

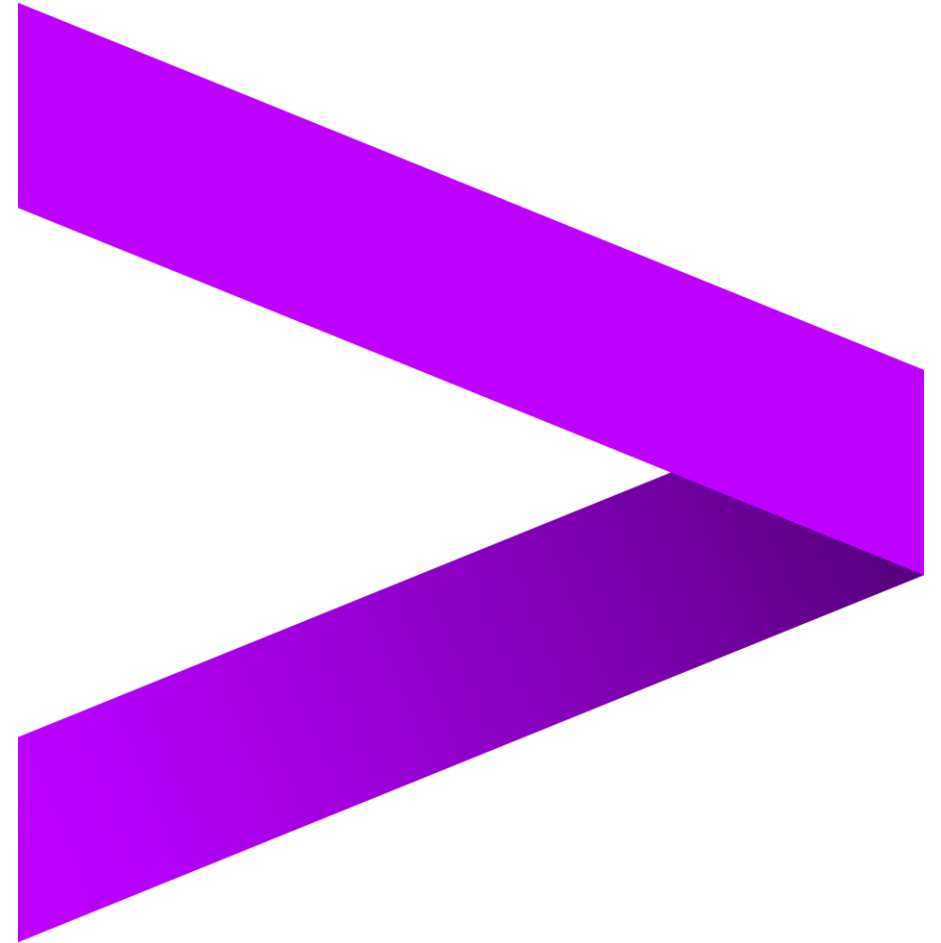


# **ACCENTURE MICROSOFT BUSINESS GROUP**

**POWERED BY AVANADE**

# **USER GUIDE FOR MICROSOFT CERTIFICATIONS**

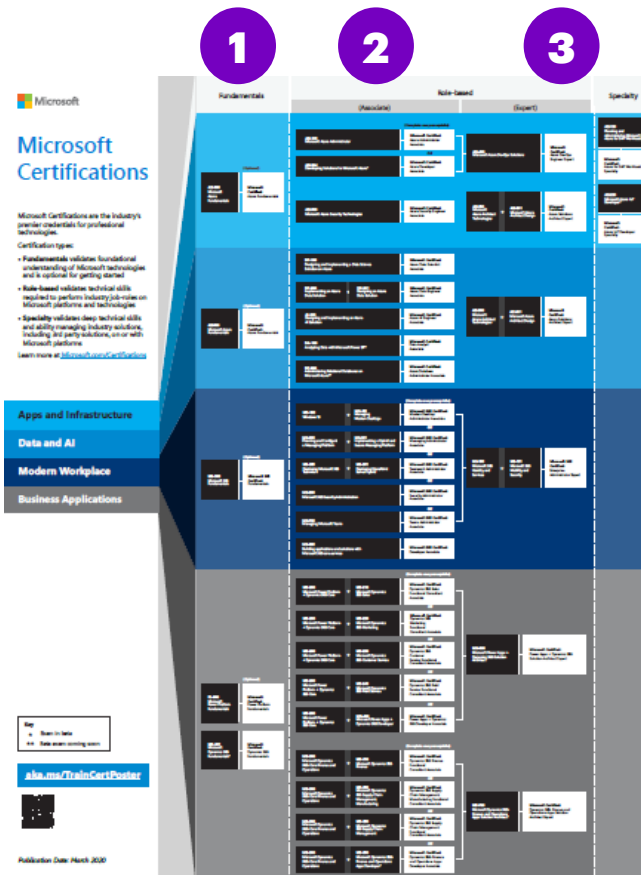
**AS OF JUNE 2020**



# MICROSOFT CERTIFICATIONS READ ME FIRST

This presentation is designed to guide people through Microsoft Certification training available on the Microsoft Professional Business Group (AMBG) site:

<https://in.accenture.com/microsoft/certifications/>



## LEARNING PATH GUIDANCE

### 1. New to Microsoft?

Navigate through Microsoft's [role-based training map](#) (thumbnail on left) to find a **Fundamentals exam** in one of the four Microsoft Market Units: Apps and Infrastructure (AZ-900), Data and AI (AZ-900), Modern Workplace (MS-900) or Business Applications (PL-900 or MB-901)

### 2. Are you looking for your next role-based certification beyond Fundamentals?

Navigate through the four Market Units in the role-based training map to find the **Associate level exams** for your Microsoft Cloud solution of choice

