**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/
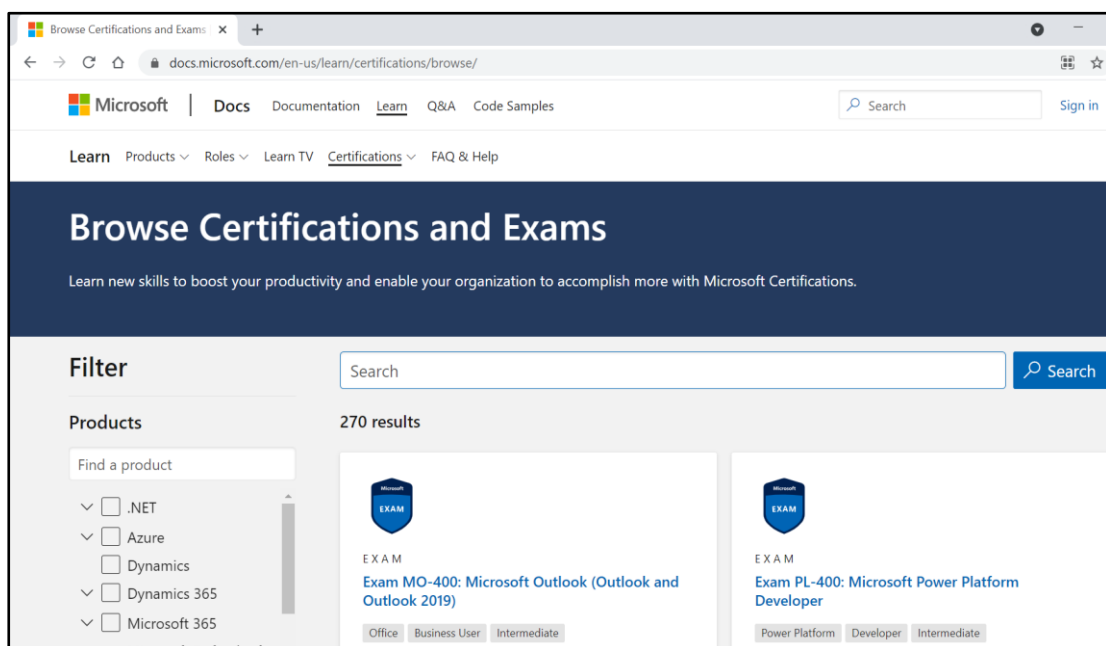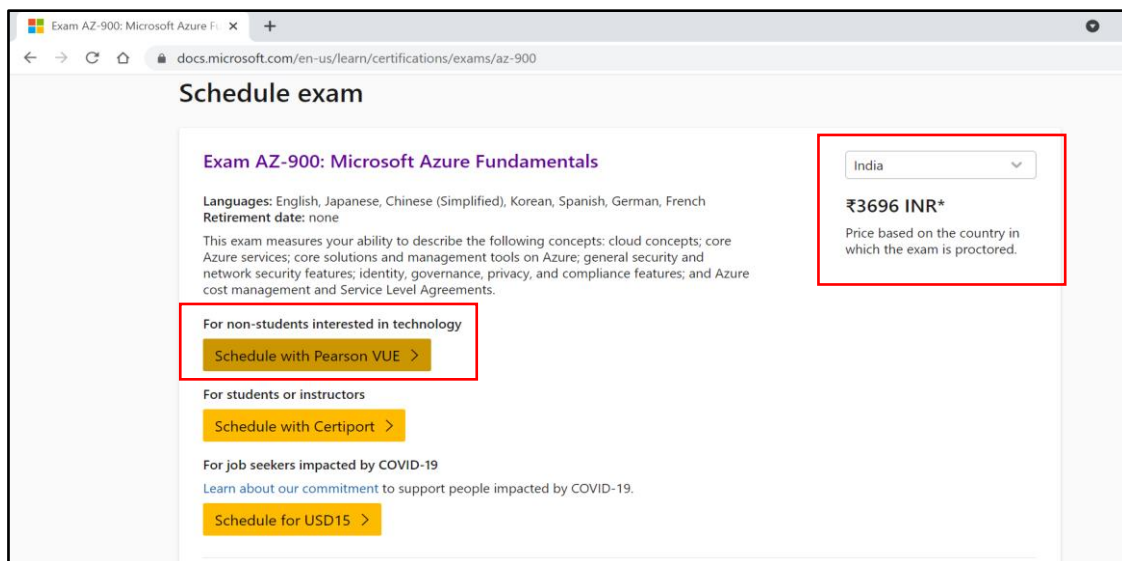


   b) In the subsequent window kindly select-the **country** from which you are giving the exam.

