Cisco Certifications
Exam Employee Discount Program

Discount Exam Voucher Request Guide

June 23, 2020

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Introduction

Cisco Certifications Employee Discount Program offers discount exam vouchers for all Cisco exams (CCT, CCNA, CCNP, CCDE Written, CCDE Practical, Specialist, Channel, DevNet, and Other) to active, full-time employees.

Employees are eligible to receive:

- Three (3) discount requests per written exam per fiscal year
- Three (3) total discount requests for CCDE Written exam per fiscal year
- Three (3) total lifetime discount requests for CCDE Practical

This guide shows you how to request discounted exam vouchers from the self-service automated tool, including how to check the status of requests, apply discount codes at Pearson VUE registration, and how to troubleshoot for issues you may encounter.

For further assistance regarding your discount request, please open a case with our Cisco Certification & Communities Online Support Team at www.cisco.com/go/certsupport.

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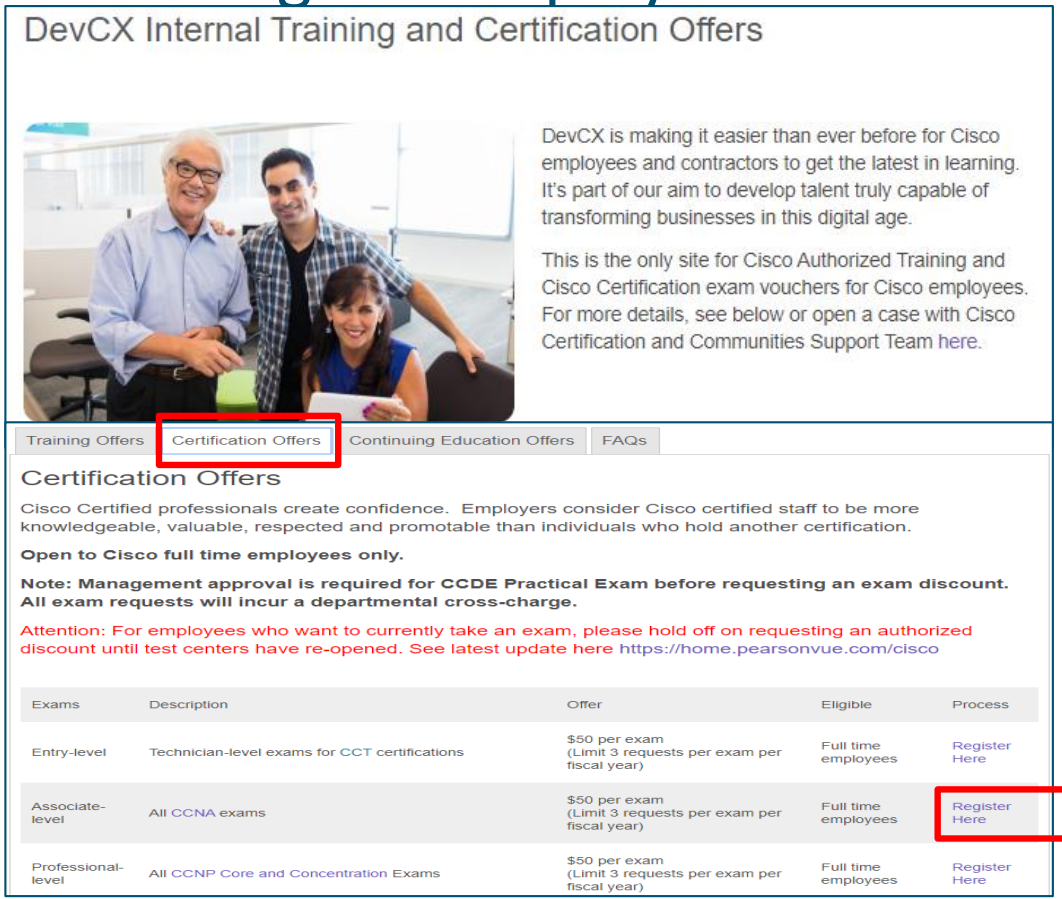
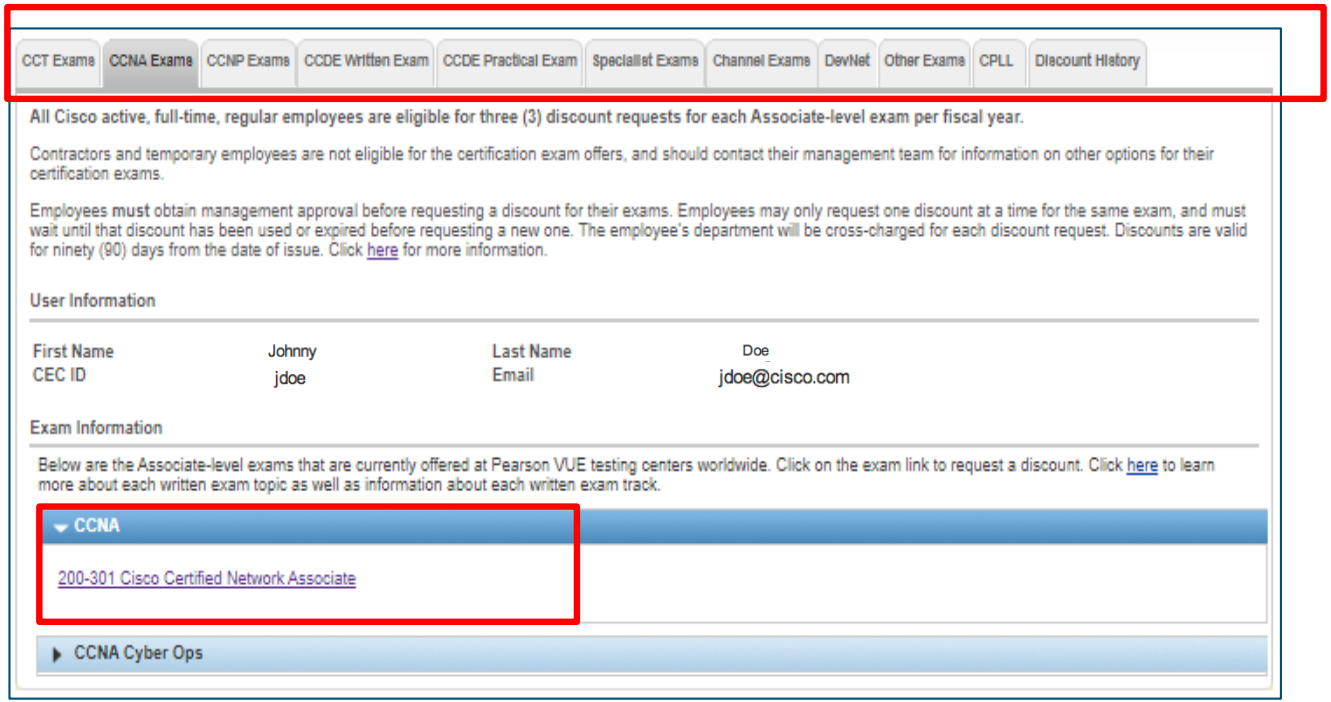
Accessing the Employee Portal



1. Navigate to DevCx Internal Training and Certification Offers page.
2. Click on the "Certification Offers" tab.
3. Click on "Register Here" for the exam of your choice.
   - ✓ *Management approval is required prior to requesting your discount.*
   - ✓ *Your department will be cross-charged for each request made.*
4. Upon clicking the "Register Here" link, you will be taken into the employee portal to complete the process.