### 3. Do you have deep Microsoft experience and want to go for expert- or specialty-level certification?

Navigate through the four Market Units in the role-based training map to find **Expert exams** or **Specialty exams** for your Microsoft Cloud solution of choice

### Please Note:

- Before beginning any training please discuss with your **current project and career counselor**
- Training is purely voluntary** and does not cover any expenses related to your time.

# MICROSOFT CERTIFICATIONS QUICK START



## STEP 1

Register and complete training



## STEP 2

Complete a knowledge check to receive a free certification voucher\*

*(\* Conditions apply - Refer Conditions under Knowledge Check on the AMBG Portal (link below) for details)*



## STEP 3

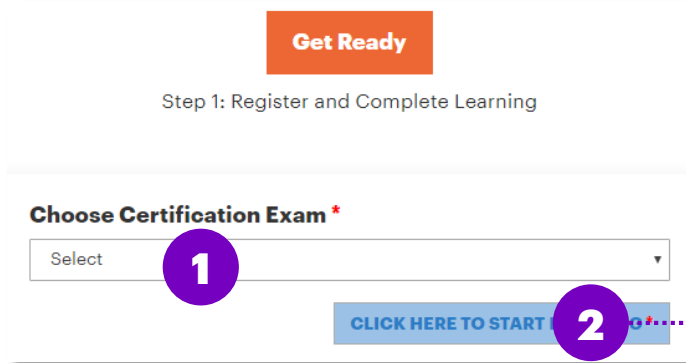
Register your completed certification to be internally recognized and qualify for prizes and incentives

<https://in.accenture.com/microsoft/certifications/>

### Please Note:

Avanade employees should follow the certification process outlined in the [Avanade Microsoft Certification Hub](#)

