Microsoft

Microsoft Technical Certification Exam Registration Instructions

How to link your work account to your certification profile as a Microsoft Employee

Updated: March 2020

To receive credit for exams, you must follow a 2-step process:

Step 1

When you schedule/register for an exam through the Microsoft Learning site, use your personal Microsoft account to set up a Microsoft Technical Certification Profile

Using your personal email address lets you retain any credentials you've earned, even if you leave Microsoft in the future. You will not be able to schedule an exam with your work account (alias@microsoft.com).

Step 2

**Link your work account to your Microsoft Technical Certification Profile**

Technical certifications are free to Microsoft employees. To take advantage of this benefit and ensure you receive credit for completing an assigned certification, you must link your personal email address used in Step 1 with your work account (alias@microsoft.com).

This document contains step-by-step instructions for the following:

- [New user: How to create a new Microsoft Technical Certification Profile](#)
- [Existing user: How to link your work account (alias@microsoft.com) to an existing Microsoft Technical Certification Profile](#)
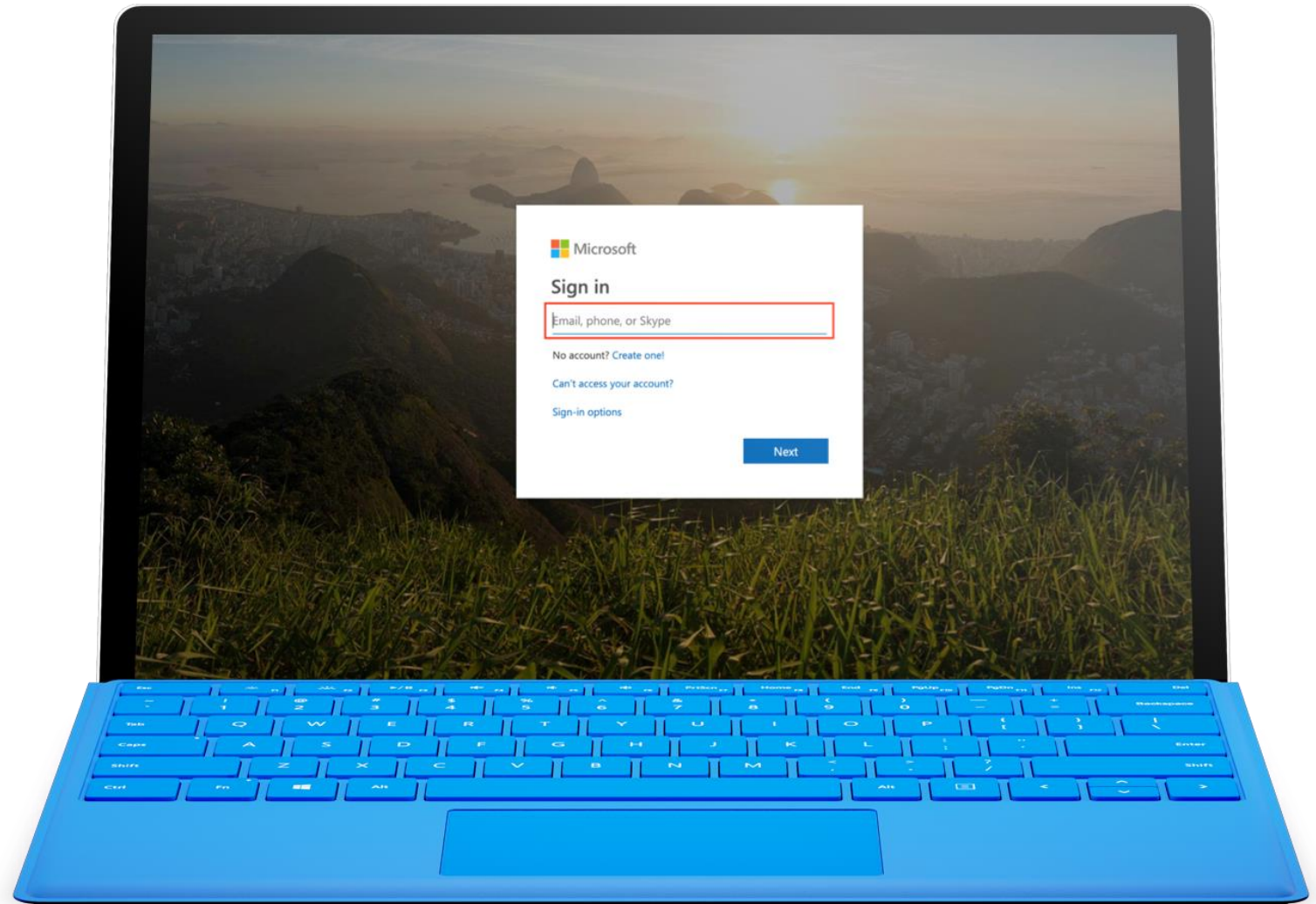- [How to schedule an exam as a Microsoft Employee](#)

New user: How to create a new Microsoft Technical Certification Profile

1. From any exam detail page on the [Microsoft Learning](#) site, select "Schedule exam".
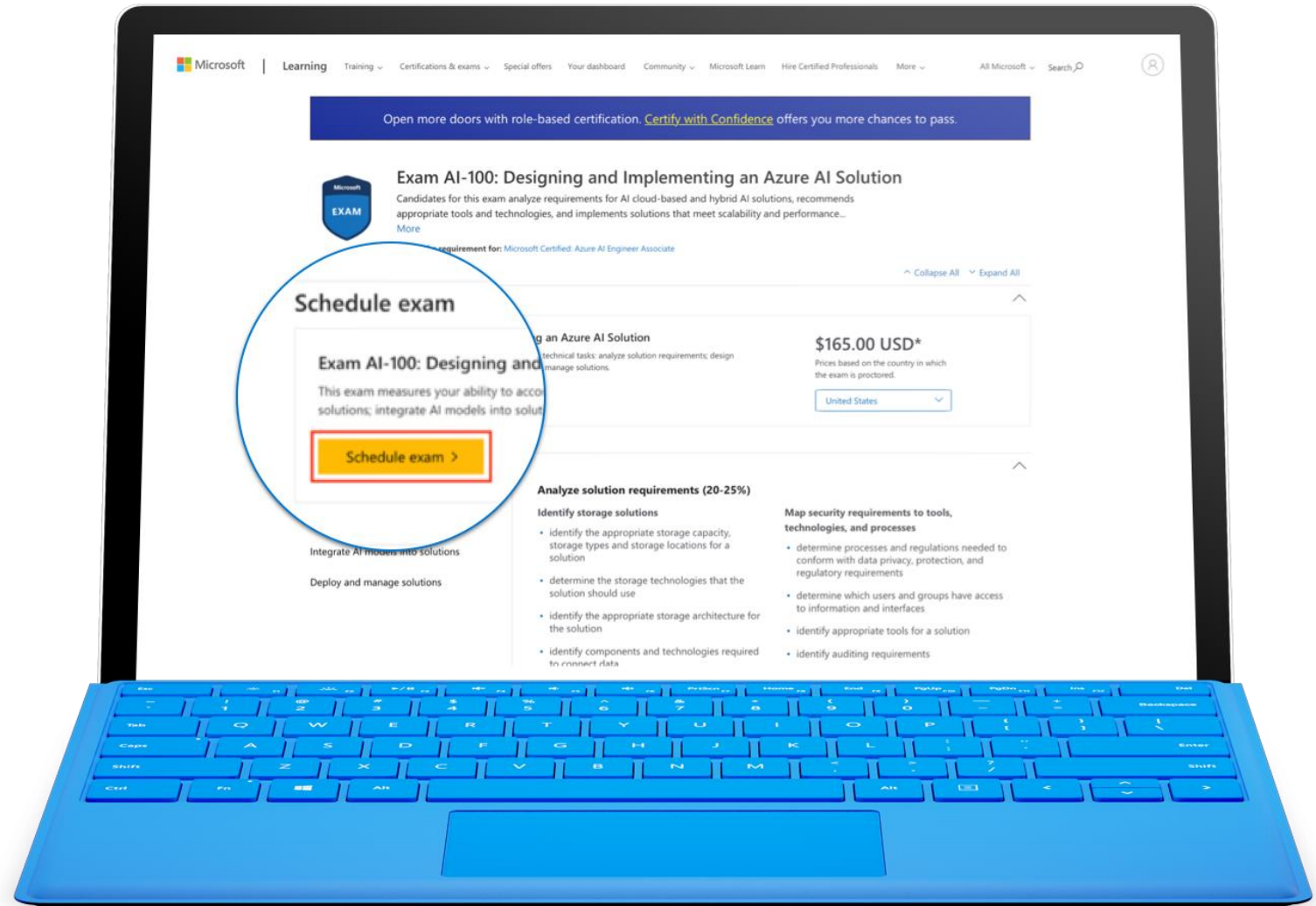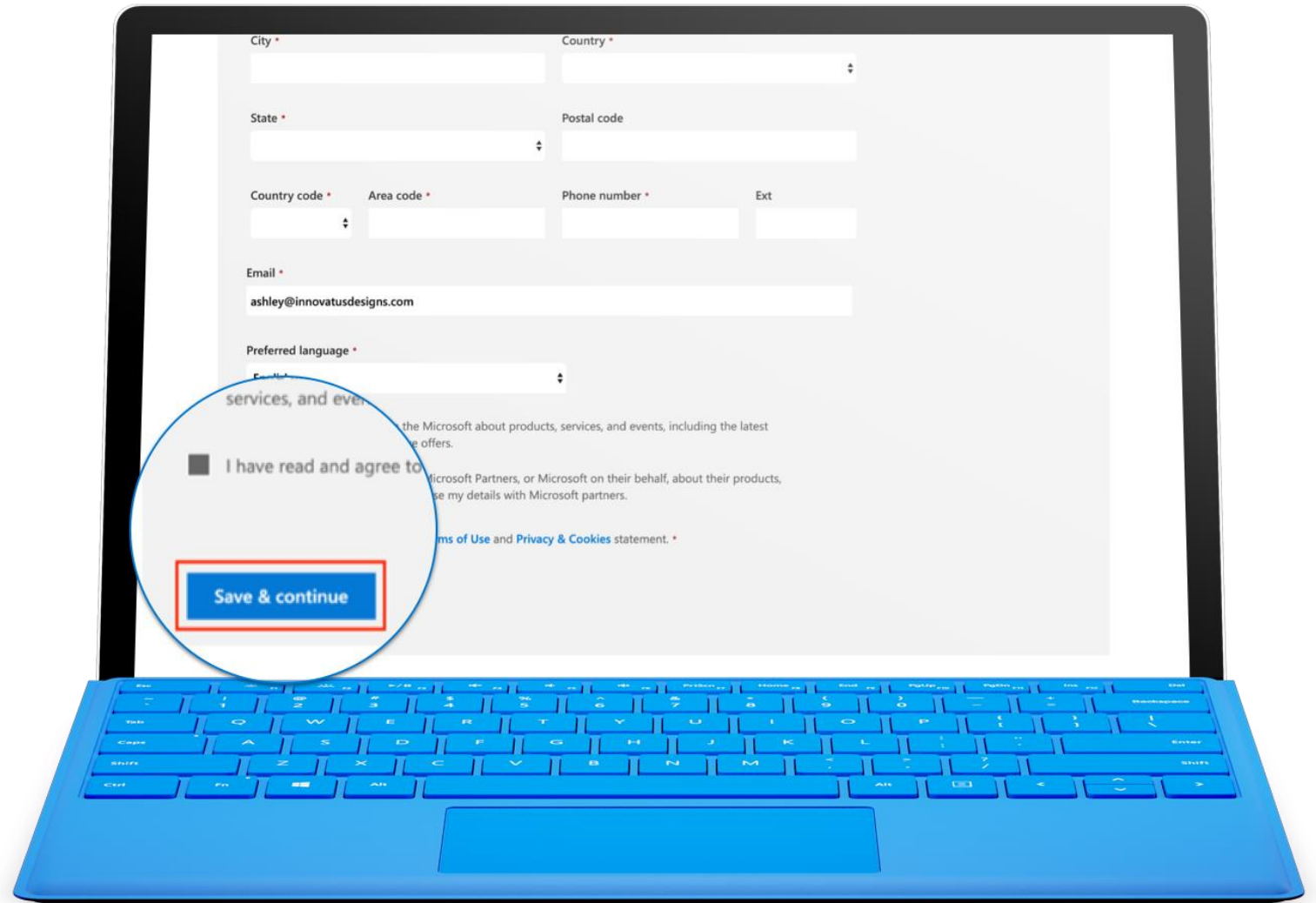
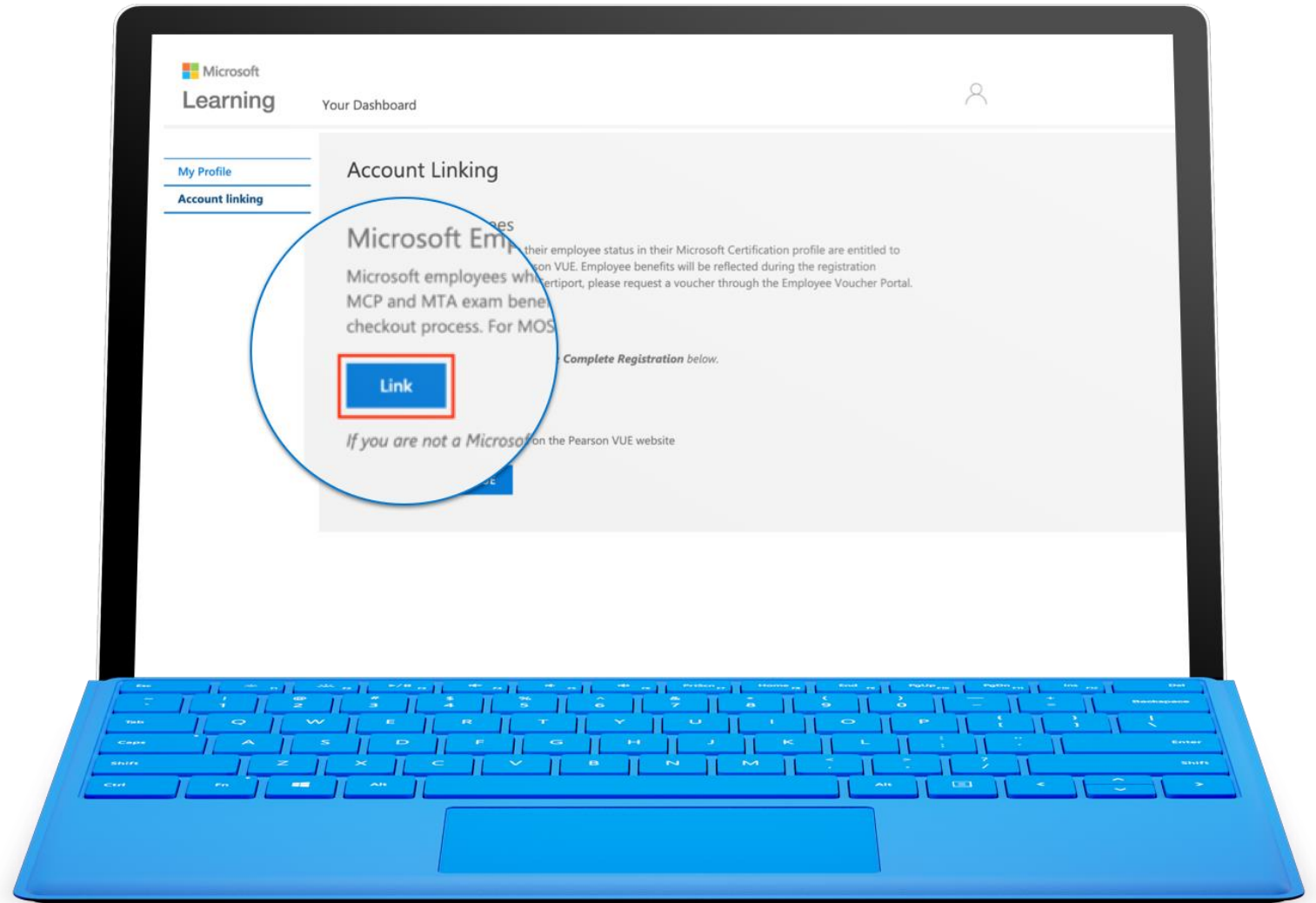2. A Sign in pop-up will appear. Use your personal (non-work) Microsoft account to sign in. Select "Next".