Exam Discount Request



- ✓ Navigate the exam tabs on top of the screen to find your exam type.
- ✓ Then, click on your desired exam.

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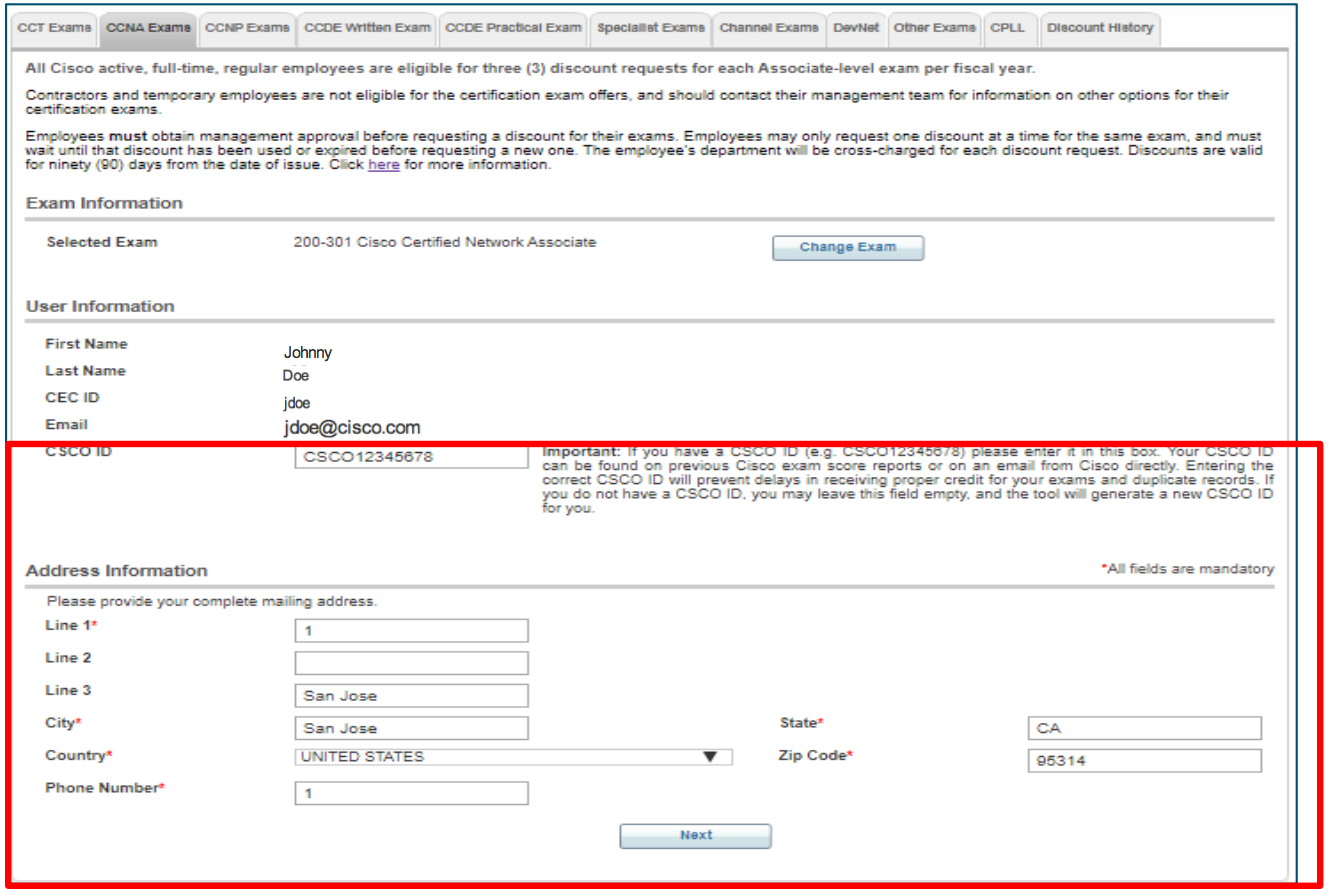
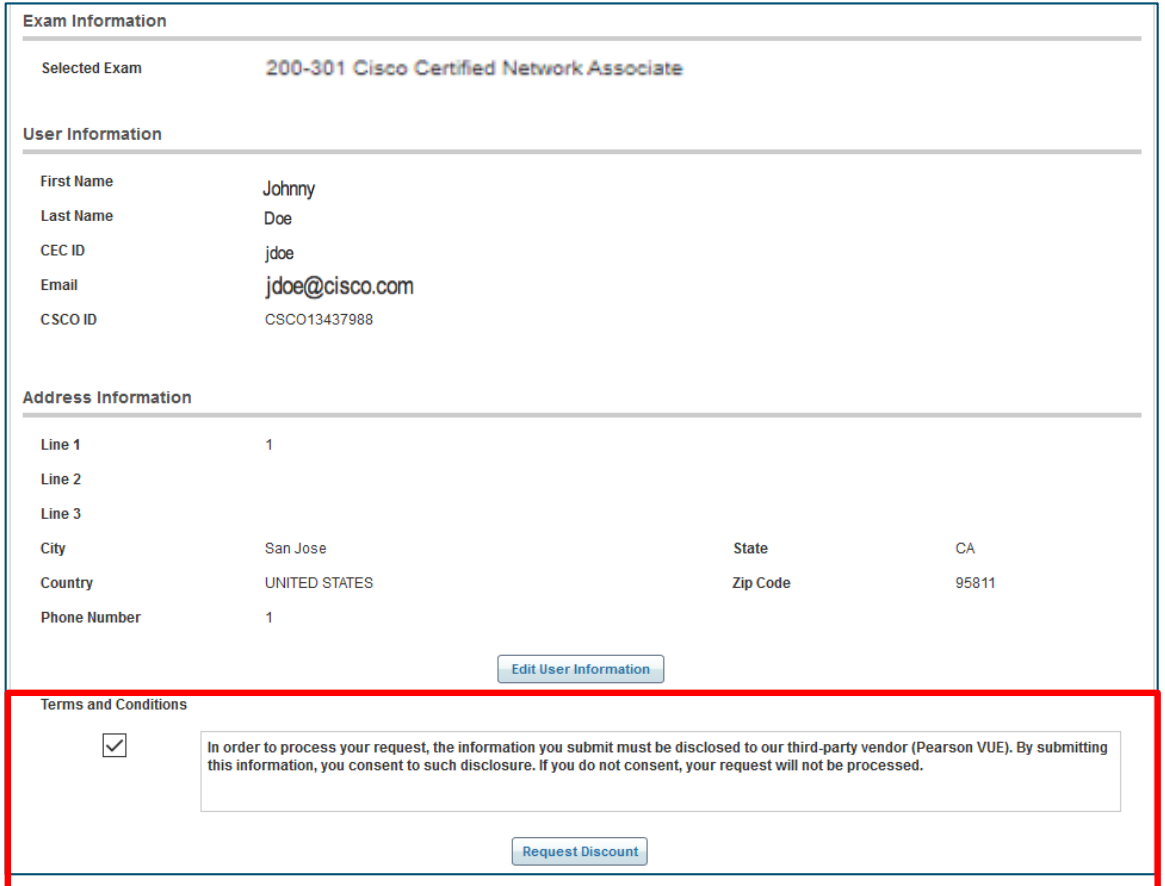
Exam Discount Request – Enter Information



