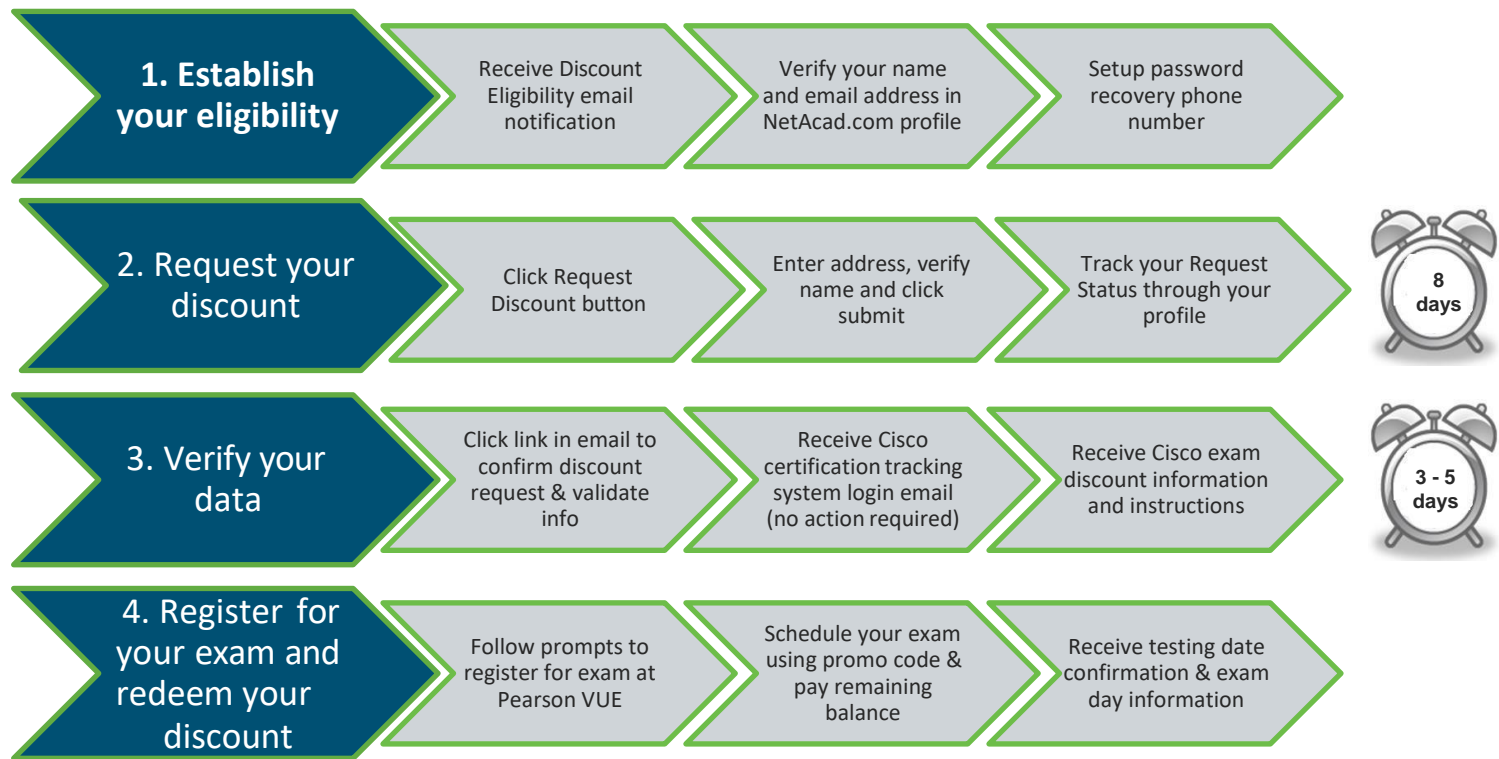CISCO

BKACAD®

Step By Step Guide to Request and Redeem your NetAcad Certification Exam Discount