Important! Do not use your work account (alias@microsoft.com).

3. Complete a certification profile. Fill out the form with your personal details. Select "Save & continue" to proceed to the Account Linking screen.
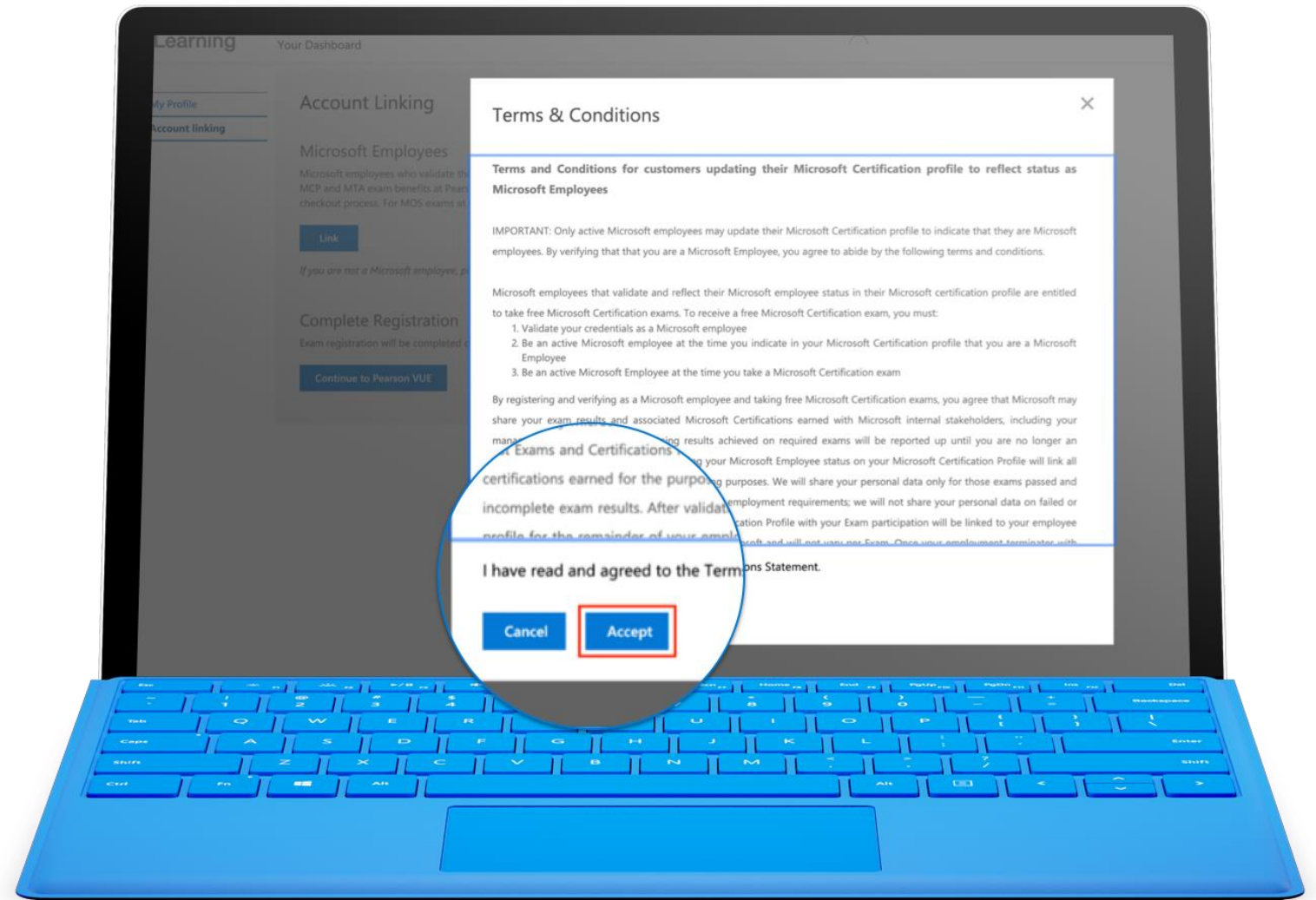
4. On the Account Linking screen, under the "Microsoft Employees" section, select "Link".


Microsoft Learning — Your Dashboard

My Profile
Account linking

Account Linking

Microsoft Emp...   ...es
                                     ...their employee status in their Microsoft Certification profile are entitled to
Microsoft employees wh...   ...son VUE. Employee benefits will be reflected during the registration
MCP and MTA exam bene...   ... certiport, please request a voucher through the Employee Voucher Portal.
checkout process. For MOS...

                                     Complete Registration below.

Link

If you are not a Microso...on the Pearson VUE website

5. The Terms and Conditions Statement will appear. Select "Accept" to continue.

6. A new "Sign in" pop-up will appear. Sign in with your work account (alias@microsoft.com). This will redirect you to a Microsoft employee sign in screen.
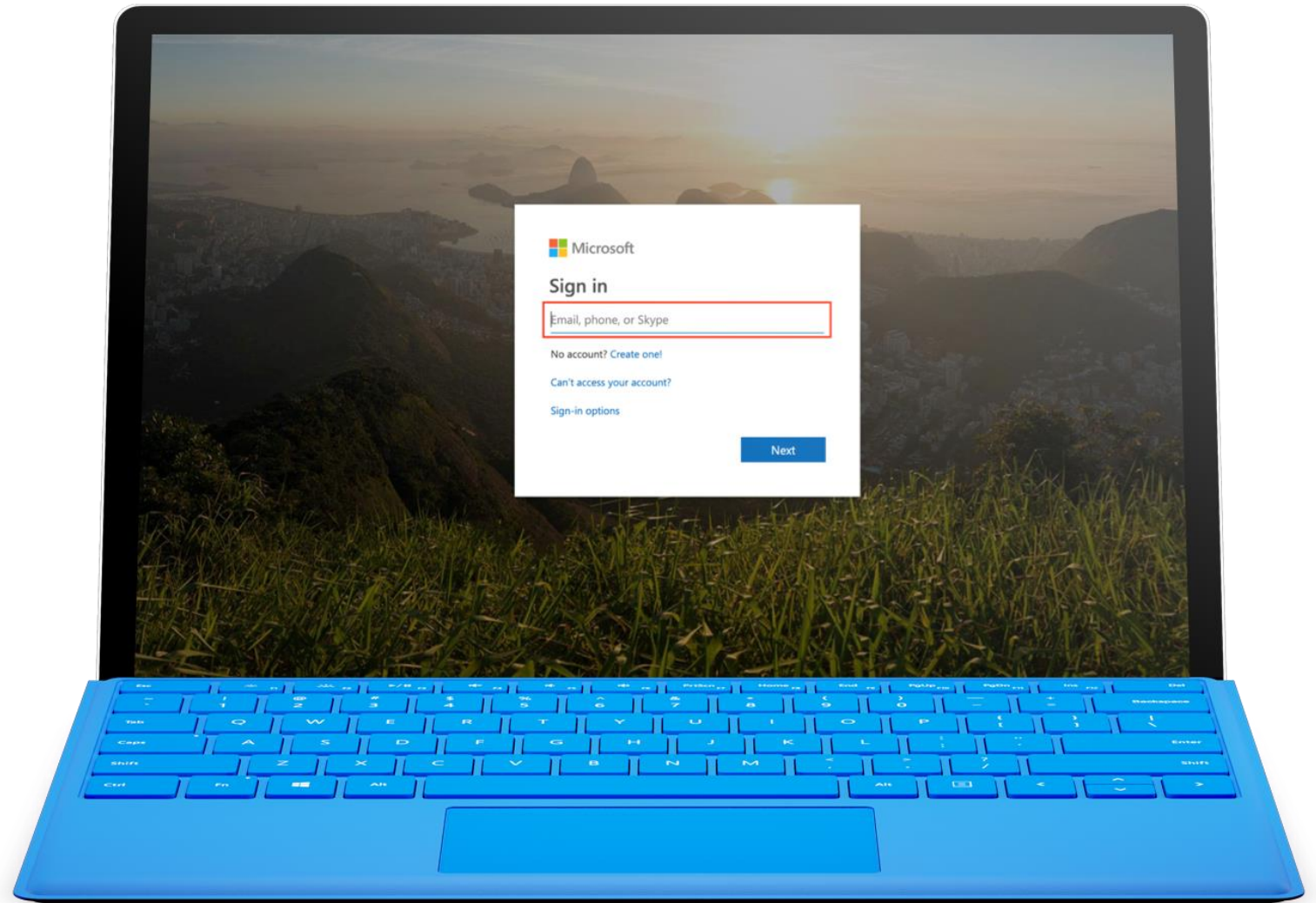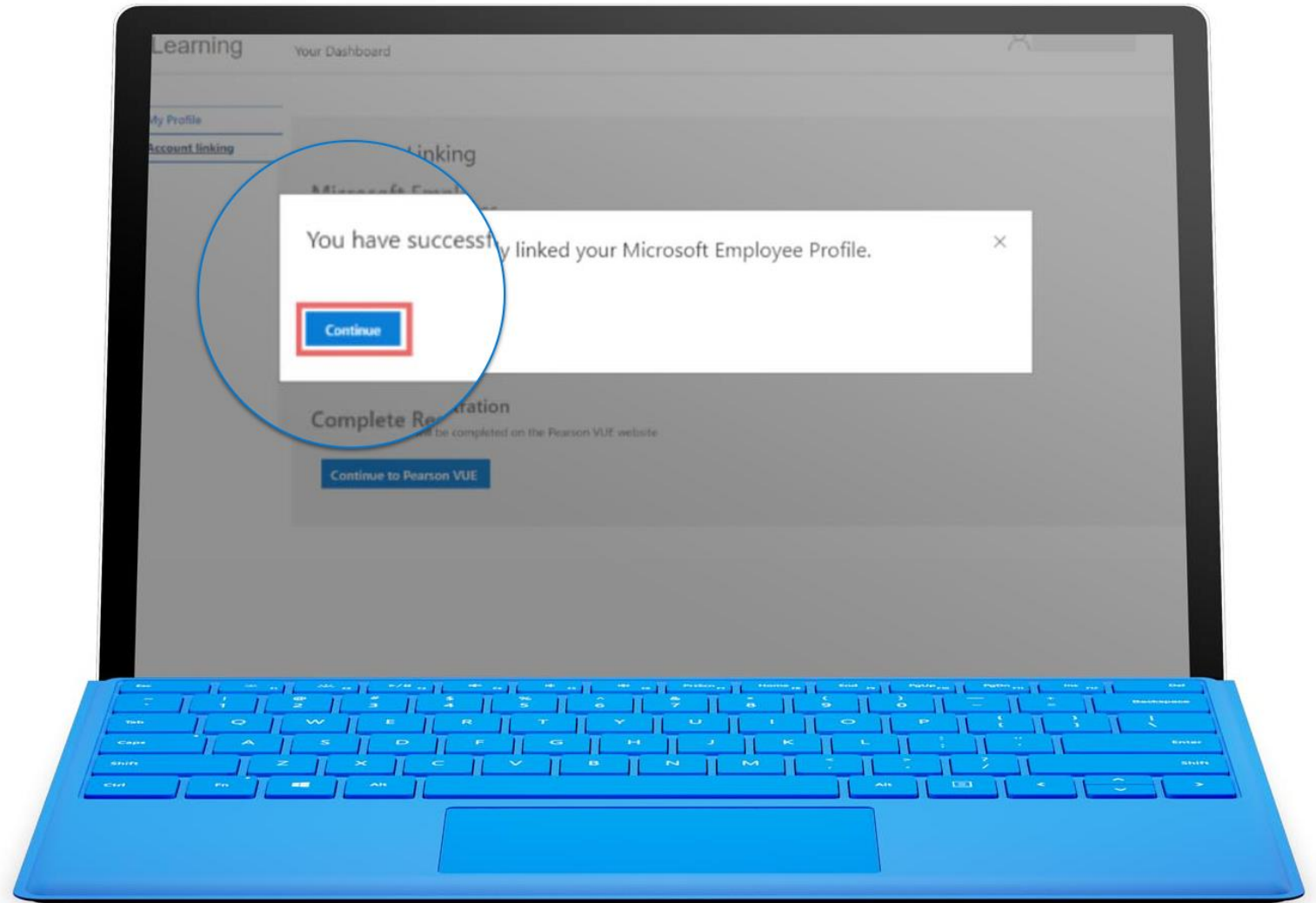
7. Complete the sign in process. You may be asked for a PIN, password, or multi- factor authentication depending on your Microsoft account configuration.
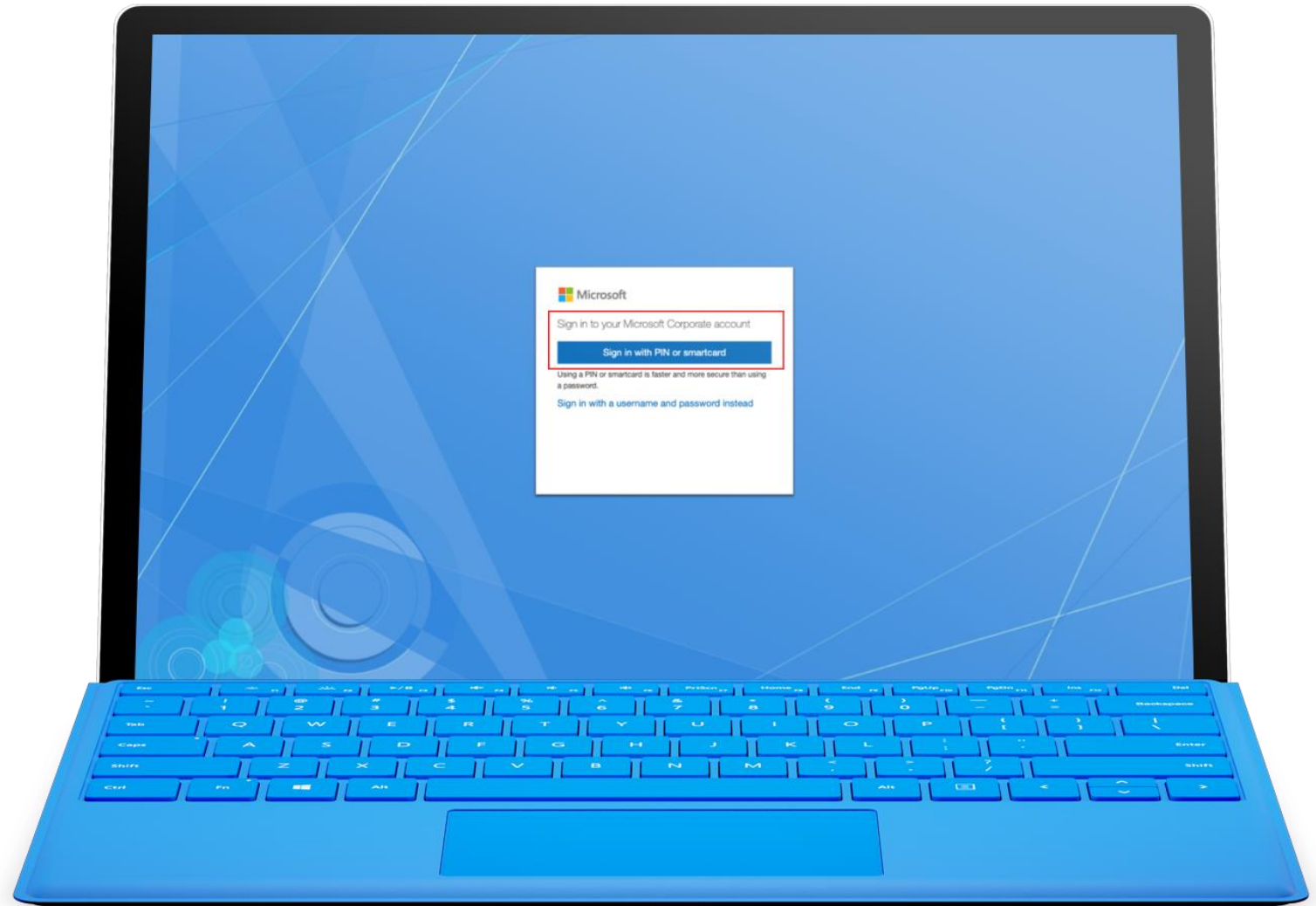
8. A confirmation message will appear stating, "You have successfully linked your Microsoft Employee Profile". You may now select "Continue" to schedule for your exam.