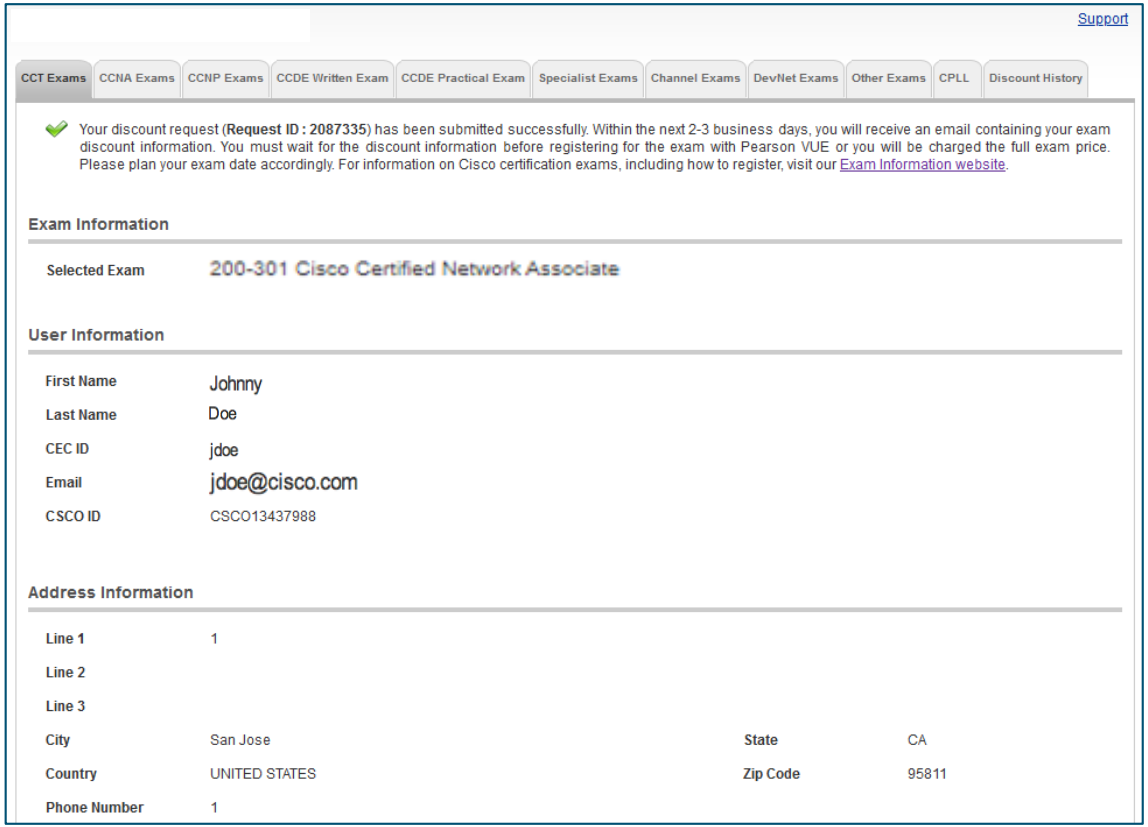
- ✓ Enter your CSCO ID.
- ✓ Enter your Address Information.

Exam Discount Request – Terms & Conditions



- ✓ Confirm your information is correct.
- ✓ Review the Terms and Conditions.
- ✓ Click “Request Discount”

Exam Discount Request – Submission Confirmation



Support

CCT Exams | CCNA Exams | CCNP Exams | CCDE Written Exam | CCDE Practical Exam | Specialist Exams | Channel Exams | DevNet Exams | Other Exams | CPLL | Discount History

Your discount request (**Request ID : 2087335**) has been submitted successfully. Within the next 2-3 business days, you will receive an email containing your exam discount information. You must wait for the discount information before registering for the exam with Pearson VUE or you will be charged the full exam price. Please plan your exam date accordingly. For information on Cisco certification exams, including how to register, visit our Exam Information website.

Exam Information

Selected Exam	200-301 Cisco Certified Network Associate

User Information

First Name	Johnny
Last Name	Doe
CEC ID	jdoe
Email	jdoe@cisco.com
CSCO ID	CSCO13437988

Address Information

Line 1	1		
Line 2			
Line 3			
City	San Jose	State	CA
Country	UNITED STATES	Zip Code	95811
Phone Number	1		

- ✓ Your request has been successfully submitted.
- ✓ Please allow 2-3 business days to for processing.
- ✓ Once processed, you will receive an Authorization To Test (ATT) email with your code and instructions.

Sample – Authorization To Test (ATT) Email

Please do not reply to this email

AUTHORIZATION TO TAKE Cisco Systems, Inc. EXAM WITH PEARSON VUE

You have been authorized to take an exam at a Pearson VUE testing center. Information on the exam, the testing rules, and how to schedule your exam is listed below.

EXAM INFORMATION

Exam Sponsor: Cisco Systems, Inc.
Valid Exam: @validExam@
Exam Code: 200-301
Exam Name: CCNA Exam

Number of exam attempts authorized: 1
Promotion Code: EVP200301
Discount Percentage for attempt: 100 %

Number of Exam Retakes Authorized: @noOfRetakes@
Promotion Code for Retake: @retakePromoCode@
Discount Percentage for Retake: @retakeDiscount@