# **STEP 1** **REGISTER AND COMPLETE LEARNING**



Get Ready

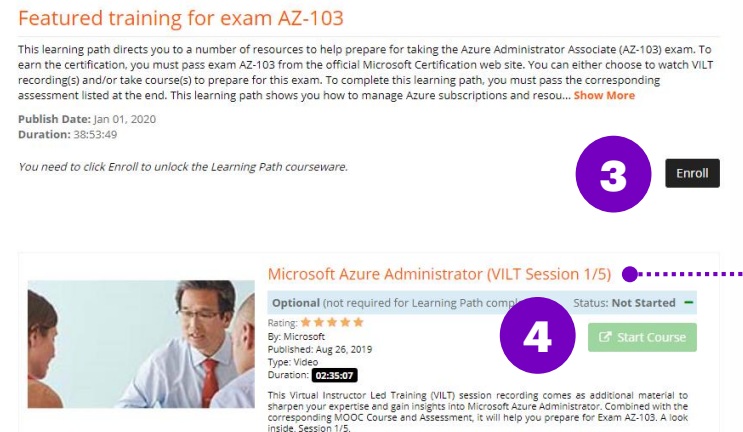
Step 1: Register and Complete Learning

Choose Certification Exam \*

Select

CLICK HERE TO START

1. **Select** training for the desired exam
2. Use the button to **start** featured Microsoft **learning** via TIDWIT



Featured training for exam AZ-103

This learning path directs you to a number of resources to help prepare for taking the Azure Administrator Associate (AZ-103) exam. To earn the certification, you must pass exam AZ-103 from the official Microsoft Certification web site. You can either choose to watch VILT recording(s) and/or take course(s) to prepare for this exam. To complete this learning path, you must pass the corresponding assessment listed at the end. This learning path shows you how to manage Azure subscriptions and resou... [Show More](#)

Publish Date: Jan 01, 2020  
Duration: 38:53:49

You need to click Enroll to unlock the Learning Path courseware.

Enroll

Microsoft Azure Administrator (VILT Session 1/5)

Optional (not required for Learning Path completion)

Rating: ★★★★★

By: Microsoft

Published: Aug 26, 2019

Type: Video

Duration: 02:35:07

Status: Not Started

Start Course

This Virtual Instructor Led Training (VILT) session recording comes as additional material to sharpen your expertise and gain insights into Microsoft Azure Administrator. Combined with the corresponding MOOC Course and Assessment, it will help you prepare for Exam AZ-103. A look inside, Session 1/5.

3. **Enroll** in the featured training
4. From the first module, **Start Course**

While many Featured Training paths in TIDWIT include two learning options, **you only need to take one:**

1. **VILT Sessions** (titled 'VILT'): pre-recorded online training facilitated by professional Microsoft instructors
2. **Self-Paced** (titled 'Course'): latest training modules available from Microsoft Learning

## **Please note:**

If you elect to take an alternative training to TIDWIT (e.g. live training) to prepare for a Microsoft exam, you must **confirm reimbursement eligibility with your training approver** before incurring any expenses (if applicable)



## STEP 2

# COMPLETE KNOWLEDGE CHECK

**Get Set**

Step 2: Complete a proficiency test to receive a free certification voucher for priority exams

**Certification Exam Proficiency Test \***

Select **1**

**Qualify for** **2**

**ASSESSMENT**

[Assessment] Featured training for exam AZ-103

Required for Learning Path completion Status: Not Started

Rating: ★☆☆☆☆

By: TIDWIT

Published: Mar 11, 2020

Type: Assessment

Duration: 01:00:00

**3** Start Assessment

This 20 question assessment will check if you have assimilated all the knowledge and skills from the corresponding course(s). You will have to score 80% or above of correct answers to pass the test. Please note that if you fail to answer a question correctly, you will be given a second attempt. However, if you fail to pass the test (meaning your overall score is lower than 80%), you ...

1. **Select** the knowledge check for the desired exam
2. Use the 'Qualify' button to **complete a short assessment or survey** in TIDWIT
3. If your desired certification is not in the priority exam list, please email [microsoft.support@accenture.com](mailto:microsoft.support@accenture.com)

4. **Start Assessment or Survey** for the training
5. For assessments a **score of 70% or better is required** to receive a free exam voucher via email from [microsoft.support@accenture.com](mailto:microsoft.support@accenture.com)
6. Schedule your exam (see next slide)