Existing user: How to link your work account (alias@microsoft.com) to an existing Microsoft Technical Certification Profile

1. Visit the [Microsoft certification](#) site.
2. Select "Sign in" in the upper right corner.
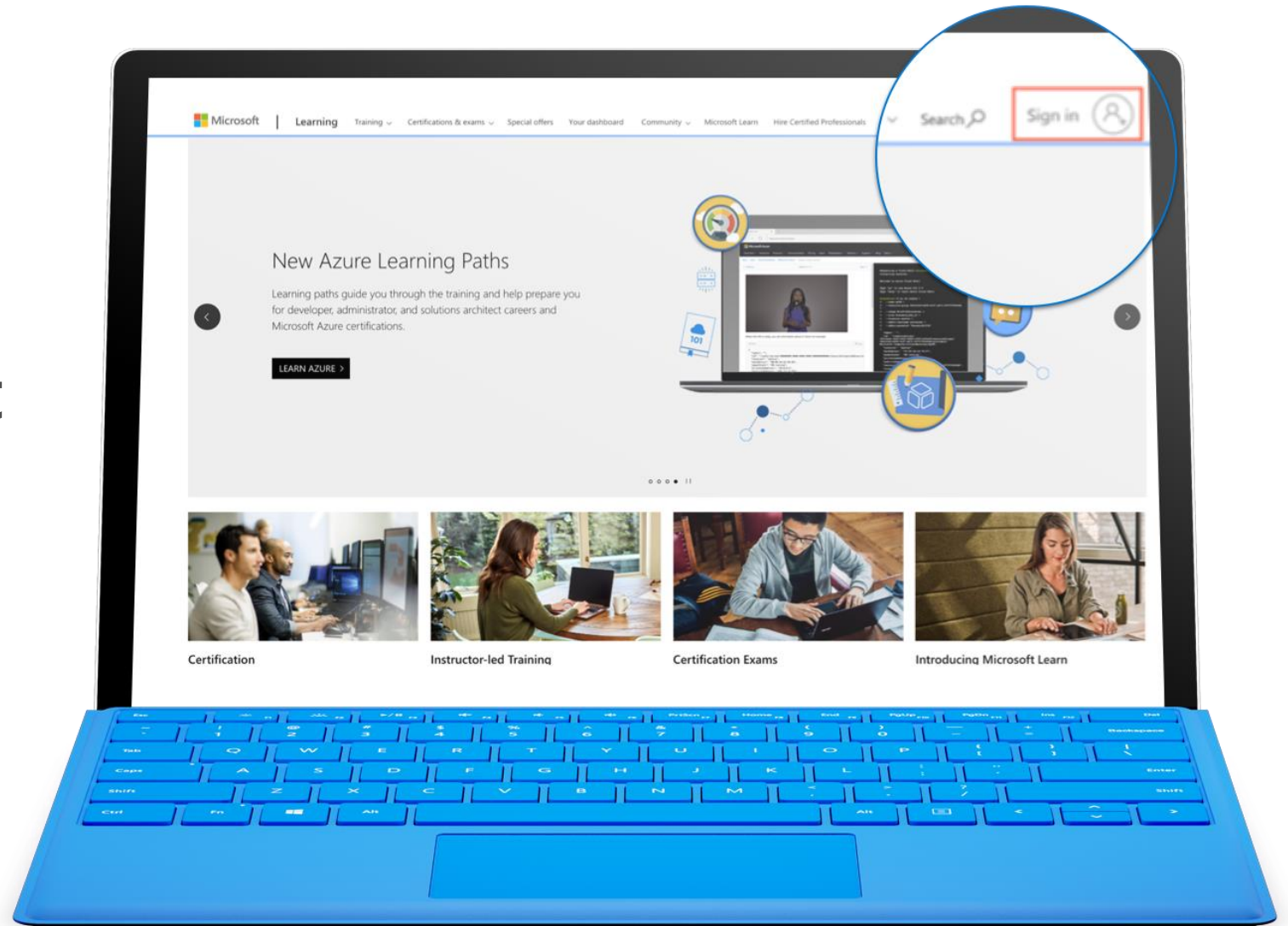
3. Sign in using your personal Microsoft account associated with your certification profile. Select "Next".