Networking Academy
Program Services
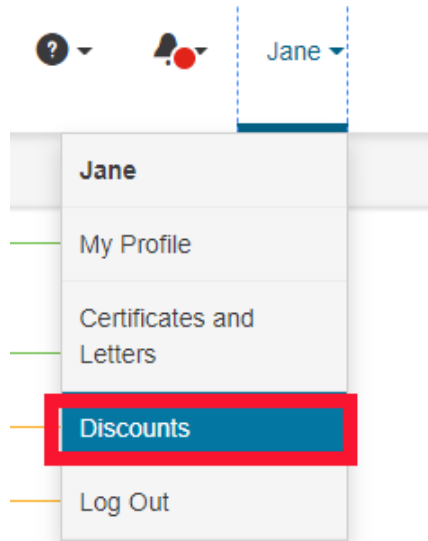October 2020

Cisco Certification Exam Discount Process

1. Establish your eligibility
- Receive Discount Eligibility email notification
- Verify your name and email address in NetAcad.com profile
- Setup password recovery phone number

2. Request your discount
- Click Request Discount button
- Enter address, verify name and click submit
- Track your Request Status through your profile

8 days

3. Verify your data
- Click link in email to confirm discount request & validate info
- Receive Cisco certification tracking system login email (no action required)
- Receive Cisco exam discount information and instructions

3 - 5 days

4. Register for your exam and redeem your discount
- Follow prompts to register for exam at Pearson VUE
- Schedule your exam using promo code & pay remaining balance
- Receive testing date confirmation & exam day information

Tips to Receive Your Discount

- Make sure your data in your NetAcad.com profile is up-to-date, especially your name and email address.

- Do not register with Pearson VUE until you have received your discount details which may take up to 5 days after you verify your email address.

- When you register with Pearson VUE, make sure you enter your account details exactly as they appear on your Exam Discount Information email from Cisco. You will only be able to access the exam discount using the profile associated with the CSCO ID provided in the email.

- If you already have an account at Pearson VUE, click the login button. Do not create a new account.

- Reach out for support when you need it. You can find more details within the Discount FAQs.

Where do I find my NetAcad Certification Exam Discount?

| Login to netacad.com | Click the drop down next to your name | Click Discounts | **OR** click the blue alert at the top of the page |

Jane

My Profile

Certificates and Letters

Discounts

Log Out

(i) • Congratulations! You have been awarded a Cisco Certification Exam discount.

Verify your details in NetAcad.com

Click My Profile in the menu under your name

Verify name matches legal identification

Verify email address is correct

Setup password recovery phone number

Jane ▼

? ▼   ● ▼   Jane ▼

10/21

Jane

My Profile

Certificates and Letters

Discounts

Log Out

Jane Smith

Networking Academy ID: 1001199999
Email: janesmith@gmail.com   Change email
Username: janesmith112233
Recovery Number: Not Set Add/update recovery number (i) Receive a text to recover account access.
Change Password

Update email address

Setup password recovery phone number if not setup

Account Info

Update first and last name to match legal identification

First Name *

Jane

Change Classroom Notifications

Last Name *

Smith

Language

English

Country *

Italy

Gender *

Prefer not to say

Time Zone *

Europe/Bratislava: Wednesday, September 18, 2

State *

Lombardy

Birth Date *

19 Apr 1988

Password Recovery Number in OneID

If there is a red alert at the top of the discount screen, you will need to register a password recovery phone number in your OneID profile before you can request the discount.

- Click here to register a password recovery phone number in your OneID profile to request this voucher
  Having trouble? Please contact support using the "?" NetAcad Support link in the main menu

Steps to Request & Redeem your NetAcad Certification Exam Discount

1. View NetAcad Certification Exam Discount in NetAcad.com

Click Discounts

Click Request Discount button

Discounts

My Profile   Certificates and Letters   **Discounts**   Subscription Center   Badges

Discounts (1)

Exam Discounts FAQs

Request your discount before the Request By Date

Course-granted Discounts

Discount Name	Discount	Request By Date	Use By Date	Status		
CyberOps Associate	58.00 %	23 Jan 2021	23 Mar 2021	● Eligible	Please request as soon as possible — allow 2 weeks processing time.	Request Discount

2. Request NetAcad Certification Exam Discount in NetAcad.com

1. Confirm name matches legal identification	2. Confirm email address	3. Enter Address and Phone Number	Review information and click Submit

BEFORE YOU CLICK SUBMIT BELOW MAKE SURE THAT YOU ARE REQUESTING THE DISCOUNT FOR THE EXAM YOU INTEND TO TAKE. AGAIN, NO EXCHANGES CAN BE MADE.