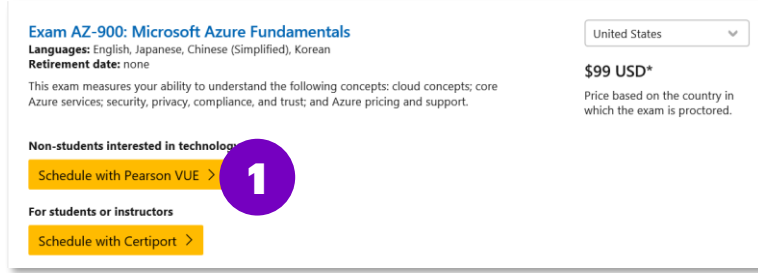
**Please review the email carefully as it contains important conditions for use:**

- Exam vouchers are only valid through Jan 31, 2021
- A limited number of free certification vouchers are available for priority exams
- A voucher once issued must be used within a designated period of time (usually 2-4 weeks)
- AMBG reserves the right to withdraw or reallocate vouchers at its discretion if voucher conditions are not met
- Refer additional conditions on the AMBG Certifications portal under Knowledge Check.

### Please note:

Individuals previously issued exam vouchers that are still unused may not be eligible

# MICROSOFT CERTIFICATIONS REDEEM VOUCHER | SCHEDULE EXAM



1. Go to [Microsoft Certifications](#)
2. Sign in to your profile or create a new one
3. Scroll down the page to the list of 'All certification exams' and click on your exam
4. If available in your area, please select 'Schedule with Pearson VUE' which offers [online proctored exams](#) (recommended)

5. Upon transfer to the Pearson VUE site, **follow online instructions** to select a Test Center and date/time
6. During checkout, select 'Add Voucher or Promo Code' and enter your voucher number

7. **If you encounter issues** when redeeming your voucher, follow these additional steps ●

## Contact Pearson VUE first

- Find regional contacts at [www.pearsonvue.com/microsoft/contact/](http://www.pearsonvue.com/microsoft/contact/) and send an email with the voucher number, desired exam date, exam number, and country
- You should receive a response from Pearson VUE within two business days

## Contact Microsoft Exam Help

- If Pearson VUE confirms the voucher cannot be used, you may then email Microsoft at [vlexmhlp@microsoft.com](mailto:vlexmhlp@microsoft.com) with the voucher number, desired exam date, exam number, and country
- You should receive a response from Microsoft within two business days

## Please note:

- To help us improve future certification verification and reporting, please add your corporate account (Accenture or Avanade) as a secondary email in your Microsoft profile; do not change your personal email
- Issues can sometimes occur if a voucher has already been used, has expired, or has an invalid number



## STEP 3

# REGISTER CERTIFICATION

Step 3: Register your completed Certification

Go

**Certification Exam Name \***

Select 1

Upload your certification 2

myCredential

Search for Credentials

AZ-301: Microsoft Azure Architect Design

Download Certificate

Register > 4

Program: Microsoft

Description Components

Microsoft Certifications are the industry's premier credentials for professional technologies. Certifications give you a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies.

myCredential

Search for Credentials

AZ-301: Microsoft Azure Architect Design

Completed 7

1. Upon successfully passing your certification exam, return to the [AMBG site](#) to start the registration process
2. Select the name of the completed exam
3. Use the 'Upload' button to register your certification in myCredential (the Accenture site for certifications)

4. Select the 'Register' button to activate the Evidence of Certification (EOC) Form
5. Follow online instructions (see next two slides)
6. The Certifications team will contact you if there are any issues encountered during the verification process
7. Upon approval the status of the form will change to 'Approved'

### Please note:

The Certifications team will approve or reject verification within 3 business days; if participating in a certification contest (e.g. Microsoft Cloud Week) you will also be contacted by the [Learning Team](#) if you qualify for a prize

# MICROSOFT CERTIFICATIONS

## COMPLETING THE EOC FORM (1 OF 2)

myCredential

Search for Credentials

AZ-301: Microsoft Azure Architect Design **In Progress** Download Certificate Actions

Program: Microsoft

Description Components

Thank You! You are a candidate for this credential.

This is the credential

Let's get started!

Are you certified and your credential status doesn't show as 'Completed'?