Important! Do not sign in with your alias@microsoft.com account.
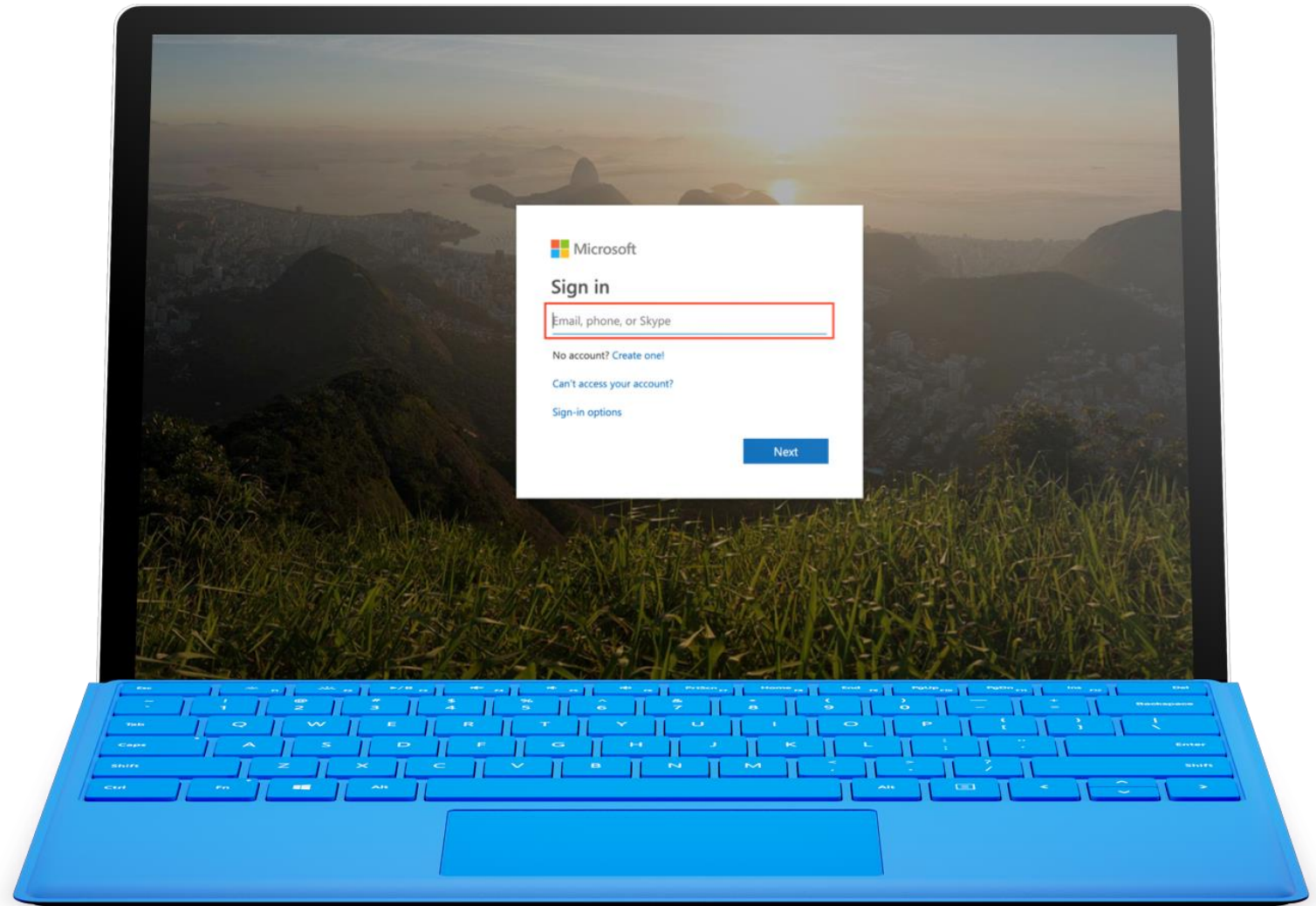
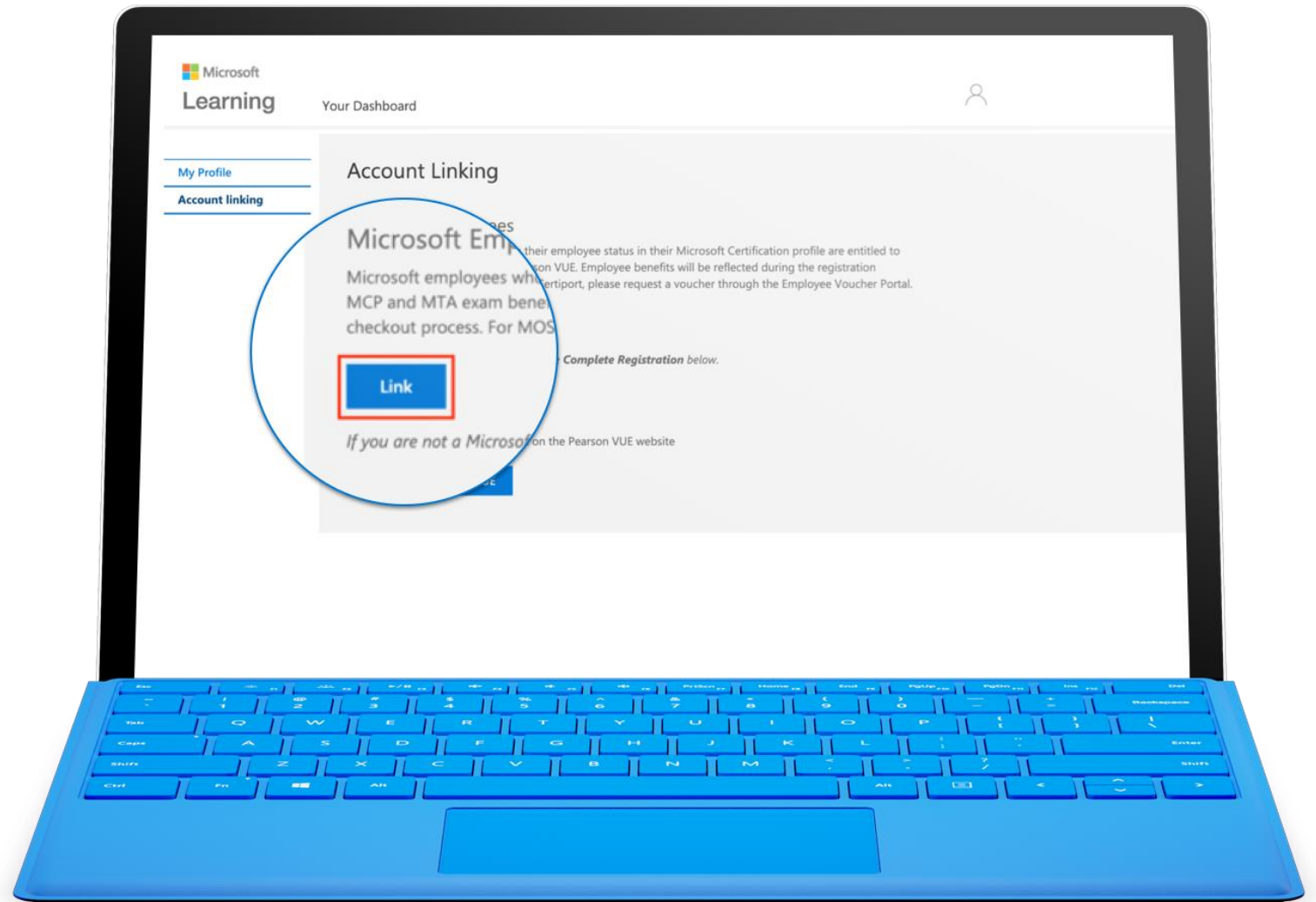4. Once you've signed in, click your avatar, then select "View Learning Profile".
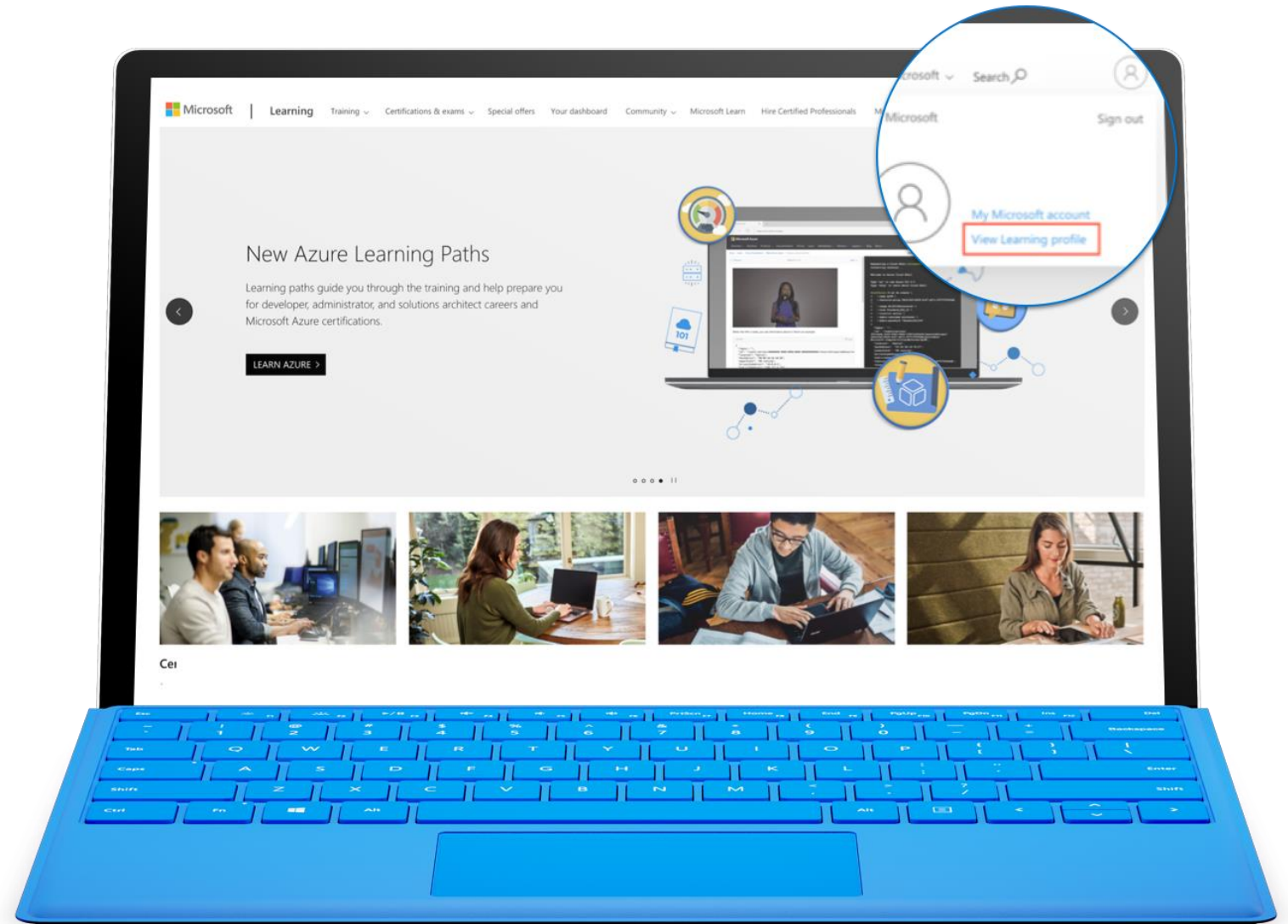
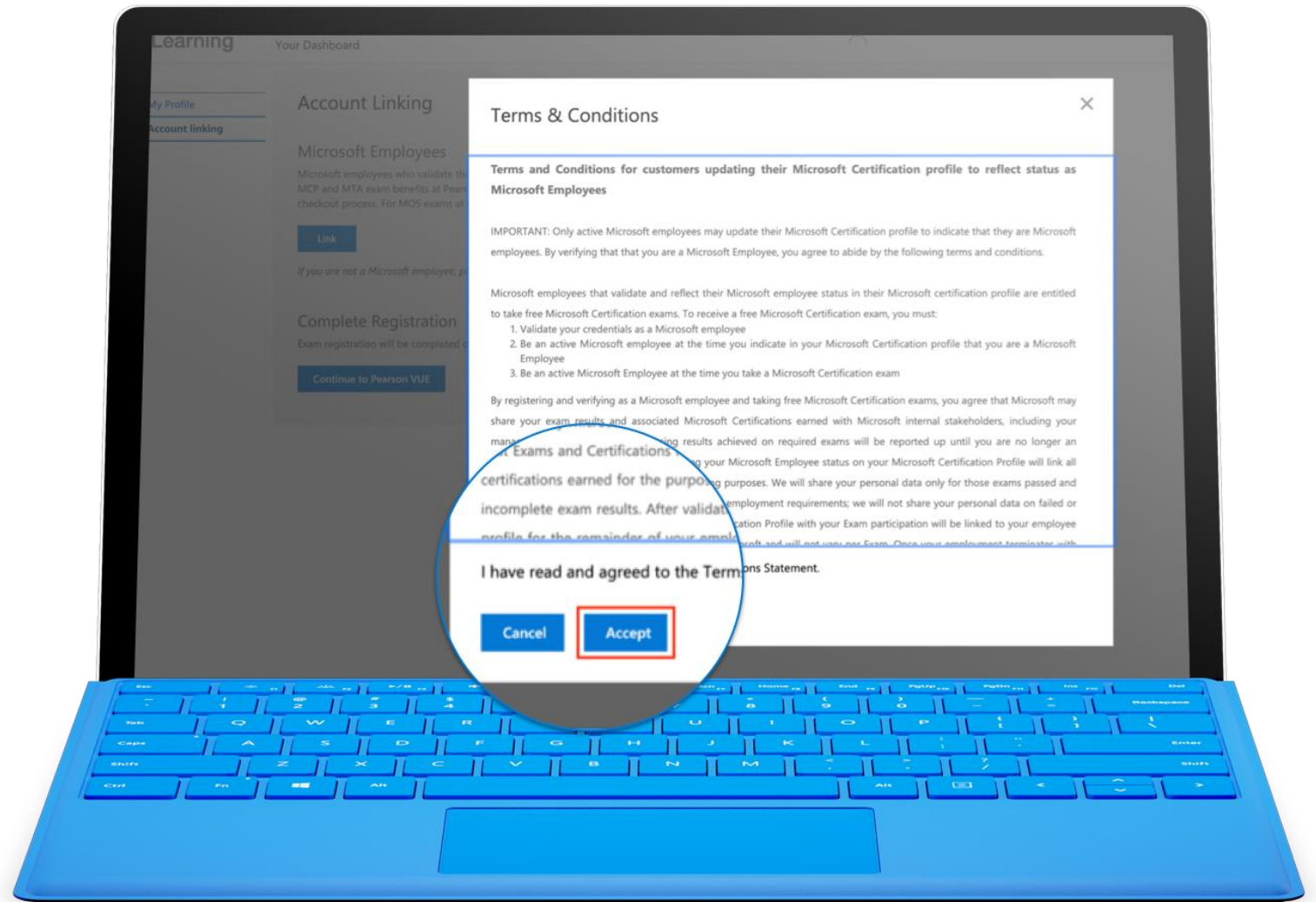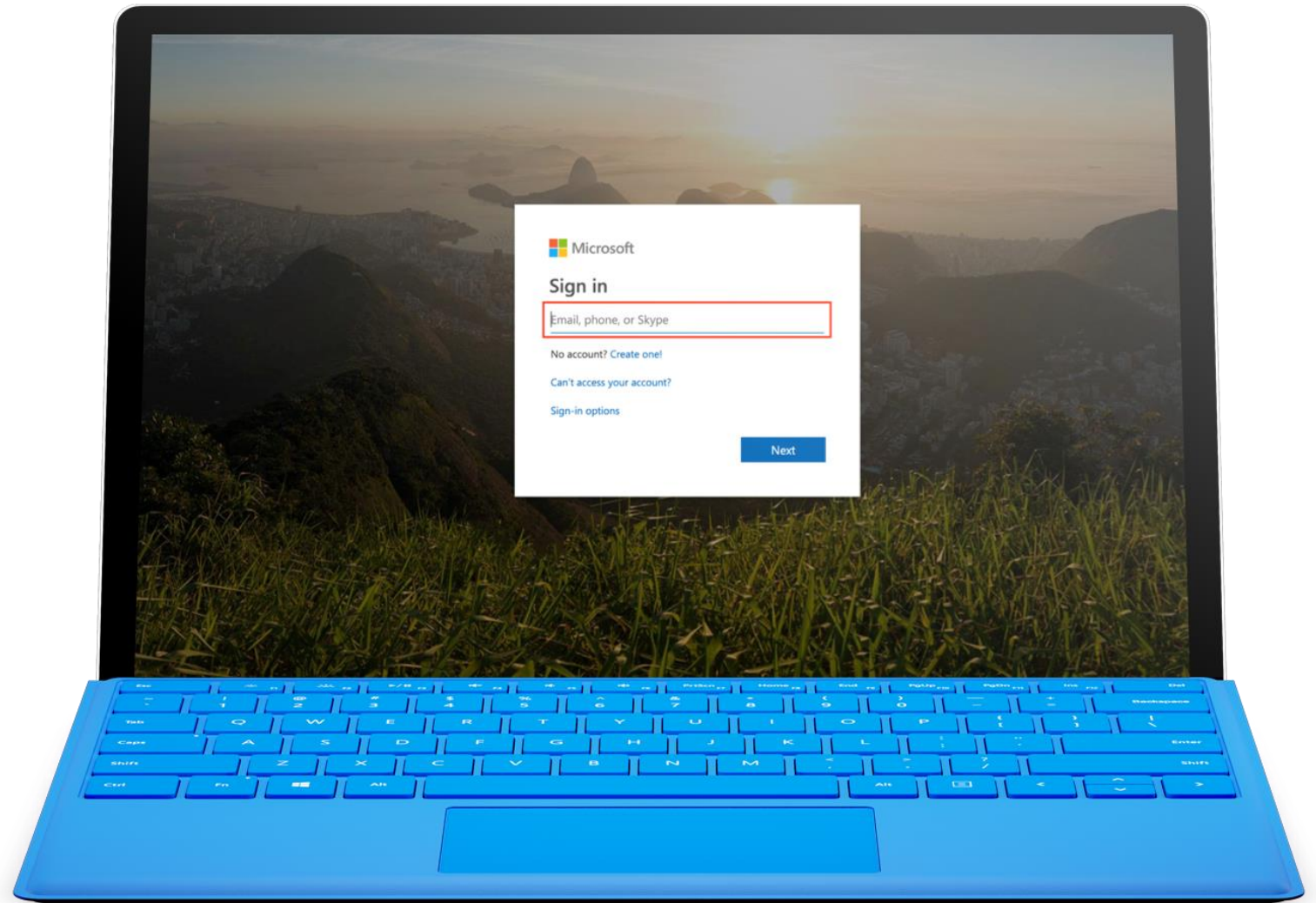5. From the certification **My Profile** menu, select "Account linking".
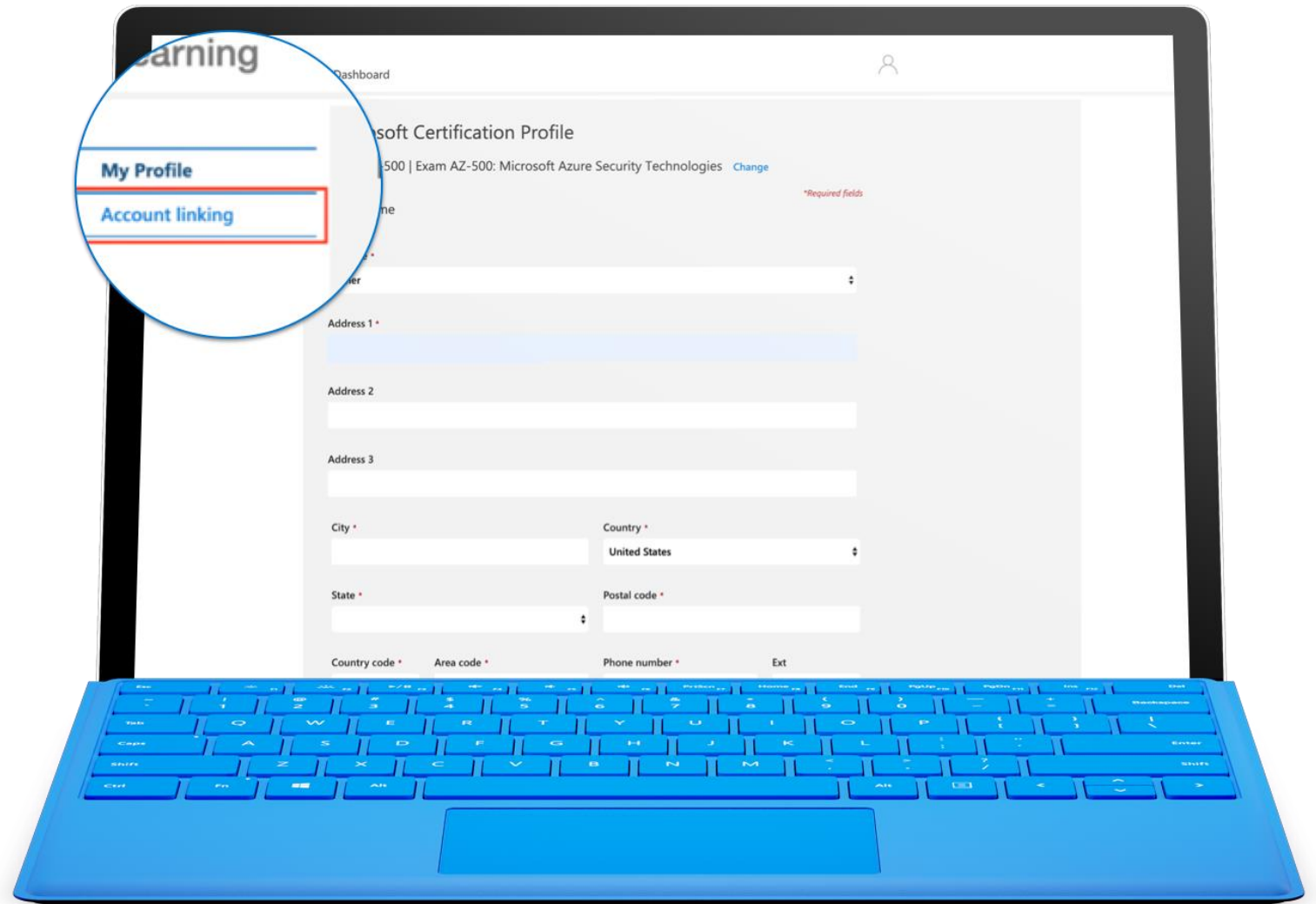
6. On the Account Linking screen, under the "Microsoft Employees" section, select "Link".
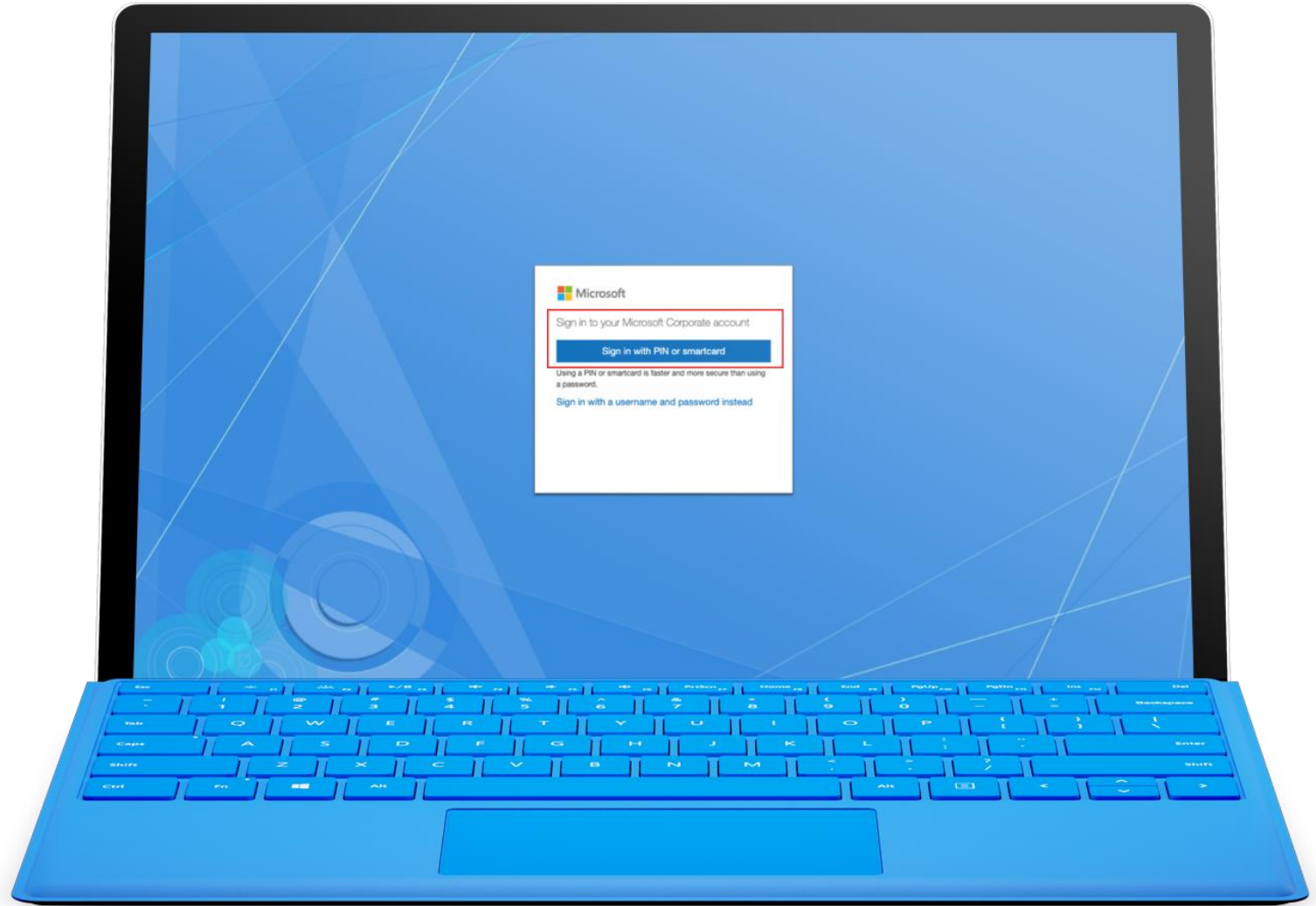
7. The Terms and conditions statement will appear. Select "Accept" to continue.