Authorized Testing Dates: 02/24/2020 - 05/24/2020

AUTHORIZED TEST-TAKER

John Doe
300 East Tasman Drive
San Jose, CA 95134
UNITED STATES

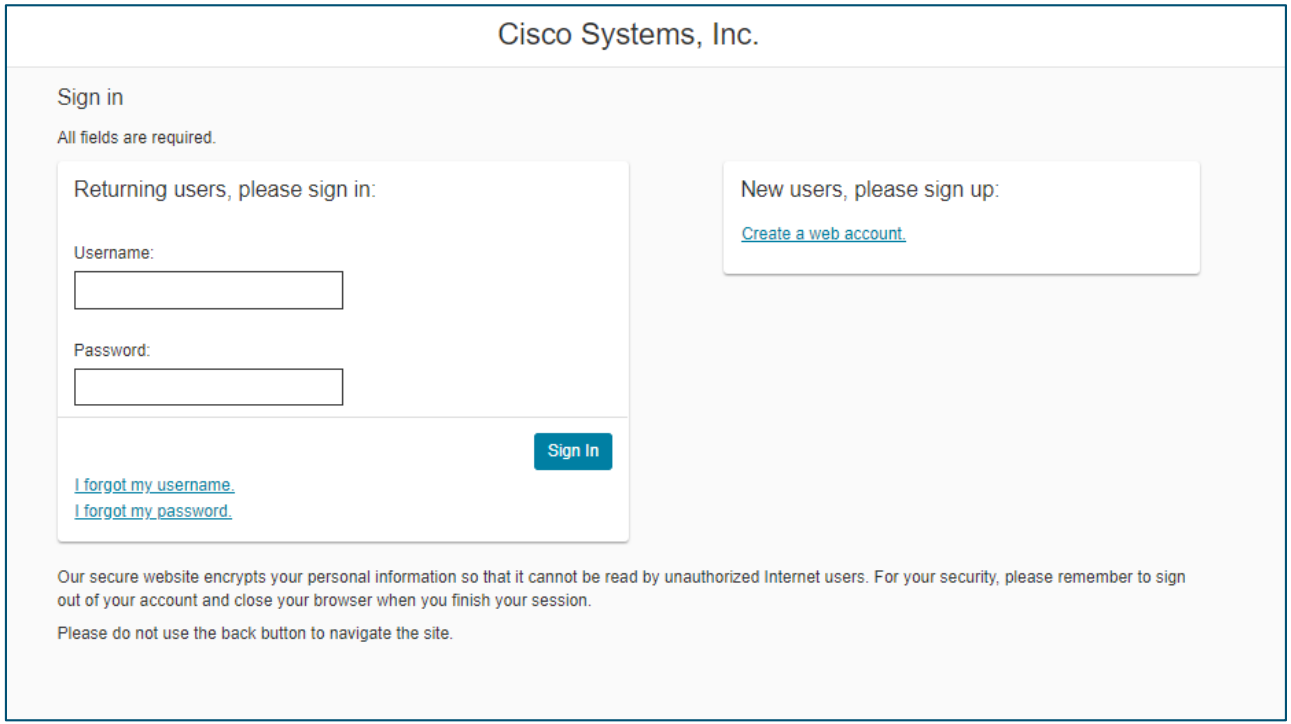
Cisco ID: CSCO12345678

IF THE DETAILS OF YOUR EXAM AUTHORIZATION ARE INCORRECT , PLEASE OPEN A SUPPORT CASE WITH CIN SUPPORT

- ✓ Follow all of the instructions provided in the email to schedule your exam.

How to Register for Your Exam at Pearson VUE

Pearson VUE Registration



- ✓ Navigate to the Pearson VUE's registration system http://www.pearsonvue.com/cisco/ for the Cisco Certification Program to register for your exam.
- ✓ Create a new account if you have not registered online before.

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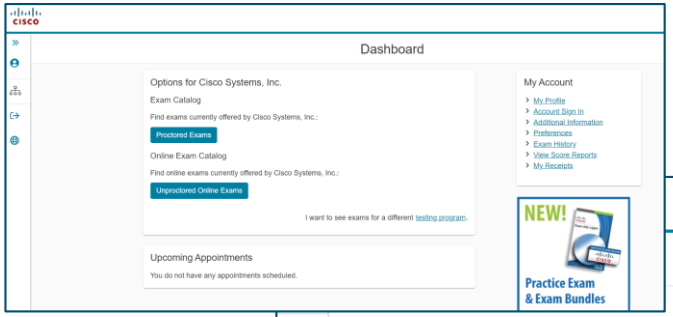
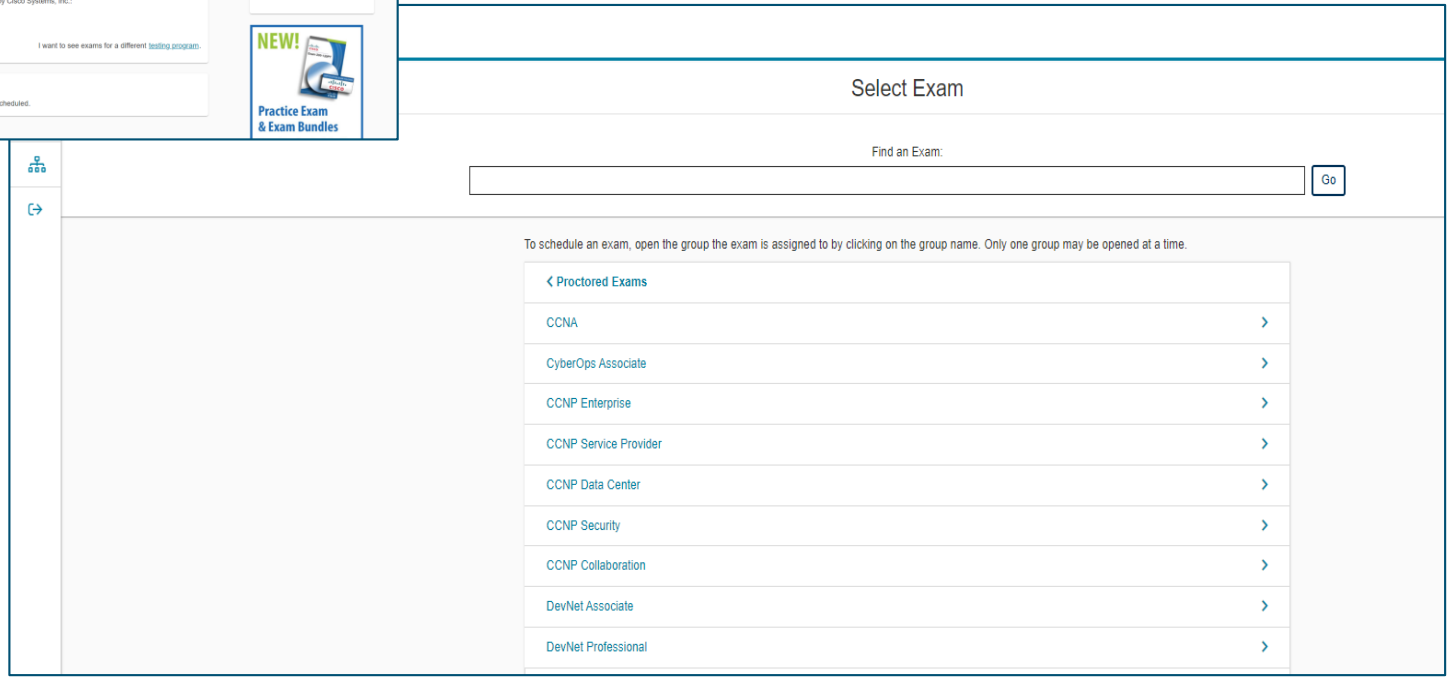
Pearson VUE Registration – Select Your Exam



✓ Select the exam you wish to take.