Please follow the steps below to submit your Evidence of Certification:

1. Click the 'Components' tab.

AZ-301: Microsoft Azure Architect Design **In Progress** Download Certificate Actions

Program: Microsoft

Description Components

Please allow 27-72 hours for some statuses to be updated.

Evidence of Certification

Evidence of Certification

AZ-301: Microsoft Azure Architect Design > Components > Evidence of Certification

Evidence of Certification

Code: MS1154

Submit the 'Evidence of Certification' if you have already completed this credential. This is critical for you and Accenture to receive proper attribution for your credential.

Step1: Click 'Add form'

How to fill the form:

- Please provide your Access Code: Please enter the access code, (Mandatory)

If you don't have Transcript ID & Access code, please follow the below steps to create the same:

- Sign in to <https://www.microsoft.com/en-us/learning/dashboard.aspx>

New Forms

Copy forms Add a form

Click on the Add a form button above to add a form

1. Once you have registered, the status will change to 'In Progress'
2. Read the instructions in the 'Description' tab and then **click the 'Components' tab** to open the Evidence of Certification form

3. Click the 'Evidence of Certification' **banner** to reveal the link
4. Click the '**Evidence of Certification**' **link** to open the view
5. Click '**Add a Form**' to launch the form

### Please note:

- If you are unable to complete the form, you may return to the [myCredential site](https://mycredential.microsoft.com) later to finish your submission
- Instructions are also included in the Evidence of Certification (EOC) form



# MICROSOFT CERTIFICATIONS COMPLETING THE EOC FORM (2 OF 2)

1

1. **Form Name:** \*  
Please provide your name and the certification name – e.g. 'John Smith Certification Name'

2. **Please provide your Access Code:** \*  
In case you have not created an Access Code and would like to create it, please follow these steps: 1) Sign in to <https://www.microsoft.com/en-us/learning/dashboard.aspx> 2) Click on Transcript 3) Click on Share on the Microsoft Certification Transcript page 4) Create Access Code 5) Note the Transcript ID and Access Code 6) Submit

3. **Please provide your Transcript ID:** \*  
This Transcript ID is auto generated by the system after creating Access code.

4. **Candidate Name** \*  
Please provide the candidate name as it is mentioned on the Microsoft Official Transcript page.

5. **Please provide your Microsoft Certification ID (MCP ID)** \*  
This Microsoft Certification ID is available on the top of your Microsoft Certification Official Transcript page.

6. **Certification completion date** \*  
Please provide the Date Completed or Achievement Date as mentioned on the Microsoft Certification Official Transcript page.

7. **Additional Information**

8. I hereby consent to process this information in compliance with Accenture's Global Data Privacy Policy 0090. \*  
Only upon receiving your consent, this request will be processed.  
☐ Yes  
☐ No

2

1. Complete **all required fields** (indicated by an asterisk)

- Access Code
- Transcript ID
- Name as it appears on your Transcript page
- MCP ID
- Certification Completion Date

2. **Provide your consent** to process this information by selecting the 'Yes' radio button

3. **Double check that all information is correct;** then 'Save' to return to the EOC view

4. The form will now be visible in the 'New Forms' section of the EOC view; **click the checkbox to select it for submission**

5. Click 'Submit' to **submit the form** for verification

4

AZ-301: Microsoft Azure Architect Design > Components > Evidence of Certification

Evidence of Certification **Registered**

Code: MS1154

**Submit the 'Evidence of Certification' if you have already completed this credential. This is critical for you and Accenture to receive proper attribution for your credential.**

Step1: Click 'Add form'

How to fill the form:

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If you don't have Transcript ID & Access code, please follow the below steps to create the same:

1. Sign in to <https://www.microsoft.com/en-us/learning/dashboard.aspx>

New Forms

|                                     |      |
|-------------------------------------|------|
| <input checked="" type="checkbox"/> | Test |
|-------------------------------------|------|

Copy forms Add a form

View More

Submit

5

**For any questions or queries, please reach  
out to our support mailbox at  
[microsoft.support@accenture.com](mailto:microsoft.support@accenture.com)**