8. A new Sign in pop-up will appear. Sign in using your work account (alias@microsoft.com). This will redirect you to an employee sign in screen.

9. Complete the sign in process. You may be asked for a PIN, password, or multi-factor authentication depending on your Microsoft account configuration.
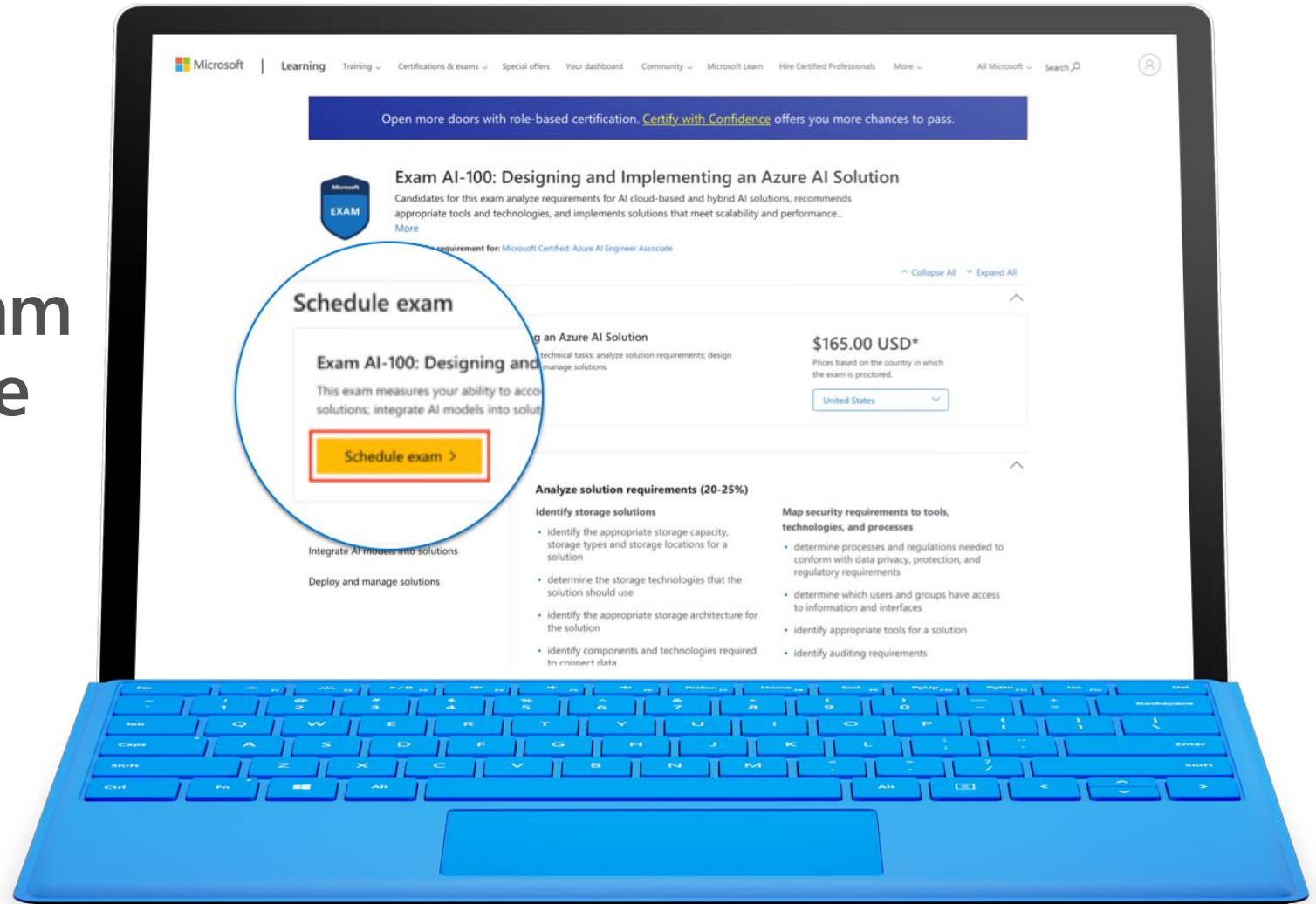
10. A confirmation message will appear stating, "You have successfully linked your Microsoft Employee Profile".
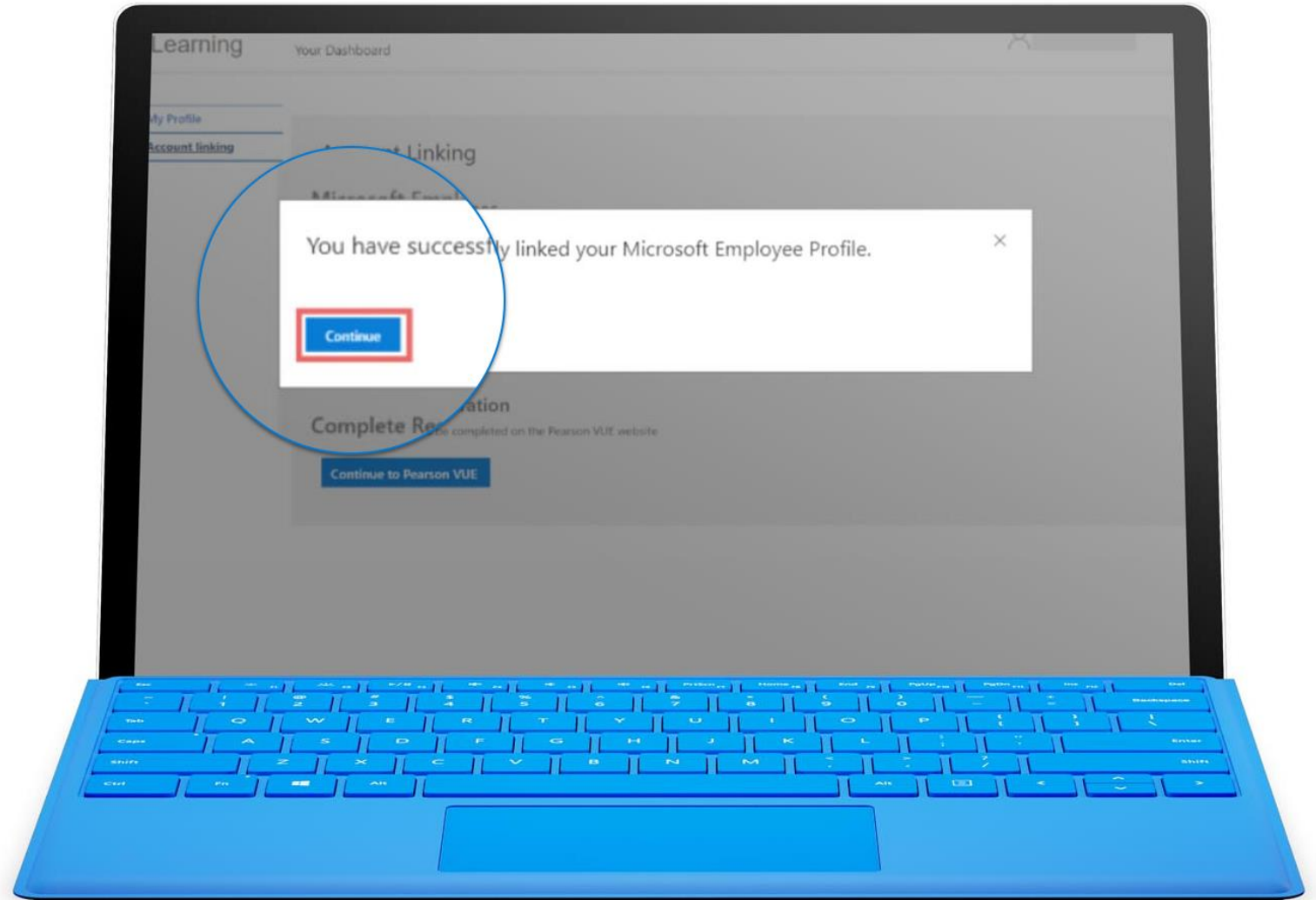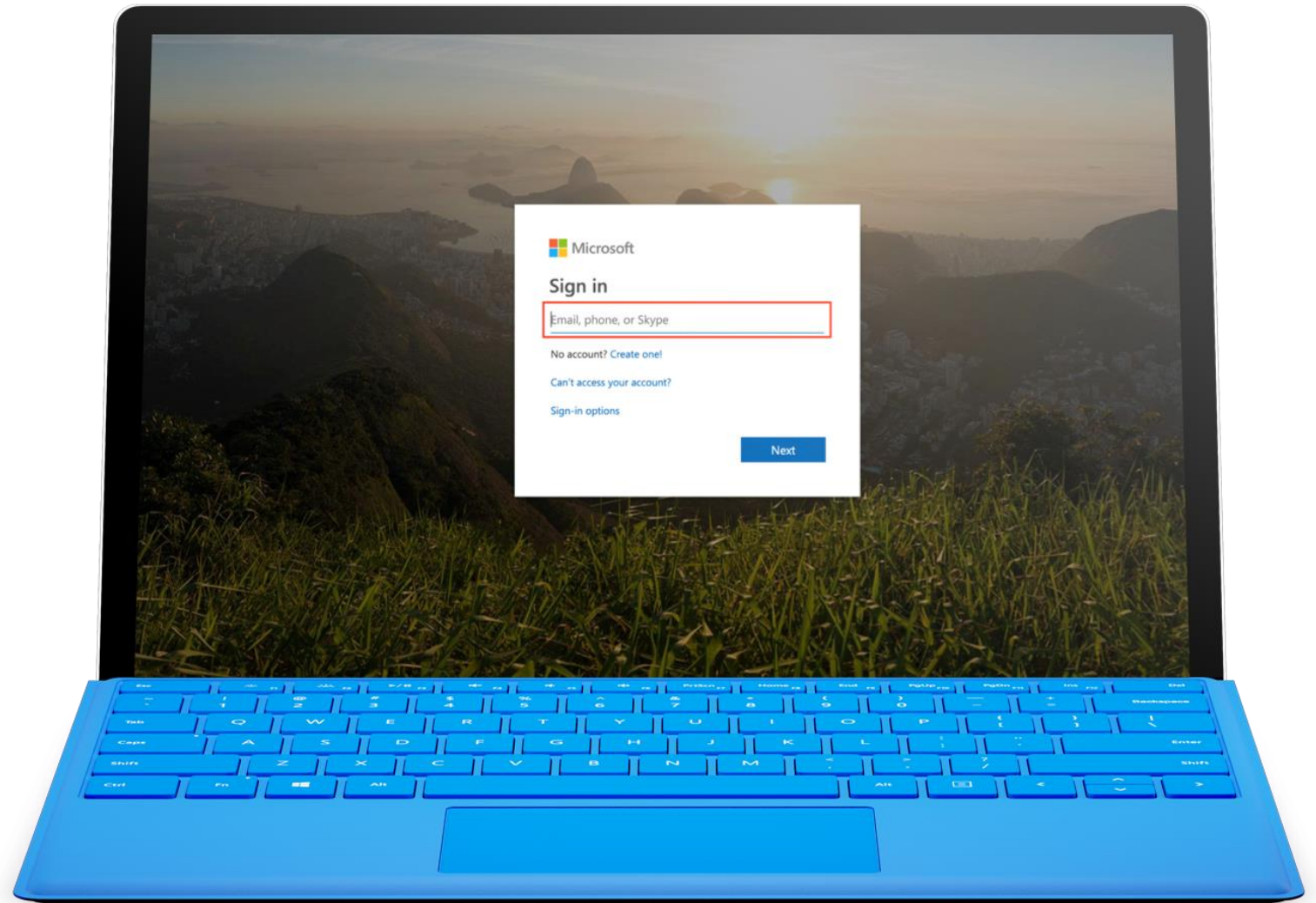
How to schedule an exam as a Microsoft employee