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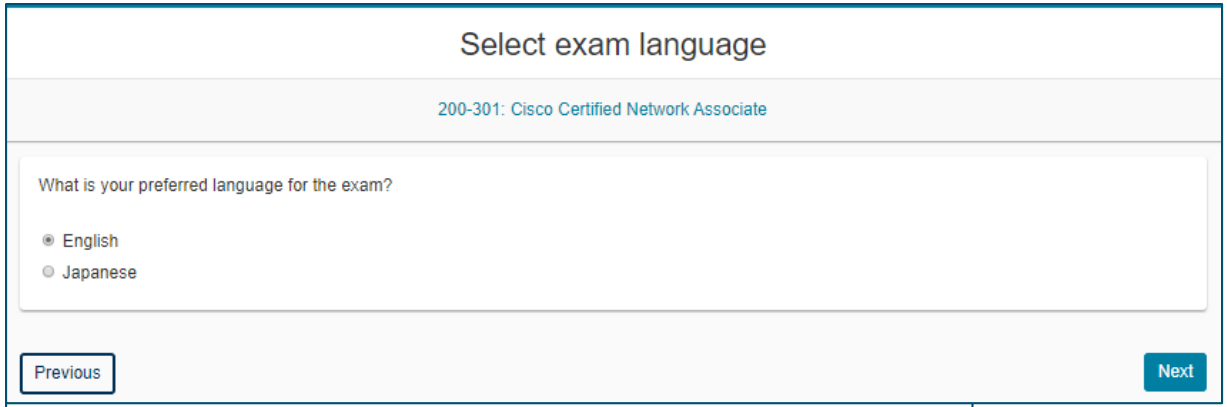
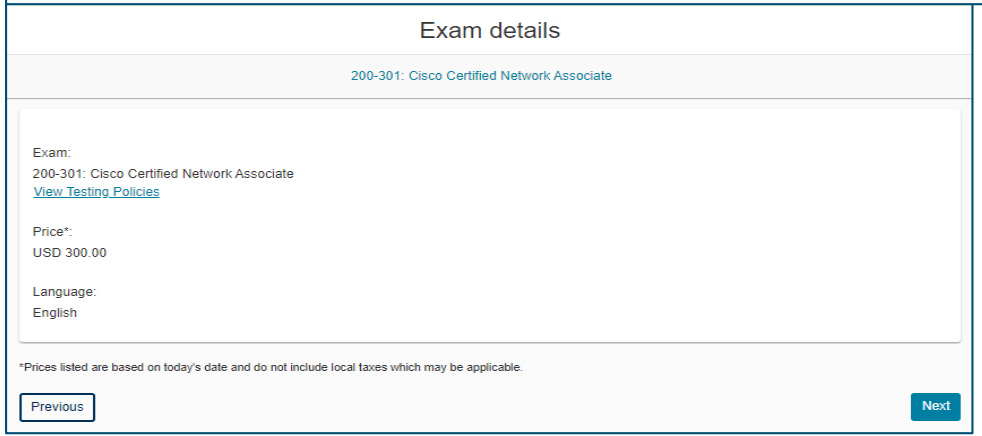
Pearson VUE Registration – Select Exam Language





✓ Select the Exam Language you prefer to take your exam in.

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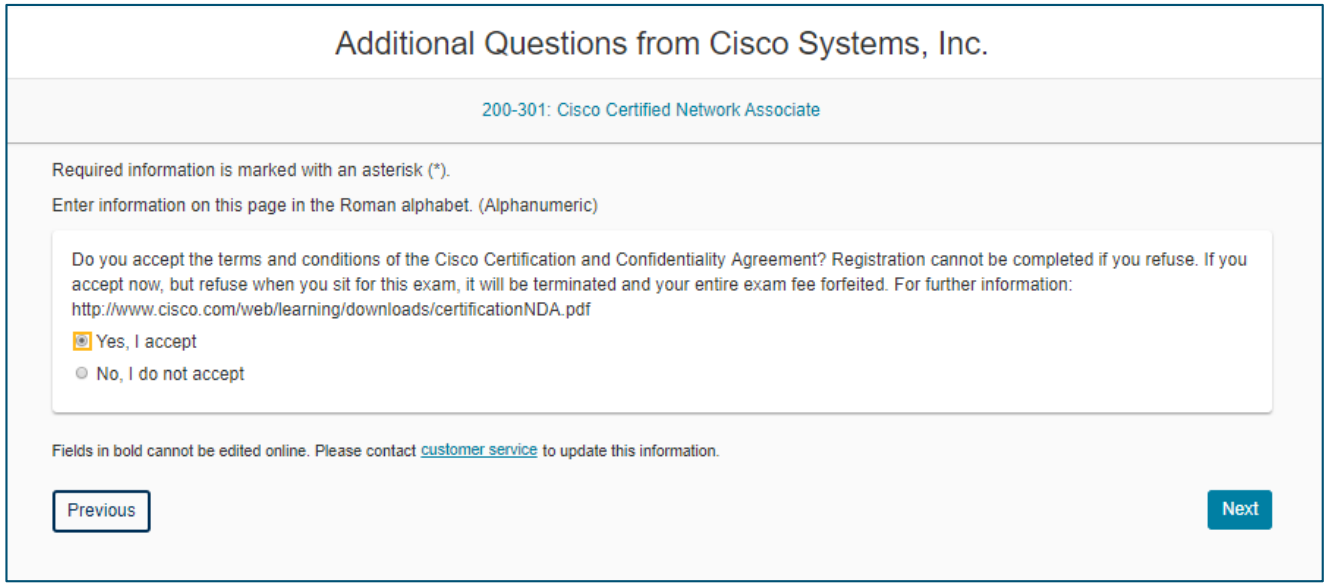
Pearson VUE Registration – Accept the Terms & Conditions



- ✓ Accept the Terms & Conditions for the Cisco Certification Program.

