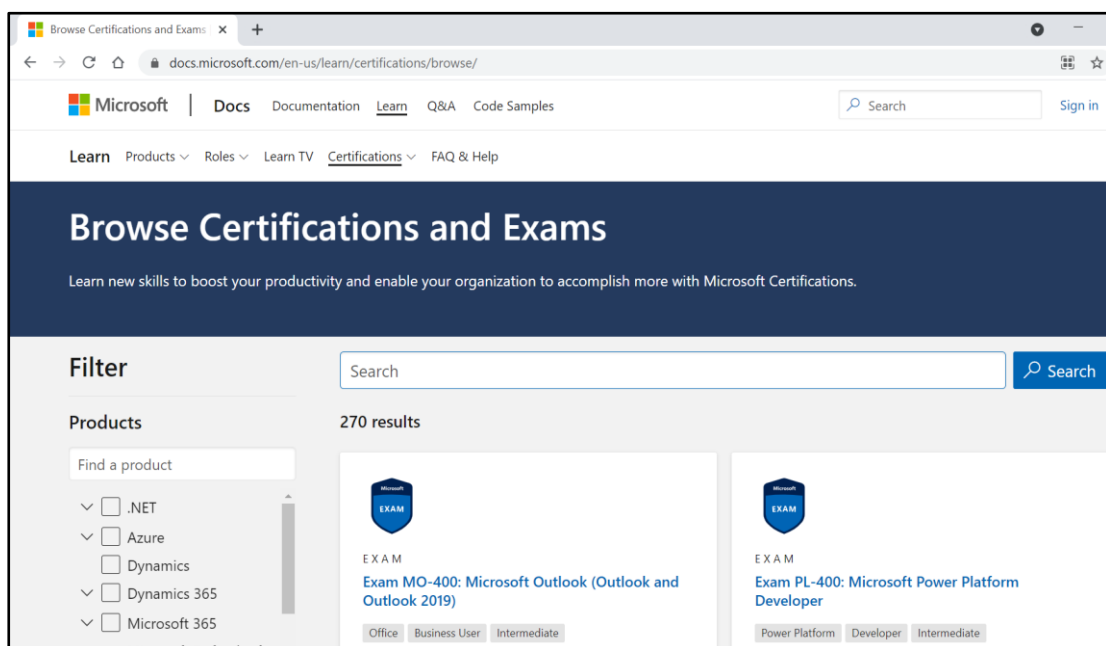


As a part of the Enterprise Skills Initiative, Capgemini now has access to Microsoft's fully funded exams:

[Steps to schedule your Microsoft Certification exam:](#)

1) How to register-

- a) To register for an exam, (use Google Chrome web browser in Incognito mode only) select the exam you wish to appear for using this link:
<https://docs.microsoft.com/en-us/learn/certifications/browse/>