BY CLICKING SUBMIT YOU AFFIRM THAT YOU HAVE ACQUIRED THIS DISCOUNT VOUCHER LEGITIMATELY AND HAVE NOT PAID FOR IT. ADDITIONALLY, YOU AGREE TO THE POLICIES ABOVE AND UNDERSTAND THAT YOU ARE SUBJECT TO THE PENALTIES, IN THE EVENT YOU ARE FOUND IN VIOLATION OF THE POLICIES.

Confirm your Discount Information

1. Ensure your first and last name match the identification you will be using when you test.

FirstName *

Jane

LastName *

Smith

Name as it would appear on the

Networking Academy ID: 1001

Make sure your name matches your legal identification **before** clicking the Submit button. You will need to show your legal identification to take the exam.

If your name is not correct, click Cancel and go to My Profile to correct your name.

2. Ensure your email address is correct.

Email Address *

janesmith@gmail.com

Email and Name can be chan... in your User Profile

It is critical for your email address to be accurate as exam details will be sent to this email address.

If your email address is not correct, click Cancel and go to My Profile to correct your email address.

3. Provide the mailing address to ship the certification certificate to

Address 1 *

2375 E Camelback Rd

Address 2

Address 3

City *

Phoenix

State *

AZ

Postal Code *

85016

Phone Number *

6027782000

Country *

United States
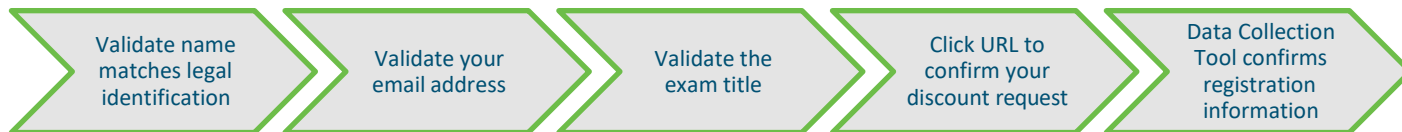
Cancel

Submit

3. NetAcad Certification Exam Discount Processing Period

| You will receive an email verification in about 10 days | Track Status of Discount on Discounts page |

| CCNA | . | 61.50 % | 09 Jan 2020 | 09 Apr 2020 | ● Pending | Your request is processing. You should receive a request to verify your email within 10 days. |

4. Email Verification

Validate name matches legal identification → Validate your email address → Validate the exam title → Click URL to confirm your discount request → Data Collection Tool confirms registration information

Hello Jane Smith,

You are receiving this email because you have requested a Cisco certification exam discount via Cisco Networking Academy.

By verifying your email address, you acknowledge your participation in the certification exam discount program and acceptance to be contacted by Cisco (and/or the partners of Cisco) to receive information directly associated with your request, your discount code being an example.

Discount Request Details

Candidate Name: Jane Smith

Cisco Networking Academy ID: 10011199999

Valid Exam:

Exam Code: 200-125

Exam Name: Cisco Certified Network Associate

By clicking the URL below, you are confirming your request for this voucher and validating your information is correct:

- Validate your email address
- Validate your name
- Validate the exam title
- Confirm your request for this discount

http://discountprogram.cloudapps.cisco.com/lcclsp/verify.do?reg=513361&veri=ZUKKGOPPYCFC543450EMZZEGZXABQM

Please note: It may take up to 5 business days to receive your promotion code. Only then can you register for the certification exam at **Pearson VUE** and apply the discount.
Thank You,
Learning@Cisco Team

If your name or email address is not correct, do **NOT** click the URL. Return to your NetAcad.com profile:
- Go to My Profile to update your name and/or email address
- Go to Discount Vouchers to click Resend Email

A new verification email will be sent to you with your correct name and/or email address.