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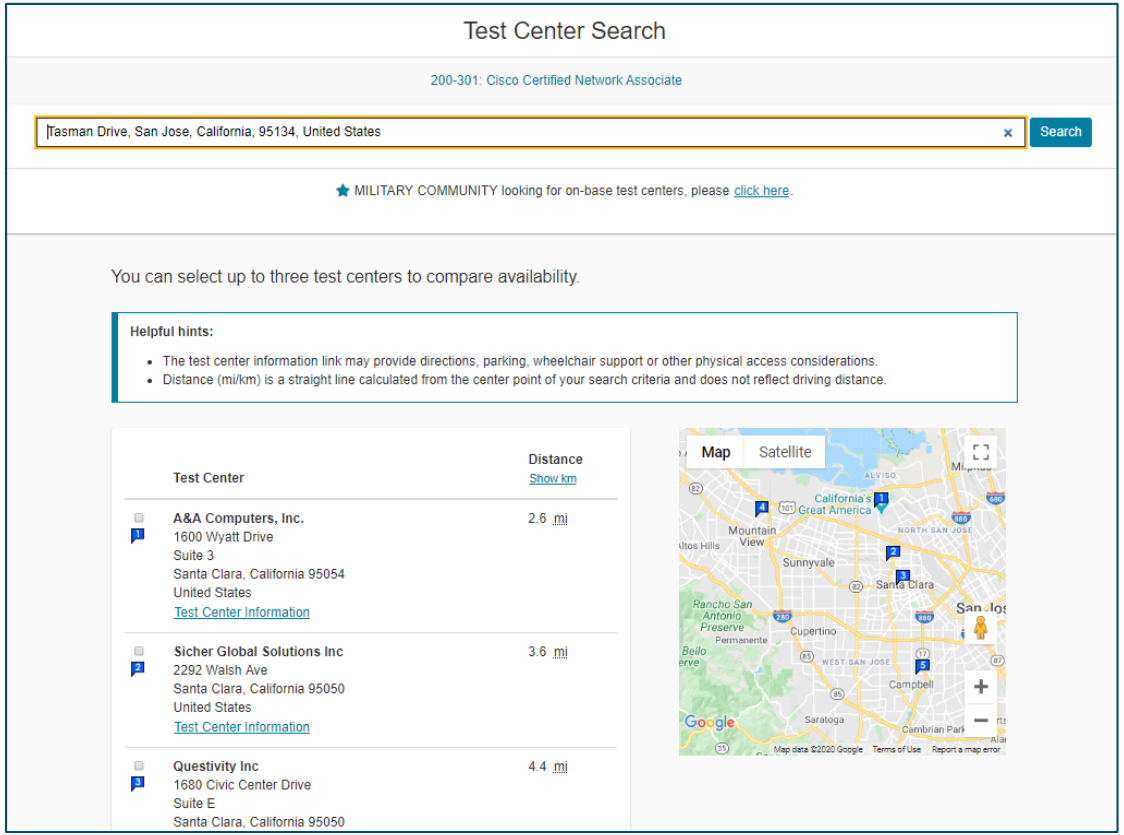
Pearson VUE Registration – Choose Your Test Center



✓ Choose your preferred test center.

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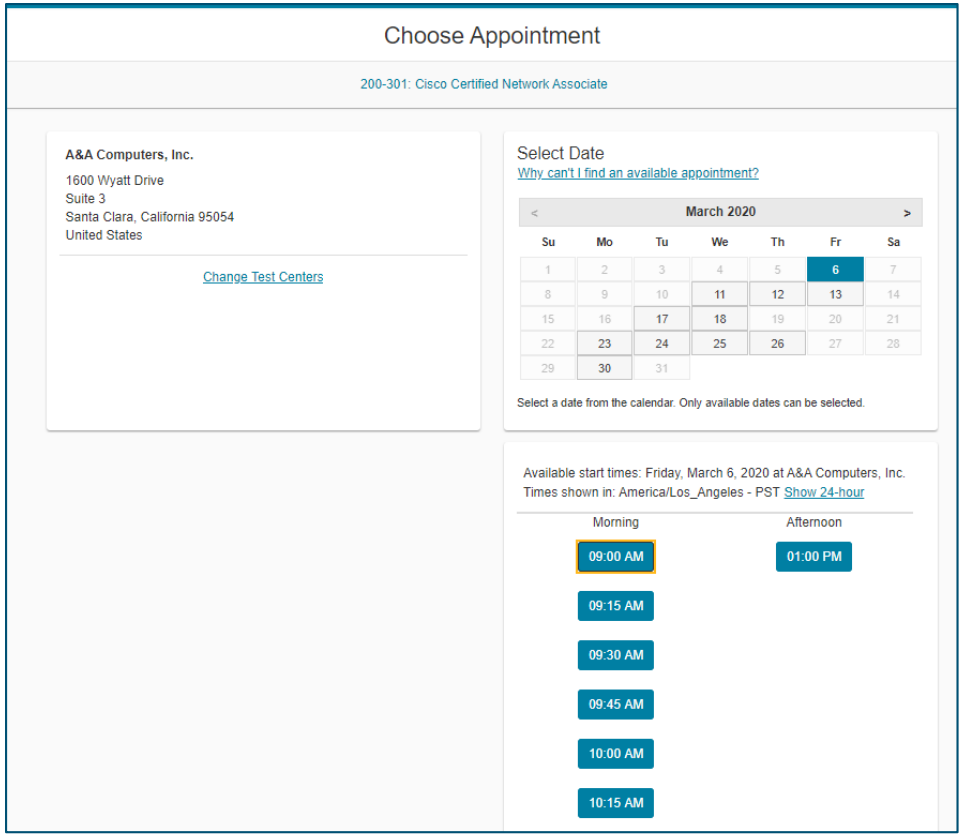
Pearson VUE Registration – Choose Your Appointment Date



✓ Choose your preferred appointment date and time.

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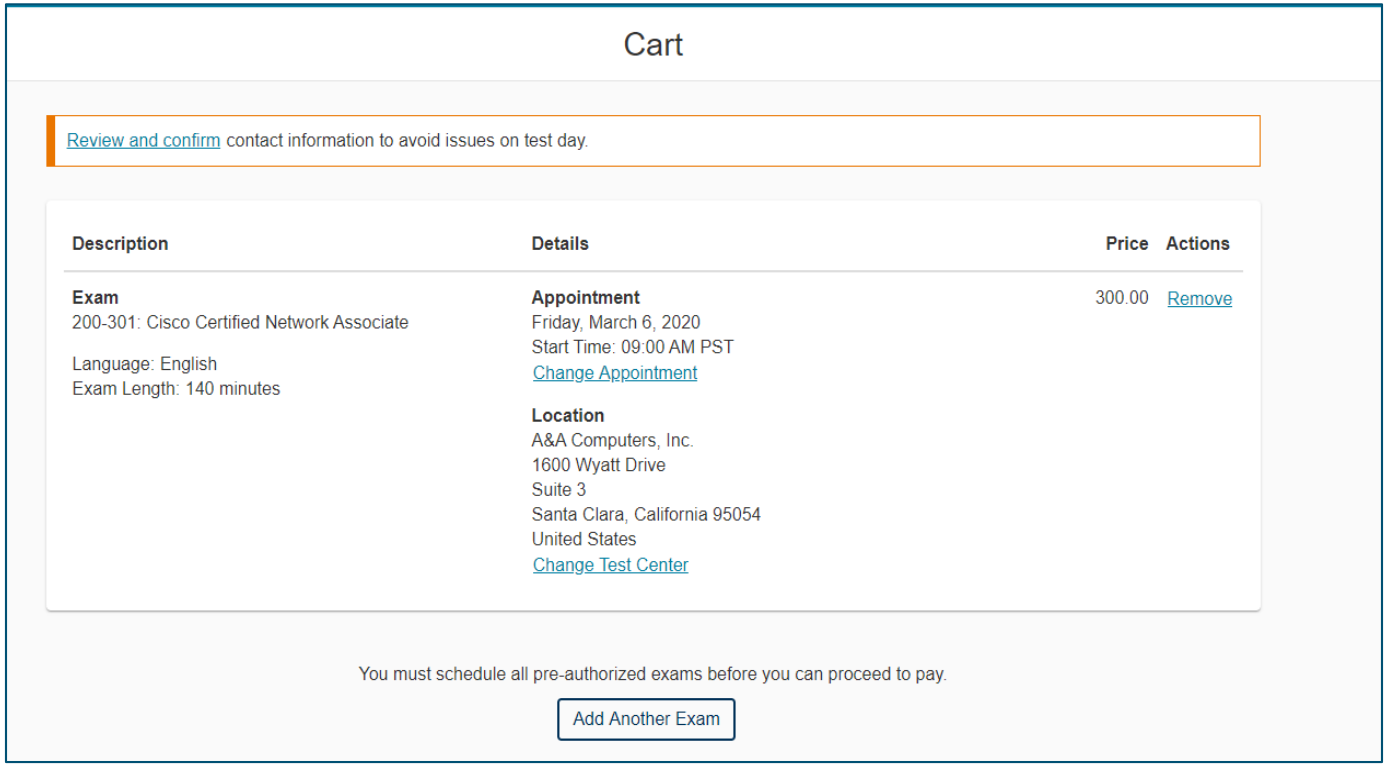
Pearson VUE Registration – Review Your Order