   Example 1: for **India**, please ensure the amount is in **INR** only.
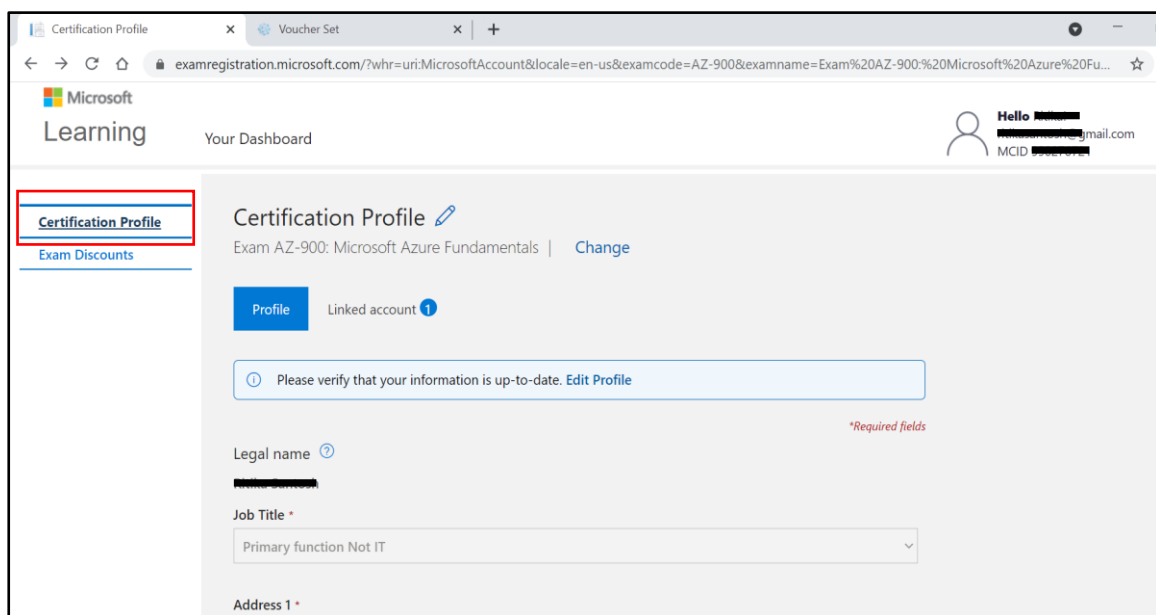
   Example 2: for **United States**, please ensure the amount is in **USD** only.