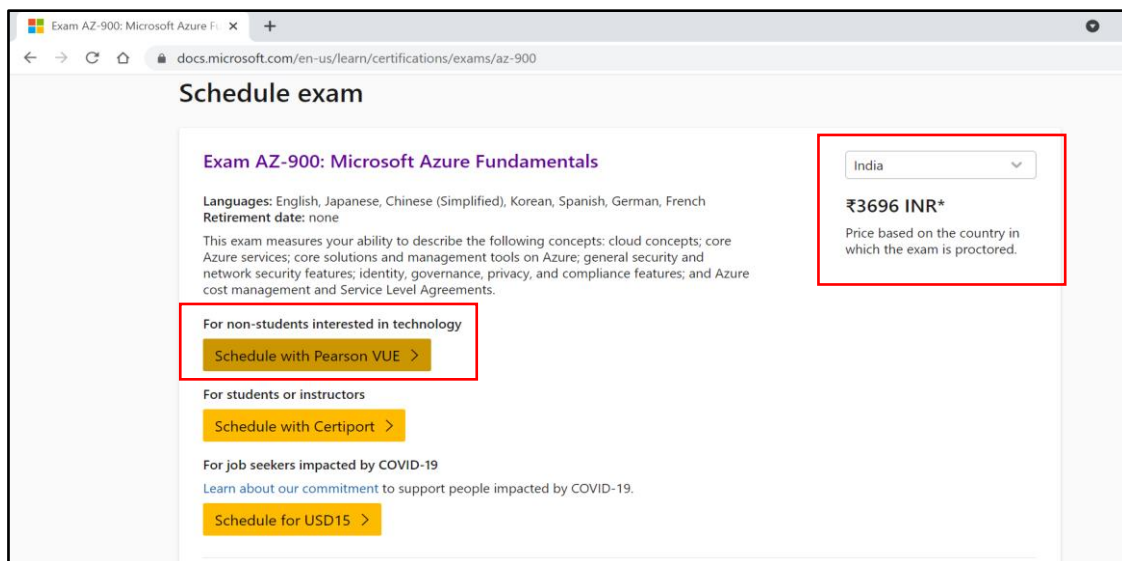


- b) In the subsequent window kindly select-the **country** from which you are giving the exam.

Example 1: for **India**, please ensure the amount is in **INR** only.

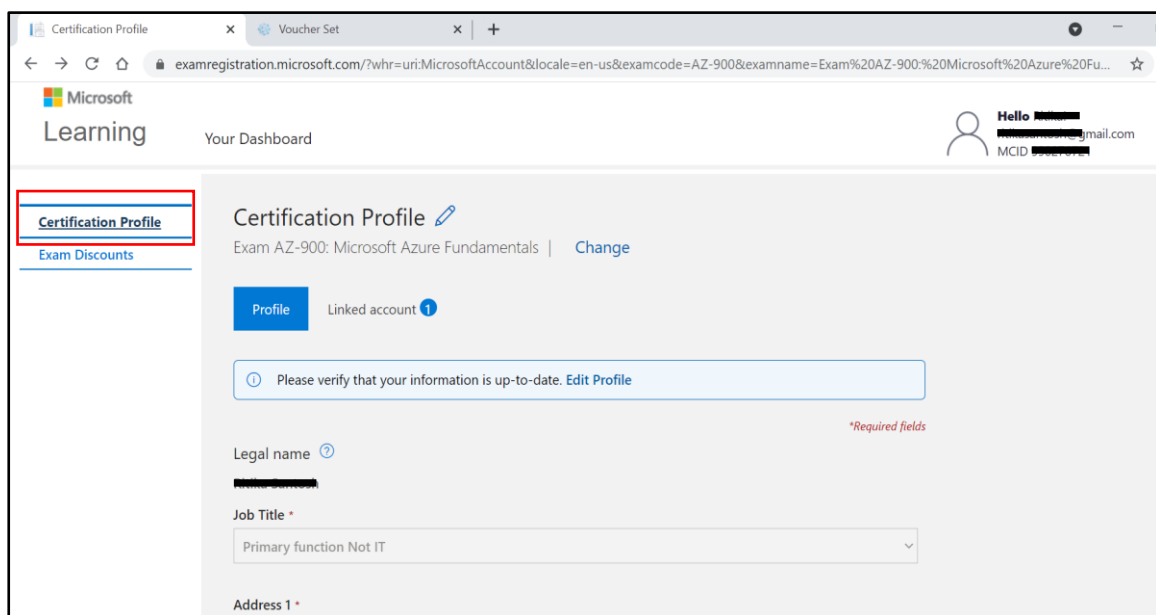
Example 2: for **United States**, please ensure the amount is in **USD** only.

c) Proceed to click on **Schedule with Pearson VUE** as shown below:



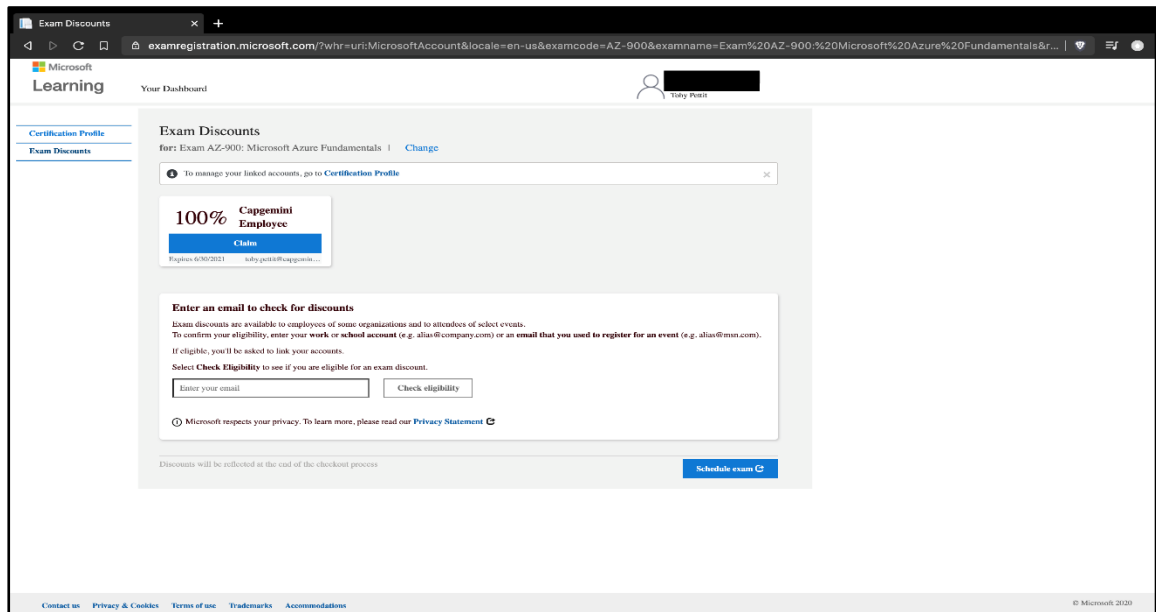
2) Login with your personal email id such as Gmail/Hotmail.

3) Fill in the Certification Profile details as applicable and click on Continue.



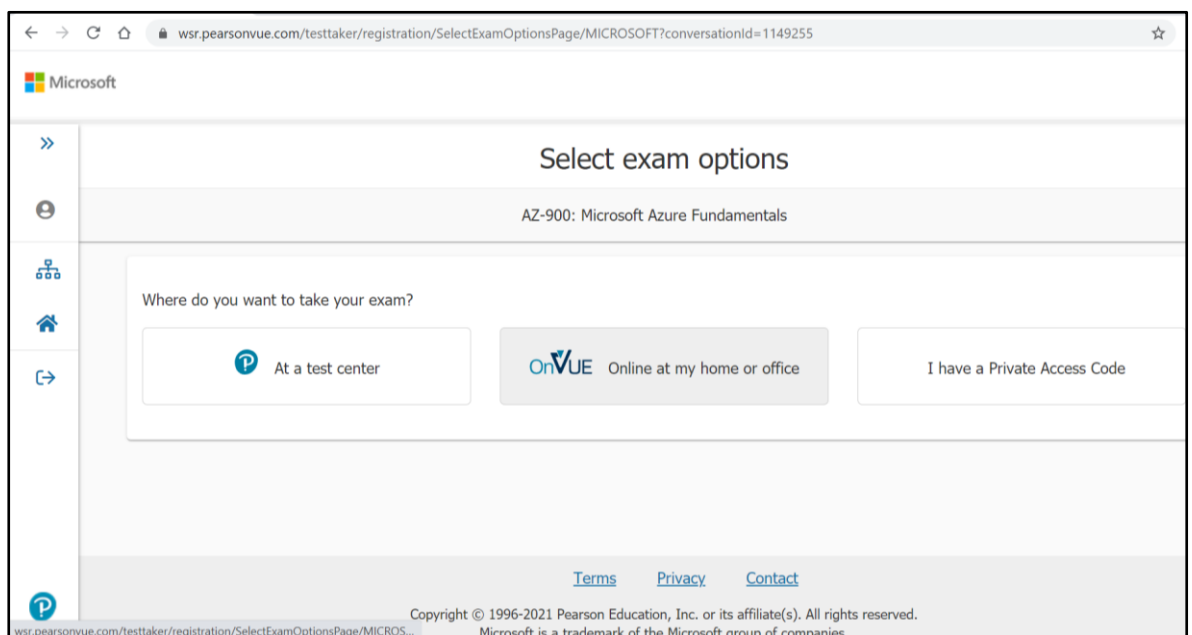
4) The 'link your account' pop-up will show up. Please click 'Agree' to proceed.