✓ Review and confirm your selection and Proceed to Checkout

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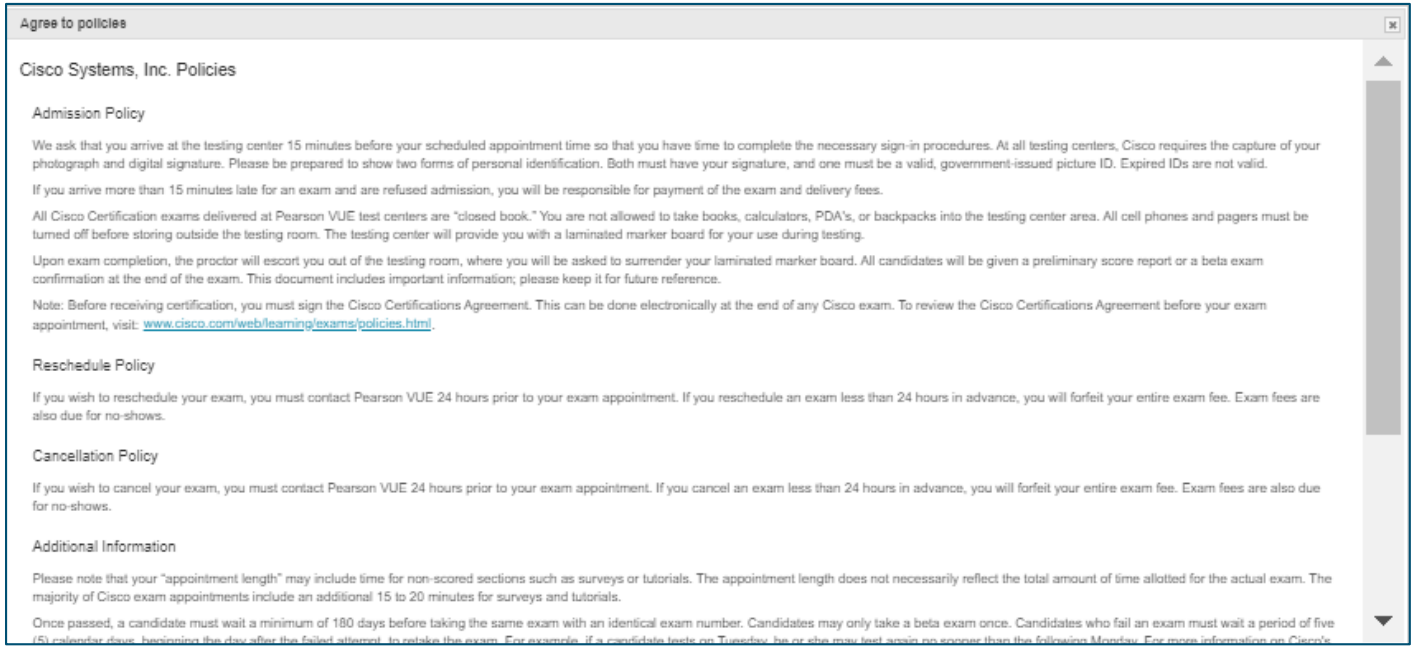
Pearson VUE Registration – Checkout - Agree to Policies



✓ Agree to Policies: You must agree to the Cisco Policies – check the box to proceed to Checkout.

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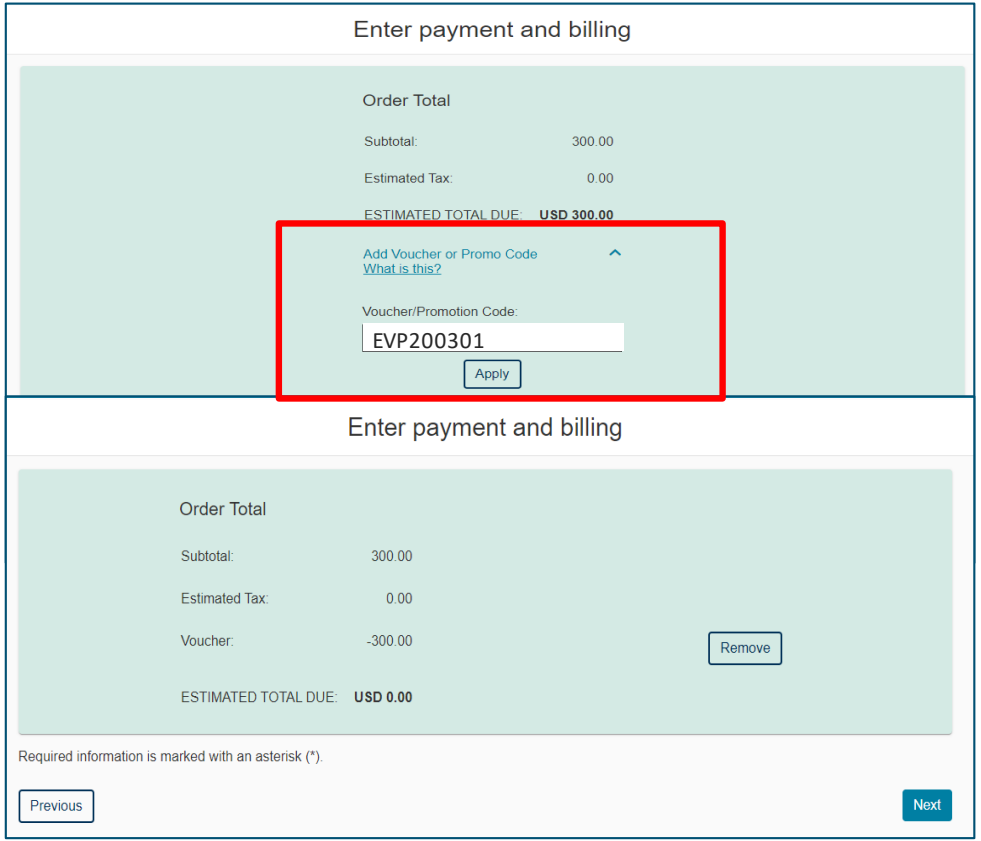
Pearson VUE Registration – Checkout Step 1



✓ Checkout – Step 1: Open the "Voucher/Promotion Code" field and enter your EVP promo code.