1. From any exam detail page on the Microsoft Learning site, select "Schedule exam".
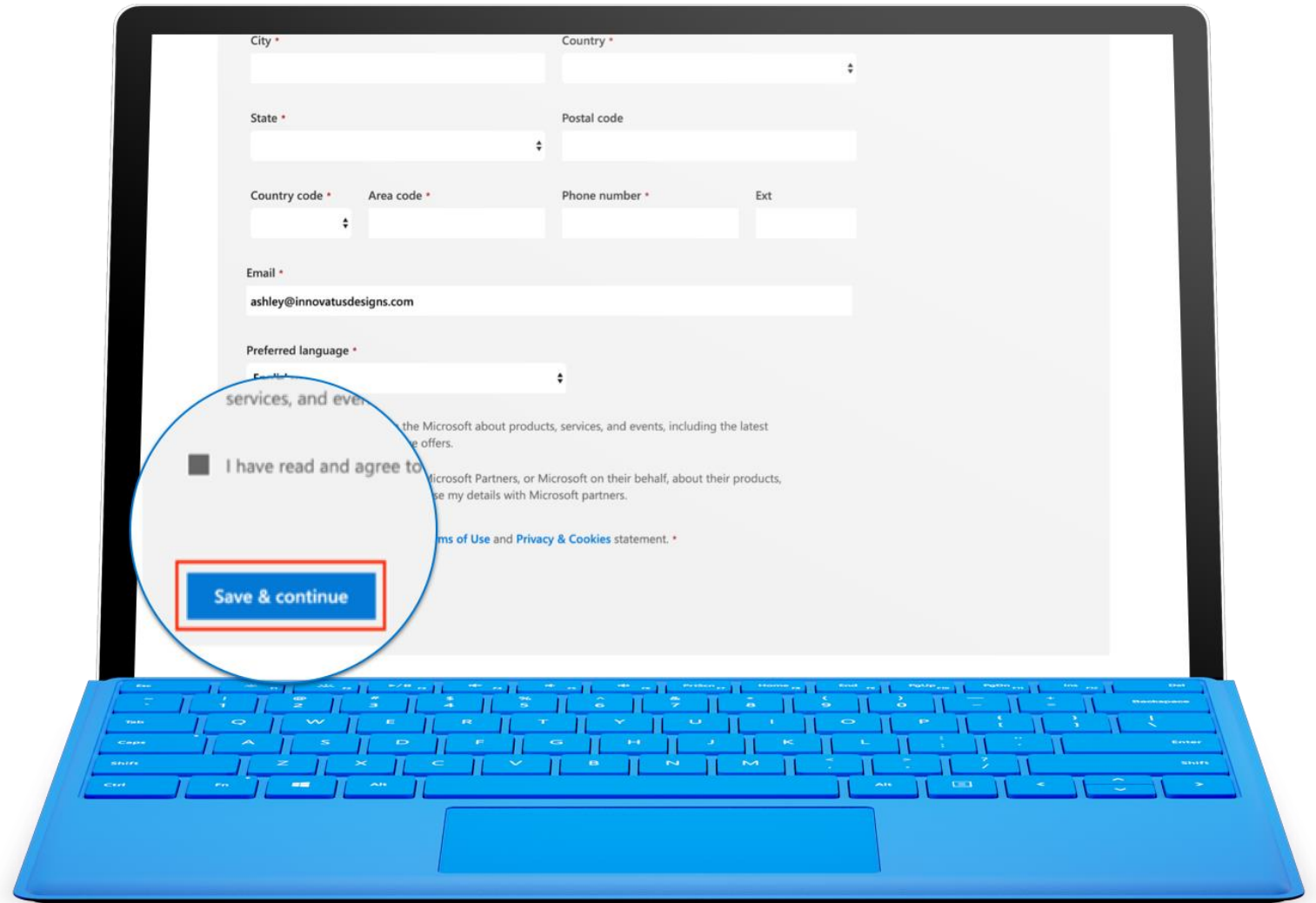
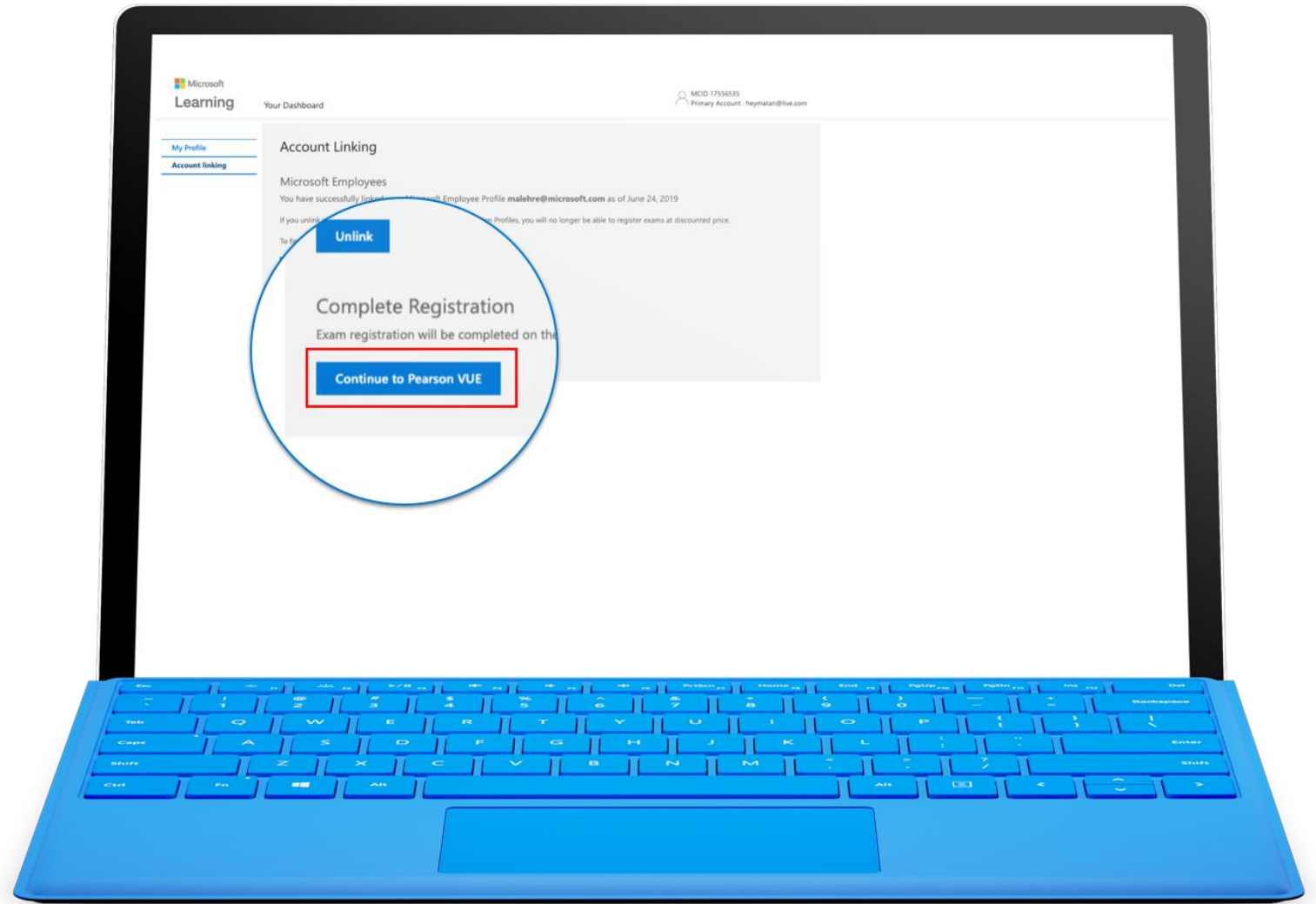2. Use your personal (non-work) Microsoft account to sign in.

   Important! Do not use your work account (alias@microsoft.com).

3. Review your certification profile details, then select "Save & continue".

4. Review your linked account details. Confirm everything is correct, select "Continue to Pearson VUE". You will be redirected to the Pearson VUE site.
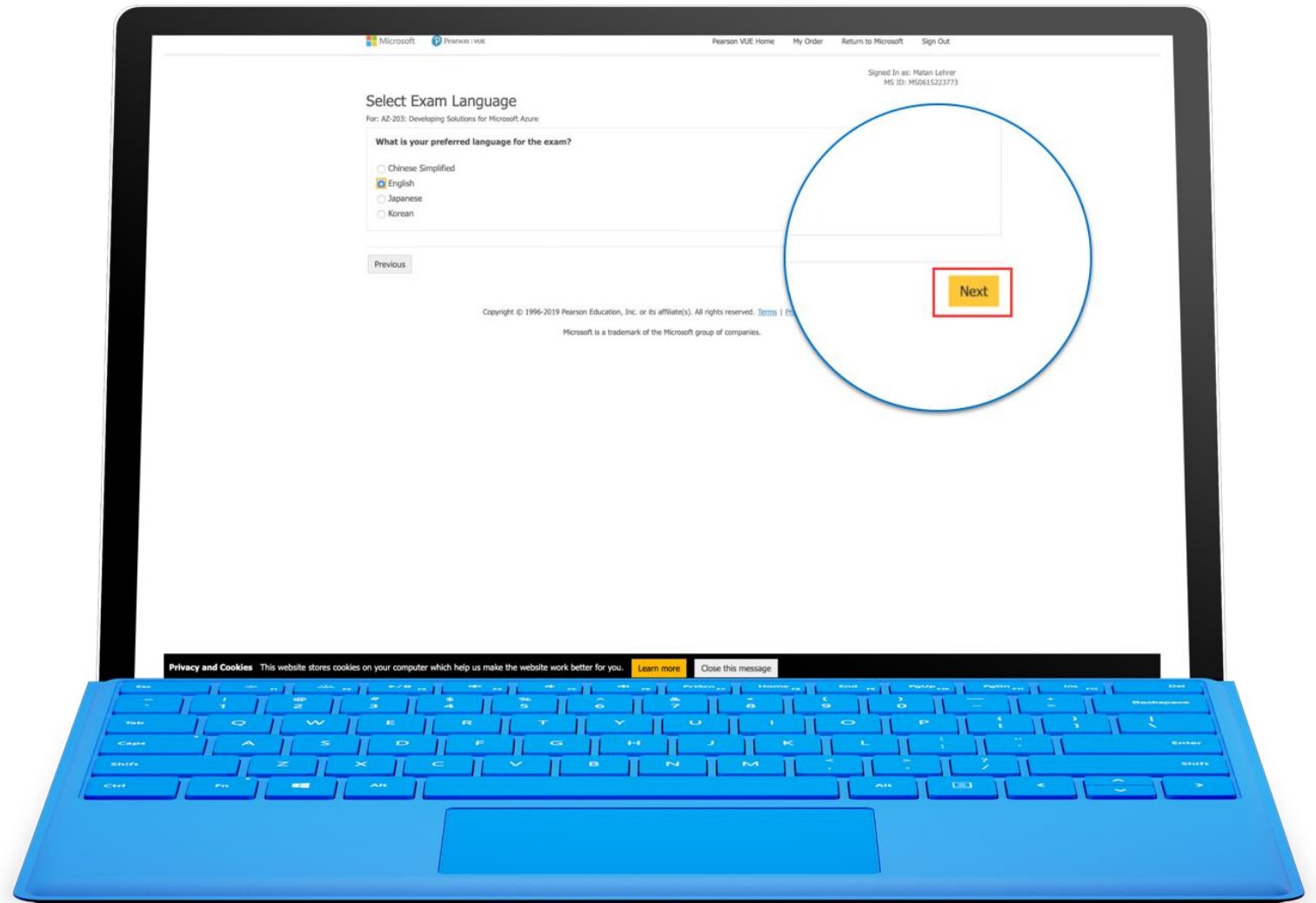
5. Select your preferred exam delivery option, then select "Next".

   Note: If you cannot travel to a test center, please select "At my home or office". You will be able to take the exam online while being proctored through your PC webcam.
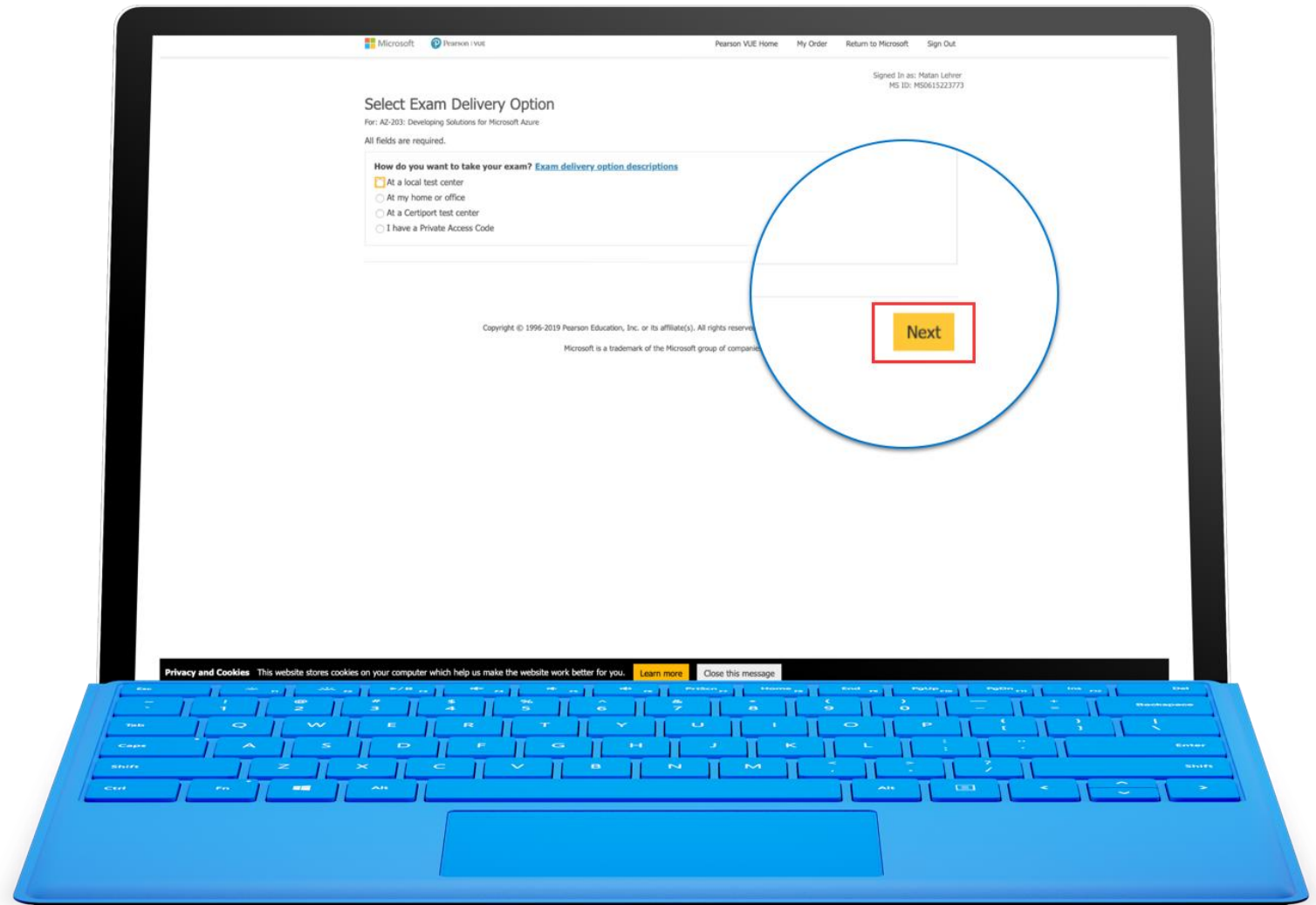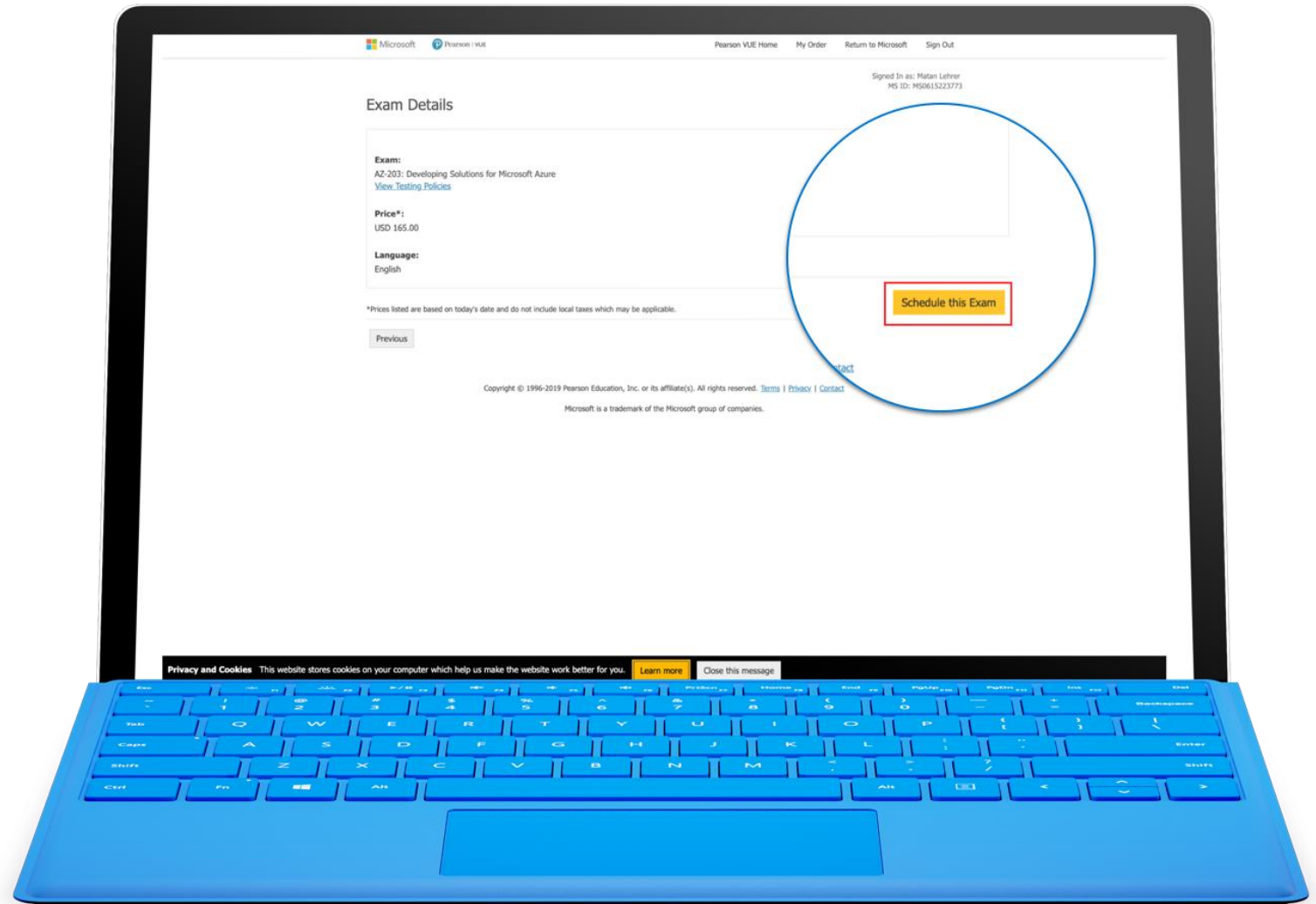
6. Select your preferred exam language option, then select "Next".