Validate the information and click the link to confirm your request for this voucher. It may take up to 5 days to receive your promo code.

Data Collection Tool

Congratulations you have successfully validated your email address and registration information.
Registration Details

Candidate Name	Jane Smith
Academy Connection Id	10011199999
Exam Name	Cisco Certified Network Associate
Exam Code	200-125

5. NetAcad Certification Exam Discount Email

```
Receive Discount details Email  →  Review Discount Information  →  Review Tips  →  Read Instructions to register for your exam
```

From: cisco-exam-promotions@cisco.com <cisco-exam-promotions@cisco.com>
Sent: Sunday, March 01, 2020 1:11 AM
To: Jane Smith
Subject: Cisco Exam Discount Information

cisco

Congratulations! Your discount information is below. You can now register with Pearson VUE to take your certification exam.

If you've purchased this discount and are **NOT** a student of the Cisco Networking Academy and Instructor listed below. Any resulting Cisco certification may be subject to the cancellation of your exam score, a temporary or permanent ban on future Cisco examinations, and the cancellation of previously earned Cisco certifications.

Instructor Name: Cisco Networking Academy Instructor
Academy Name: Cisco Networking Academy

Discount Holder Information

First Name / Given Name:	Jane
Last Name / Family Name:	Smith
Email Address:	janesmith@gmail.com
Cisco ID (CSCO):	CSCO11111999
Mailing Address:	2375 E Camelback Road, , Phoenix, AZ 85016
Cisco Networking Academy ID (Academy Connection):	1001100000

Discount Information

Exam Code: 200-301
Exam Name: Cisco Certified Network Associate

Number of Exam Attempts Authorized:	1
Promotion Code:	nwaccnast36l
Expiration Date:	November 11, 2020

Exam discounts must be redeemed by the expiration date. No extensions or exchanges will be given. **NOTE:** Certification exam program changes such as exam retirement may shorten this timeframe.

If the details of your discount information are incorrect, or to contact an agent directly, please contact Pearson VUE.

Tips:

- If registering online for the exam, the above information must be entered exactly as shown into the Pearson VUE registration system.
- You must have a reservation before arriving at the test center. No walk-in testing is permitted. Exam reservations are made on a first-come, first-serve basis. Plan accordingly and make your reservation as early as possible.
- Use your Discount Holder information provided above to schedule your exam. You will only be able to access this exam discount using the profile associated with the CSCO ID provided in this email. If you cannot access this profile or you have duplicate profiles please contact Pearson VUE customer service.
- Verify that your name and address are correct, and resolve any discrepancies **before** you arrive at the test center.

Instructions on How to Register for Your Exam

To schedule this exam online, complete the following instructions:

1. Go to the Pearson VUE website and login to your account. **If you are a first time test taker:** follow the instructions to create a new web account with Pearson VUE. Upon registration, please enter your Cisco ID (CSCO ID shown above), name, email address, and Cisco Networking Academy ID.
2. Click **Proctored Exams** and search for the exam by exam code or name.
3. Follow the instructions for information and select a test center to schedule the exam.
4. In Checkout Step 3 of 5: Enter Payment, click the add Voucher or Promo Code link to enter your Promo Code.

After scheduling the exam, you will be sent a confirmation email that includes exam and appointment information, directions to the testing center, instructions on what items and materials to bring, and other pertinent exam details.

You can review your exam information and also schedule, reschedule, and cancel exams before the expiration date in your Pearson VUE web account.

Good luck as you continue on your journey toward achieving your Cisco certification!

Thank you,
Learning@Cisco

If you have any questions, please contact the Pearson VUE Support Team.

6a. Login to Pearson VUE

Go to the **Pearson VUE website** → Enter Username → Enter Password → Click Sign In

6b.Create account at Pearson Vue

Note: It is critical that the information you enter to create your account is exactly the same as the information in the Exam Discount Information email, i.e. your name, email address, CSCO ID, Academy Connection ID. If you enter the information incorrectly, you will not receive your discount.