5) **Book your Exam- Applicable for all AZ-xxx/DP-xxx/AI-xxx/MB-xxx/PL-xxx/SC-xxx:**
When you book your exam there is a screen that looks similar to the screenshot below. Kindly click on the blue colored "Claim" to claim the 100% Capgemini Employee waiver.



6) If you don't see "Capgemini Employee" as in the above screenshot for MS-xxx/MD-xxx exams:

- Click on "Schedule Exam" if you have a **voucher code** applicable. It will take you to the Pearson VUE Site to complete the transaction and schedule your exam.
- Kindly note this process is **applicable** for **MS-xxx/MD-xxx** exams where a voucher code has already been shared to you.



7) Proceed to complete the process:

- Agree to terms and conditions after carefully reading through them

- Select the language you choose to give the exam in
- Select Proctor language
- Find an appointment
- Go to the Cart and proceed to checkout

>>

Cart

[Review and confirm](#) contact information to avoid issues on test day.

Description	Details	Price	Actions
Exam MS-900: Microsoft 365 Fundamentals Language: English Exam Length: 80 minutes	Appointment Thursday, June 10, 2021 Check-in time: 11:45 AM IST Start time: 12:15 PM IST Change Appointment	3696.00	Remove

Available Products

ESTIMATED TOTAL DUE: INR 4361.28 [Proceed to Checkout](#)

- Agree to policies by clicking on “accept”
- In the “Enter payment and billing” screen enter the “voucher/promotion code” and click apply to complete booking your Microsoft exam through the fully funded voucher as shown below:

Enter payment and billing

Order Total

Subtotal: 3696.00

Estimated Tax: 665.28

ESTIMATED TOTAL DUE: **INR 4361.28**

[Add Voucher or Promo Code](#) [What is this?](#)

Voucher/Promotion Code:

[Apply](#)

Please Note:

Kindly update your certification profile details and note your unique **MCID** given in the top right hand corner above your personal email id, this is **required to be reported to Capgemini after you complete the certification exam.**

The screenshot shows the Microsoft Learning 'Certification Profile' page. The user is logged in as 'MCID 9...@gmail.com'. The profile is for 'Exam AZ-900: Microsoft Azure Fundamentals'. A blue 'Profile' button is visible. A message box says 'Please verify that your information is up-to-date.' Below this, the 'Legal name' is 'Ms P...', 'Job Title' is 'Primary function Not IT', and 'Address 1' is partially visible. A red asterisk indicates required fields.

- **Critical Actions** required after your exam- **Provide us your completion here:** [Microsoft Post Certification Update Form](#)

Answers to Common FAQs

- Please ensure you have the necessary system requirements as listed within the **Pearson VUE technical specifications guide**. If you are unsure of your configuration, please contact Capgemini IT or schedule your exam at the nearest test center when it is safe to do so.
- Considering the Covid-19 situation, if you are planning to appear from home location, kindly connect with your Manager/BU head for approval on webcam enablement and then raise a ticket with **local IT team** to proceed.
- Individuals that (a) fail to show up for their scheduled exam appointment, or (b) cancel or reschedule their appointment to take an **exam seventy-two hours or less from the scheduled time** may forfeit their exam.
- While giving your Microsoft exam, kindly use your **personal email id** such as Hotmail/Gmail. You are required to associate your Capgemini id to the Microsoft Partner Centre post completion of the exam by providing your MCID as mentioned under **critical actions**.

- e) Kindly note this process is **not applicable** for exams that are **new and/or in beta**. For these exams kindly fill the voucher request form [here](#) or drop an email to [Ritika Santosh](#) for the Microsoft vouchers.

Critical Actions required after your exam

- **Provide us your completion here:** [Microsoft Post Certification Update Form](#)