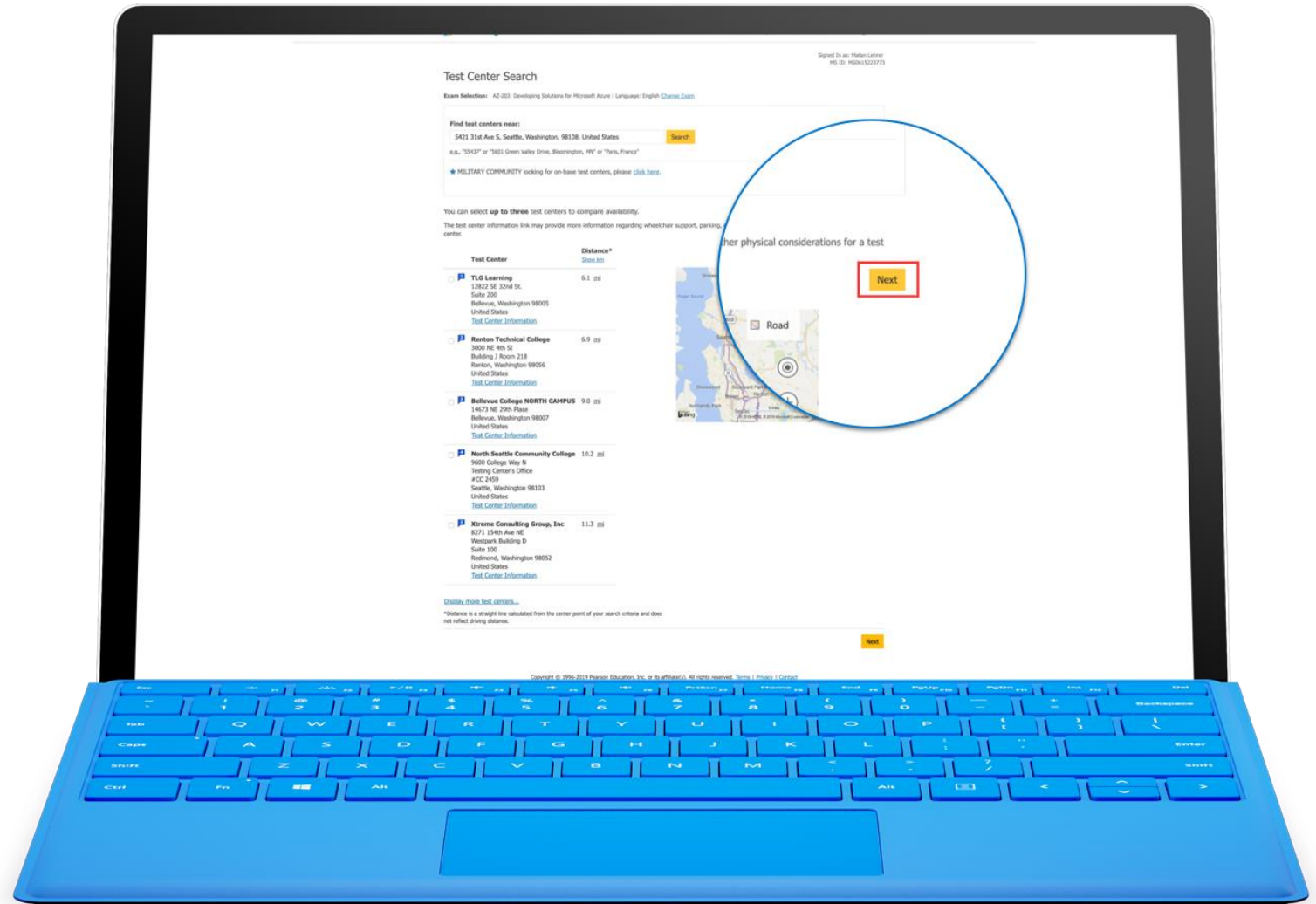7. Review your exam details, then select "Schedule this Exam".

   Note: The price displayed on this page will not reflect employee discounts.
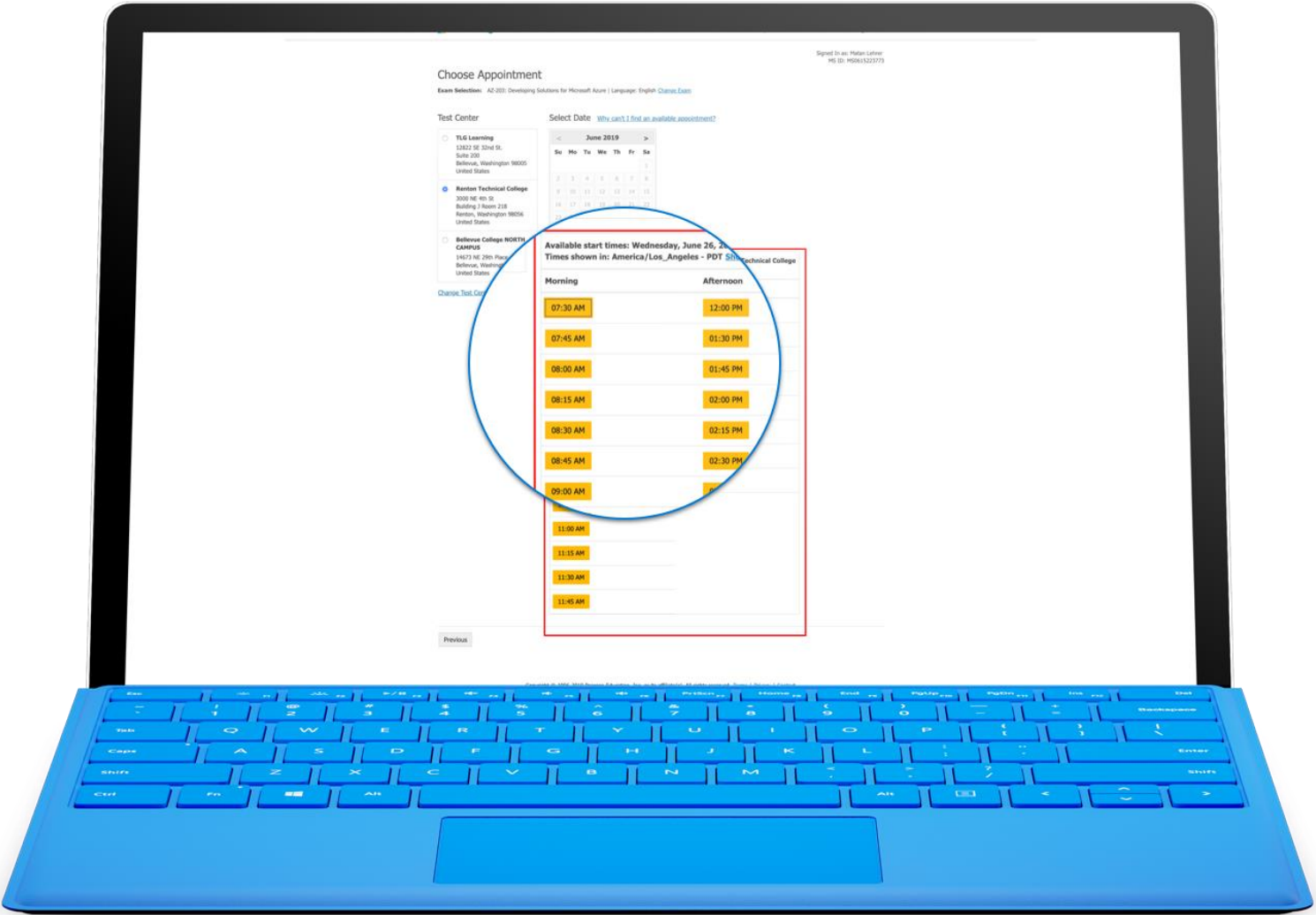
8. Locate and select your preferred test center location, then select "Next".

Note: If you selected "At my home or office" as your location, you will receive further information about taking an online proctored exam on your PC.
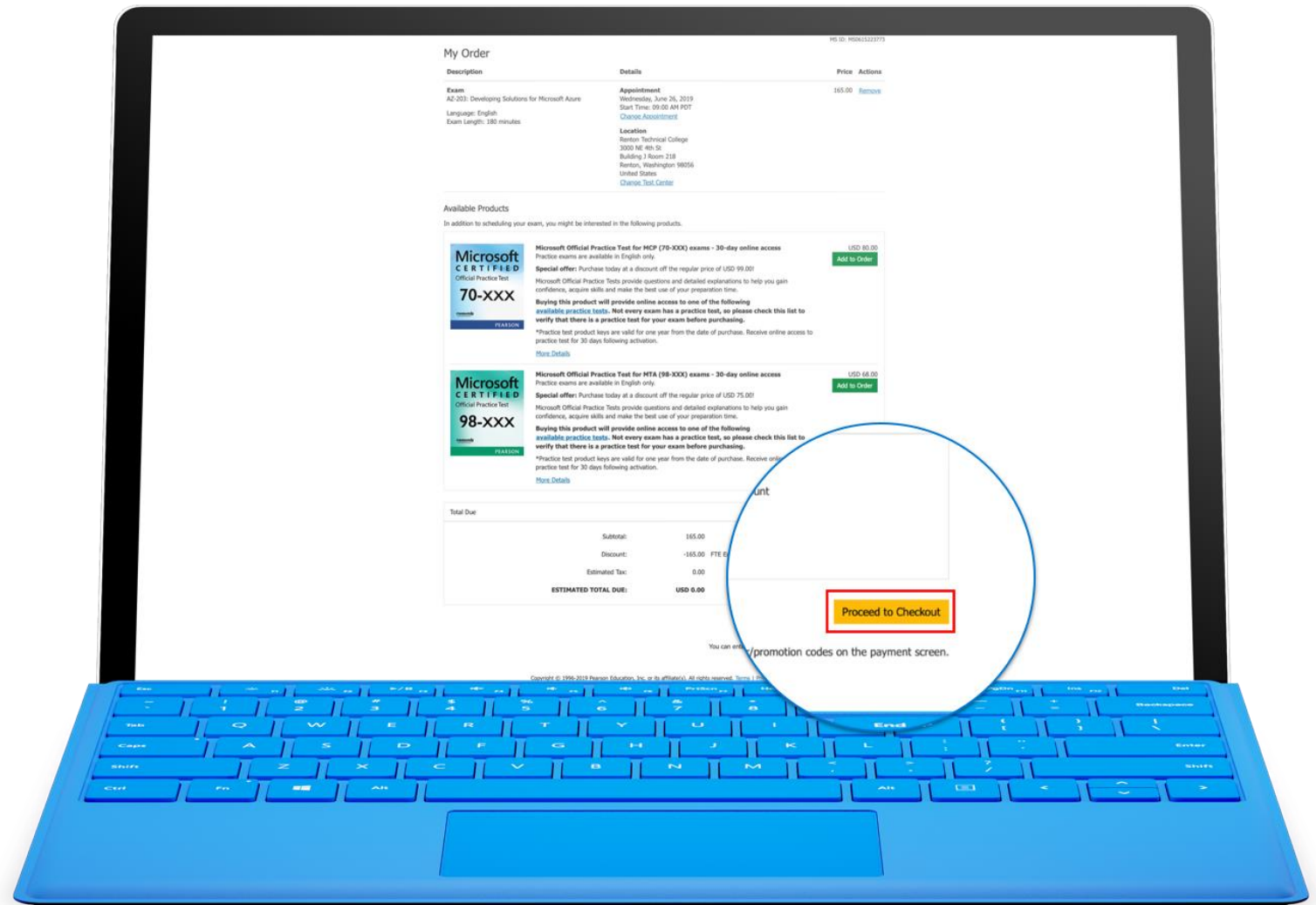
9. Select an appointment date and time for your exam from the list of options.