7. Schedule Exam through Pearson VUE

| Click **Proctored Exams** | Search by exam code or name | Follow online instructions | Select Test Center | Choose appointment date & time |

Home

Options for Cisco Systems, Inc.

Exam Catalog

Find exams currently offered by Cisco Systems, Inc.:

Proctored Exams
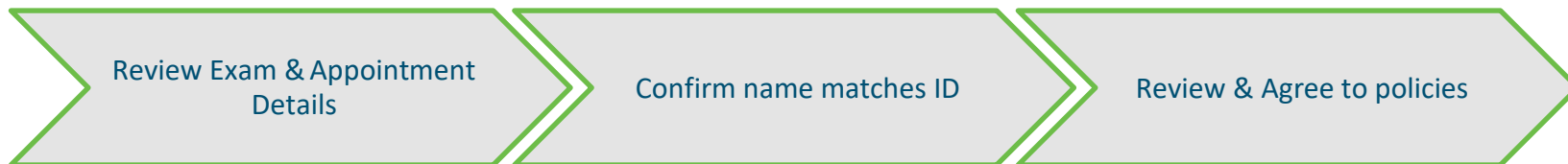
Online Exam Catalog

Find online exams currently offered by Cisco Systems, Inc.:

Unproctored Online Exams

I want to see exams for a different testing program.

8. Review Exam & Appointment Details

Review Exam & Appointment Details	Confirm name matches ID	Review & Agree to policies

Confirm contact information

⚠ Your name must exactly match the identification (ID) that is presented at time of testing or you will not be able to take your exam.

Name:

Jane Smith

> Your name must exactly match your ID that you present at the time of testing

Telephone:

+1 602· 111-9999

Edit

Correspondence Language:

Edit

9. Add Promo Code

Click the add Voucher or Promo Code link	Enter the Promo code and click apply	Review all information	Click Submit Order

Checkout - Step 1 of 3: Enter Payment

Order Total

Subtotal:	325.00
Estimated Tax:	0.00
ESTIMATED TOTAL DUE:	**USD 325.00**

Add Voucher or Promo Code   What is this?

Voucher/Promotion Code:

[   ] Apply

PearsonVUE Error

If you receive an error when entering the promo code at PearsonVUE, please check the following:

> Discount validation failed.
>
> Exam: 200-301, May 21 at 9:00 AM
>
> - Candidate is not authorized to receive discount. Please contact Pearson VUE Support Services for further assistance.

1. **NetAcad ID in PearsonVUE Profile:** Validate your Networking Academy ID displays in your PearsonVUE profile by clicking on "additional information". Your Networking Academy ID can be found in "My Profile" in NetAcad.com

2. **Duplicate CSCO IDs:** Open a ticket to merge your duplicate CSCO IDs https://ciscocert.secure.force.com/english. They will be able to merge the accounts within 3-5 business days.

My Account

> My Profile
> Account Sign In
> Additional Information
> Preferences
> Exam History
> View Score Reports
> My Receipts

10. Testing Appointment Confirmation Email

Review Exam Details → Review Admission Policy → Review other information → Directions to Test Center

From: PearsonVUEConfirmation@pearson.com <PearsonVUEConfirmation@pearson.com>
Sent: Monday, March 02, 2020 11:40 AM
To: Jane Smith
Subject: Cisco Systems Appointment Confirmation

PLEASE DO NOT RESPOND TO THIS E-MAIL

This e-mail contains important information about the exam(s) you scheduled, the location and the rules. Please ensure these details are correct. If any information is not correct, please contact Pearson VUE immediately.