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.
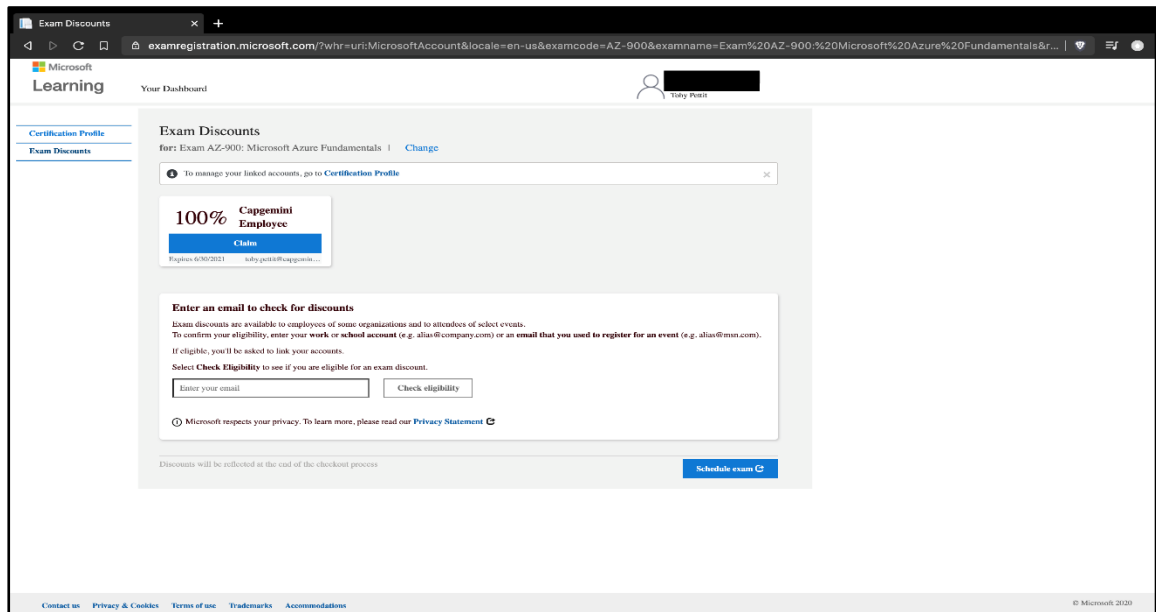
6) **If you don't see "Capgemini Employee" as in the above screenshot for MS-xxx/MD-xxx exams:**
   - Click on "Schedule Exam" if you have a ==voucher code== applicable. It will take you to the Pearson VUE Site to complete the transaction and schedule your exam.
   - Kindly note this process is **applicable** for ==MS-xxx/MD-xxx== exams where a voucher code has already been shared to you.
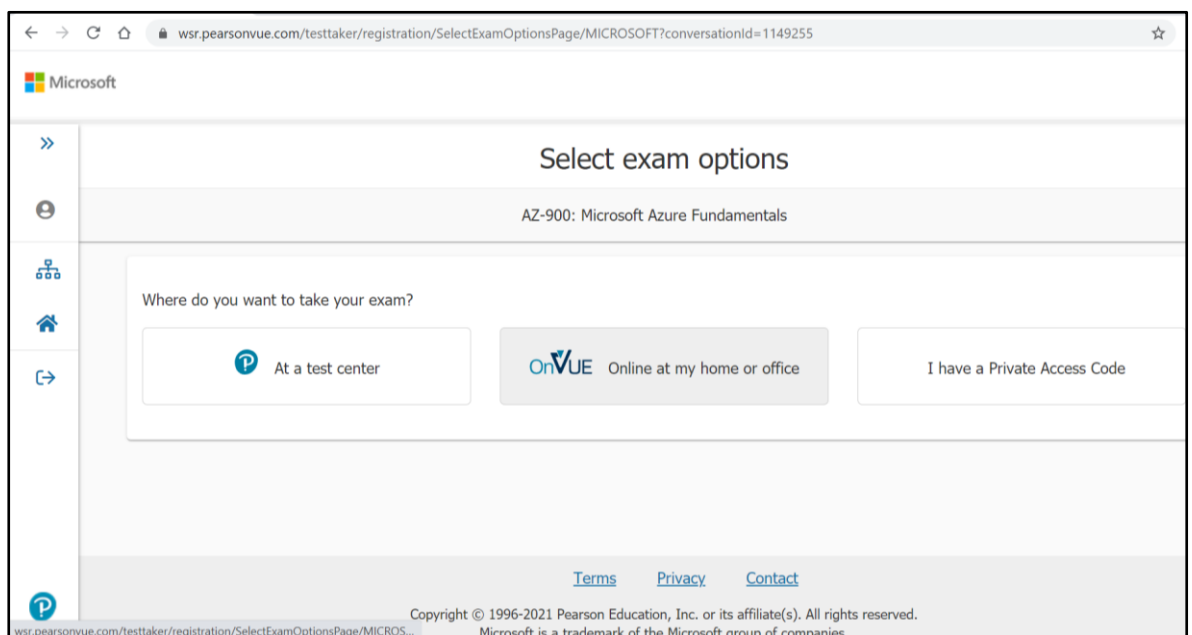


7) **Proceed to complete the process:**
   - Agree to terms and conditions after carefully reading through them

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



- 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:



**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.

- **Critical Actions** required after your exam- **Provide us your completion here:** Microsoft Post Certification Update Form

# Answers to Common FAQs

a) 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.

b) 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.

c) 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.

d) 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](#)