10. You'll be shown a summary of your order. Employee discounts are shown below the subtotal. Select "Proceed to Checkout".
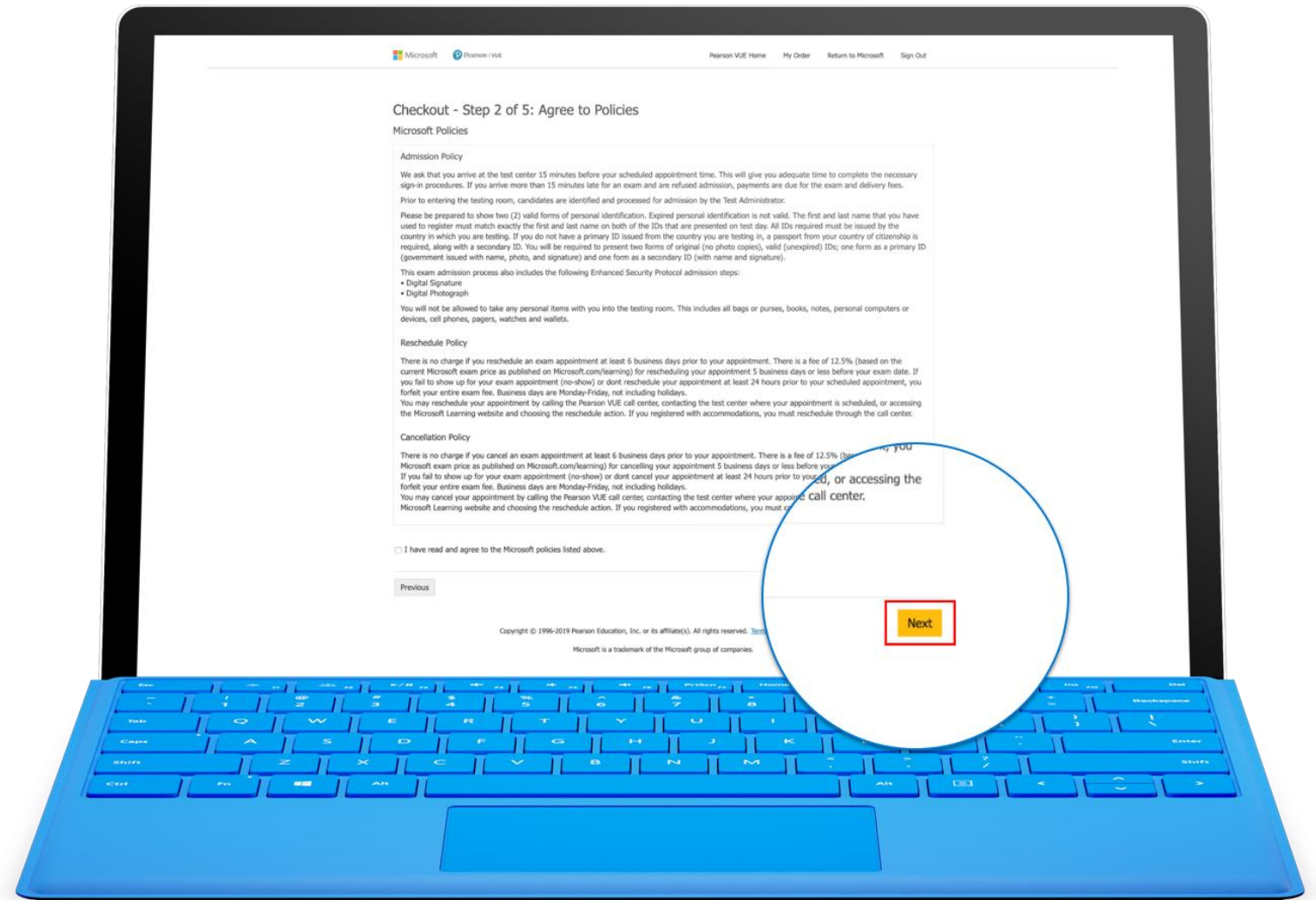
Note: Additional "Available Products" are not discounted for Microsoft employees. They are not required to complete an exam.
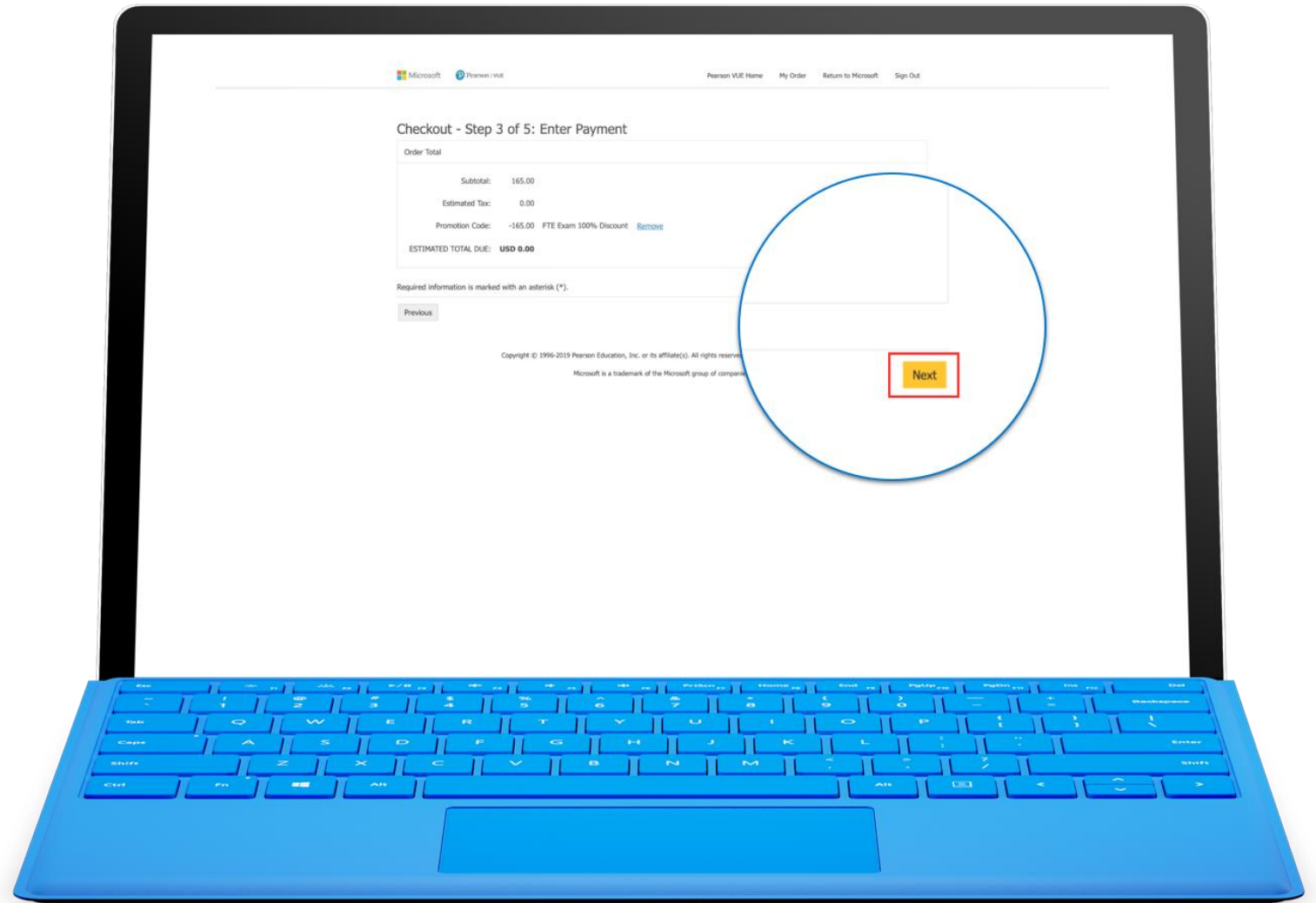
11. Confirm your personal information, then select "Next".
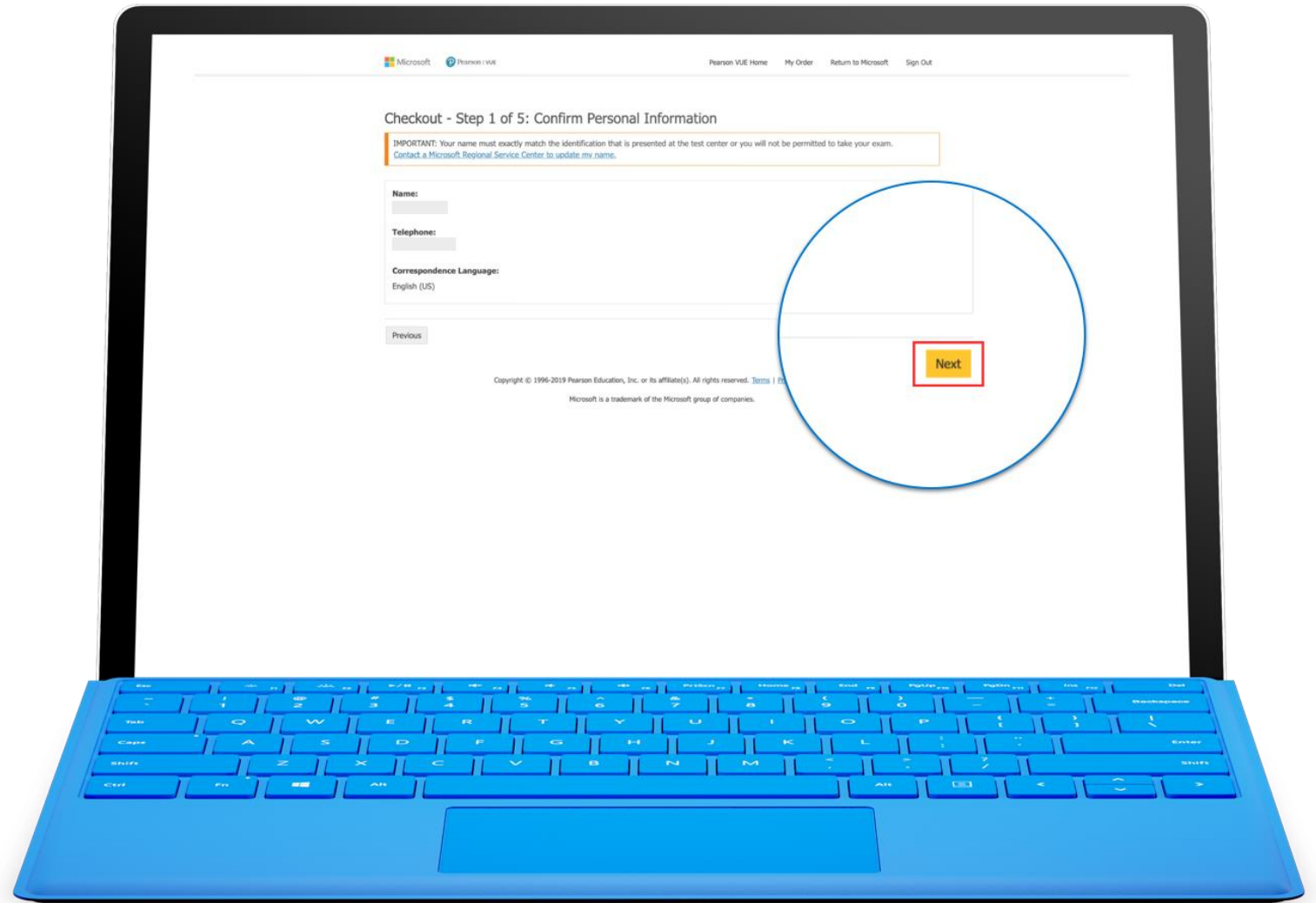
12. Review the displayed policies. Select the checkbox to confirm your agreement, then select "Next".
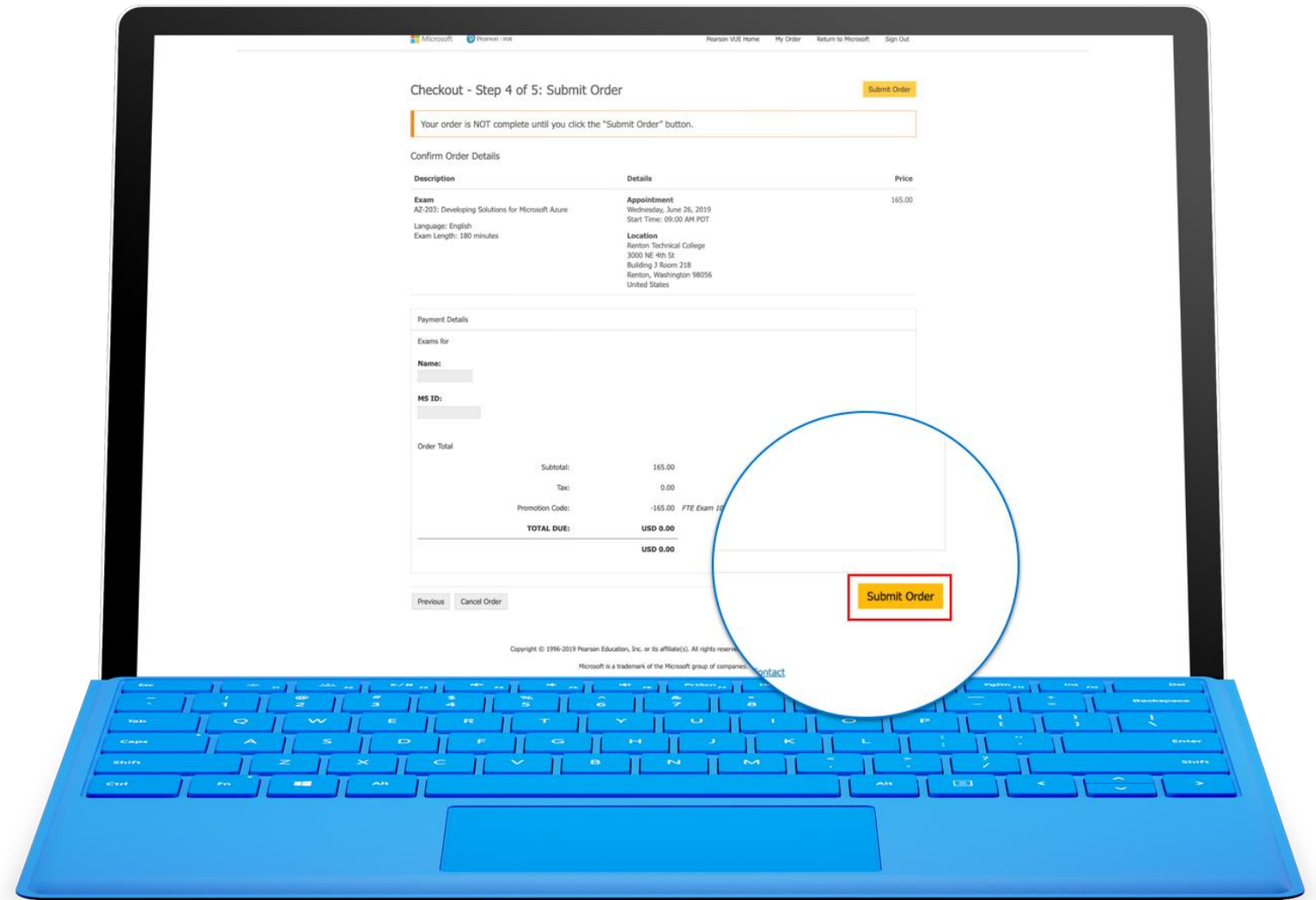
13. On the Enter Payment screen, no action is necessary (unless additional "Available Products" have been selected). Select "Next" to continue.

14. Review your order information. If everything is correct, select "Submit order".

Frequently Asked Questions

Why do I need to link my work email to my Microsoft Certification profile?

Technical certifications are free for Microsoft employees. To take advantage of this benefit and ensure you receive credit for completing an assigned certification (such as those assigned through the Technical Skills Initiative), you must use your personal email to set up your Microsoft Certification profile and then link your work account (alias@microsoft.com) to that profile.

Who has access to my data? Can my manager see it?

Your data use is restricted to the terms and conditions outlined when you link your account. For more information, visit the "Privacy & Cookies" link at the bottom of the site to learn more about the Microsoft Privacy Statement.

I accidentally used my work account (alias@microsoft.com) to register, and now I'm getting an error message. Help, please!

Please clear your browser cache and cookies and try again with your personal Microsoft account. Contact Ask Learning for further support.

Are accommodations offered to employees with special needs when taking Microsoft exams?

Absolutely. If you have special needs and require accommodations when taking an exam, please see our accommodations guide.