Appointment Details

Order Number: 0053-4492-9955

Exam:	200-301: Cisco Certified Network Associate - English (ENU)
Candidate:	Jane Smith
Cisco ID:	CSCO011111999
Registration ID:	371471221
Date:	Friday, May 1, 2020
Time:	01:00 PM Mountain Standard Time (Time shown is test center local time.)
Appointment Length (Includes NDA and Tutorial)	110 Minutes
Test Center Location (Directions shown below)	DEVRY UNIVERSITY 2149 W. DUNLAP AVENUE DEVRY STUDENT CENTRAL - 2ND FLOOR MAIN ENTRANCE BY 2 FLAG POLES PHOENIX, ARIZONA 85021 UNITED STATES

Admission Policy

We ask that you arrive at the testing center 15 minutes before your scheduled appointment time so that you have time to complete the necessary sign-in procedures. At all testing centers, Cisco requires the capture of your photograph and digital signature. Please be prepared to show two forms of personal identification. Both must have your signature, and one must be a valid, government-issued picture ID. Expired IDs are not valid.

If you arrive more than 15 minutes late for an exam and are refused admission, you will be responsible for payment of the exam and delivery fees.

All Cisco Certification exams delivered at Pearson VUE test centers are "closed book." You are not allowed to take books, calculators, PDA's, or backpacks into the testing center area. All cell phones and pagers must be turned off before storing outside the testing room. The testing center will provide you with a laminated marker board for your use during testing.

Upon exam completion, the proctor will escort you out of the testing room, where you will be asked to surrender your laminated marker board. All candidates will be given a preliminary score report or a beta exam confirmation at the end of the exam. This document includes important information; please keep it for future reference.

Note: Before receiving certification, you must sign the Cisco Certifications Agreement. This can be done electronically at the end of any Cisco exam. To review the Cisco Certifications Agreement before your exam appointment, visit: www.cisco.com/web/learning/exams/policies.html.

No personal items may be taken into the testing room. This includes all bags, books not authorized by the sponsor, notes, phones, pagers, watches and wallets.

Reschedule Policy

If you wish to reschedule your exam, you must contact Pearson VUE 24 hours prior to your exam appointment. If you reschedule an exam less than 24 hours in advance, you will forfeit your entire exam fee. Exam fees are also due for no-shows.

Cancellation Policy

If you wish to cancel your exam, you must contact Pearson VUE 24 hours prior to your exam appointment. If you cancel an exam less than 24 hours in advance, you will forfeit your entire exam fee. Exam fees are also due for no-shows.

Additional Information

Please note that your "appointment length" may include time for non-scored sections such as surveys or tutorials. The appointment length does not necessarily reflect the total amount of time allotted for the actual exam. The majority of Cisco exam appointments include an additional 15 to 20 minutes for surveys and tutorials.

Once passed, a candidate must wait a minimum of 180 days before taking the same exam with an identical exam number. Candidates may only take a beta exam once. Candidates who fail an exam must wait a period of five (5) calendar days, beginning the day after the failed attempt, to retake the exam. For example, if a candidate tests on Tuesday, he or she may test again no sooner than the following Monday. For more information on Cisco's exam policies, visit: www.cisco.com/web/learning/exams/policies.html.

As a Cisco test taker, you deserve a fair and secure testing experience. Please report any suspicious behavior that you observe to Cisco Certification Exam Security Customer Portal. Examples of such behavior include receiving help or copying from another test taker, taking a test for someone else, copying or disclosing exam content, or using notes or unauthorized aids. Thank you for your assistance in helping to prevent and detect unfair test practices.

Age Requirements and Policies Concerning Minors

Minors are individuals between 13-17 years of age who, with parental or legal guardian consent, may take tests and if passed, receive certification. For any person participating in a location that requires by law a lower minimum age for entry into such programs, then the minimum age limit for that person will be the stated minimum required age. Cisco reserves the right to impose additional restrictions to comply with local data protection laws.

Pearson VUE will not be held responsible for expenses incurred beyond the cost of the exam, including but not limited to travel expense and lost wages on the day of the exam.

