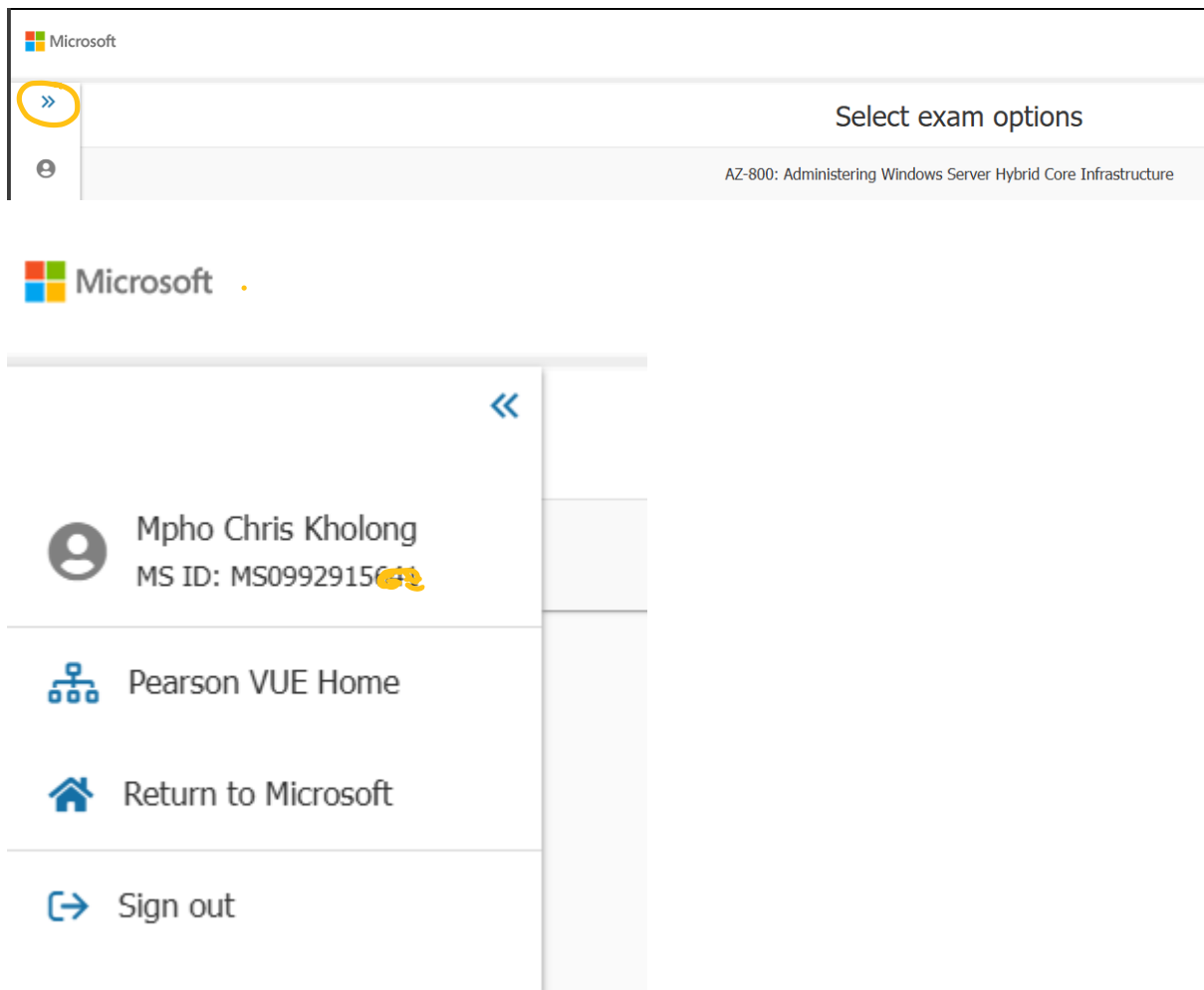
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Microsoft will not store the address and phone number information you provided. We will now transfer you to Pearson Vue to complete your exam registration. [Microsoft Privacy Statement](#)

Cancel Submit

Click **“Submit”** when you are done.

**Step 7:** On this section, this is where you will get your MS ID. Click on >> arrow icon to open a side menu which will reveal your MS ID.



At this step, kindly note down your MS ID. It will be required on the Enrolment Form. A link will be provided in the group.

You can now close your browser. The process is done.

*End of Guide*