Pearson VUE's goal is to make your testing experience a pleasant one. We thank you for selecting Pearson VUE as your testing service provider and look forward to serving you again. Please feel free to contact us with your comments or questions at pvamericascustomerservice@pearson.com
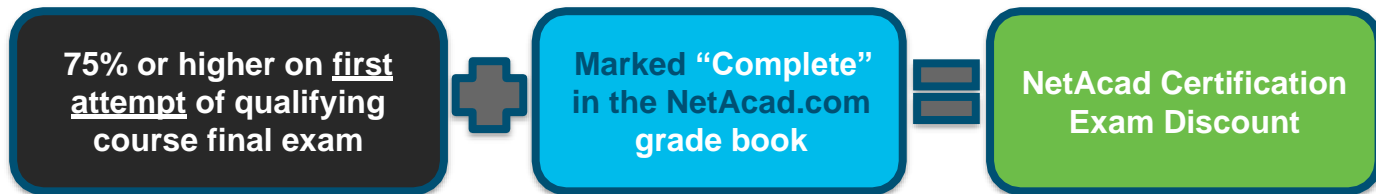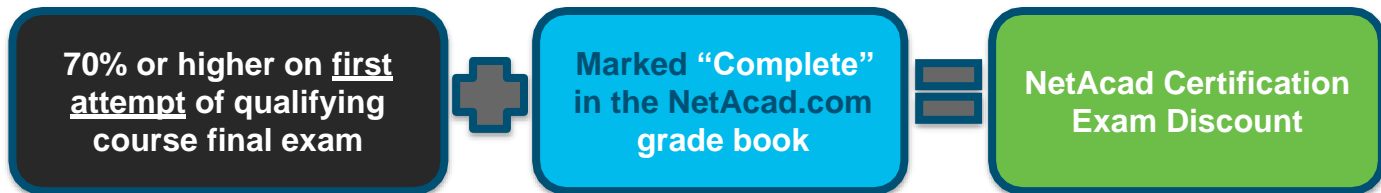
Sincerely,

Pearson VUE

NetAcad Certification Exam Discount Eligibility Criteria

To qualify for a NetAcad Certification Exam Discount, Networking Academy students must meet the following criteria:

For CCNA v6 or earlier Connecting Networks and CCNA Cybersecurity Operations

| **75% or higher on <u>first attempt</u> of qualifying course final exam** | ➕ | **Marked "Complete" in the NetAcad.com grade book** | ＝ | **NetAcad Certification Exam Discount** |

For CCNA v7 Enterprise Networking, Security, and Automation, CyberOps Associate, and DevNet Associate

| **70% or higher on <u>first attempt</u> of qualifying course final exam** | ➕ | **Marked "Complete" in the NetAcad.com grade book** | ＝ | **NetAcad Certification Exam Discount** |

NetAcad Certification Exam Discount Policies

Discount Availability Period

Discounts must be requested within **the limited validity period**. To use this discount you must go through and complete the discount request process and take the exam before the expiration date. **You must request, use your discount and take your exam before the expiration date.**

- NetAcad Certification Exam Discounts may not be sold. They are for the sole use of Networking Academy students and instructors who have met the eligibility criteria outlined by Cisco Networking Academy.
- Individuals or Cisco affiliated partners who use NetAcad Certification Exam Discounts or promotional codes that are fraudulent or otherwise obtained from an unauthorized source (including legitimate discounts for attempted re-use) may risk up to and including a lifetime ban on all future exams, the nullification of all previous certifications or other program sanctions at the discretion of Cisco.
- Cisco will not compensate candidates for fraudulent discounts or discounts obtained from an unauthorized source.
- Networking Academy Community Member (Student, Instructors, Instructor Trainers and Administrators) who are found to be involved in NetAcad Certification Exam Discounts fraud risk their deactivation from Networking Academy and the deactivation of their Academy from Cisco Networking Academy without notice.
- Exam discounts must be used in the same region where you completed your Networking Academy training.
- Exam discounts must be redeemed by the expiration date. No extensions or exchanges will be given.
- Cisco cannot make changes to discount requests after they have been submitted.
- The NetAcad Certification Exam Discount is valid for one use only. Students who fail the certification exam will not be issued a second exam discount.
- NetAcad Certification Exam Discounts are subject to change and from time to time validity periods and exam prices also change. These changes occur without notice. Please request and redeem your discount in a timely manner to avoid being affected by any changes.

Discount eligibility indicates success with a Network Academy course. It does not guarantee a passing score in the Certification exam. Cisco encourages you to prepare well for the Certification Exam to maximize your chances of passing.