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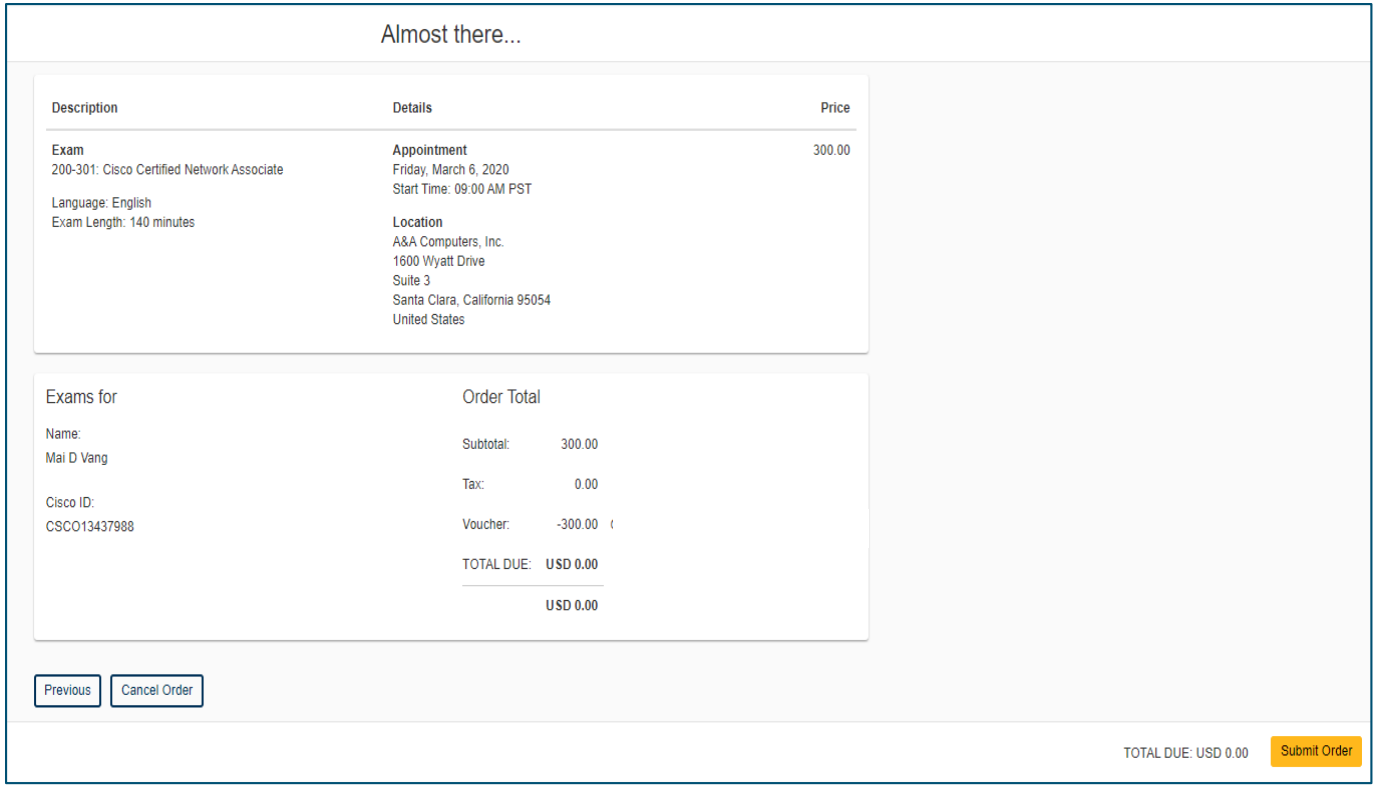
Pearson VUE Registration – Checkout Step 2



- ✓ Checkout – Step 2: Confirm your exam details and appointment date/time is correct.
- ✓ Submit Order

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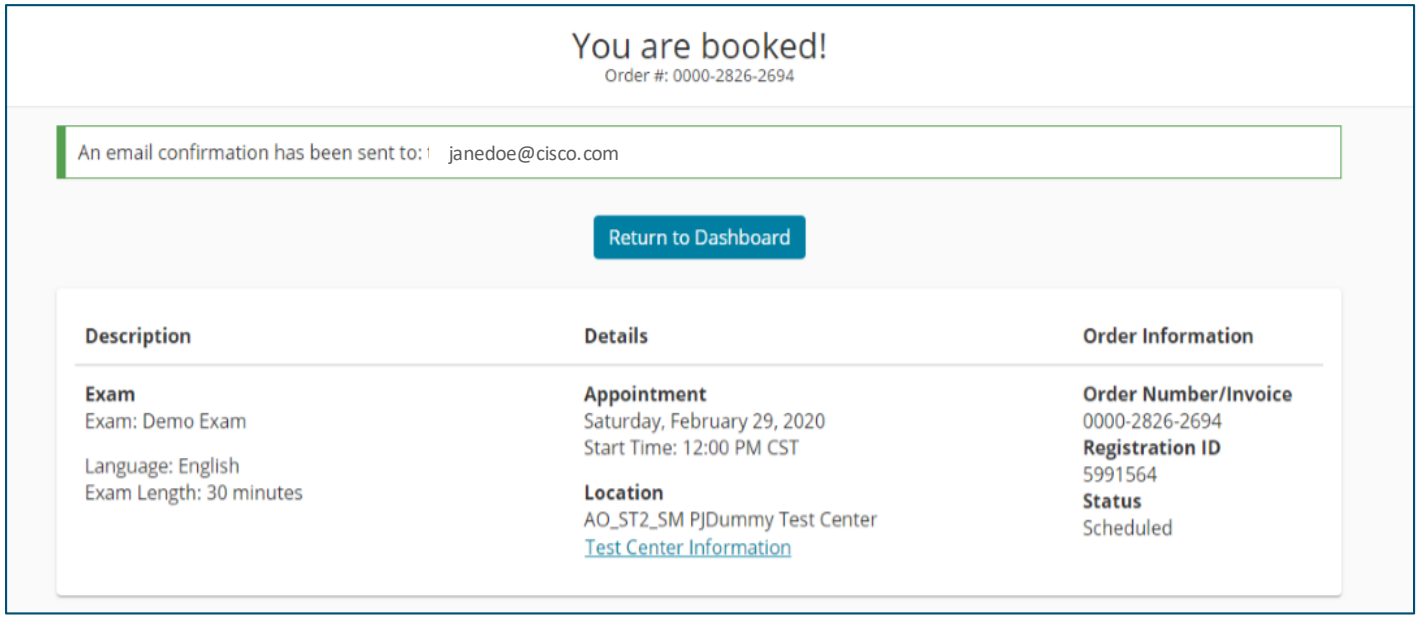
Pearson VUE Registration – Checkout Step 3



✓ Checkout – Step 3: Summary of order. An email confirmation will be sent to your email.

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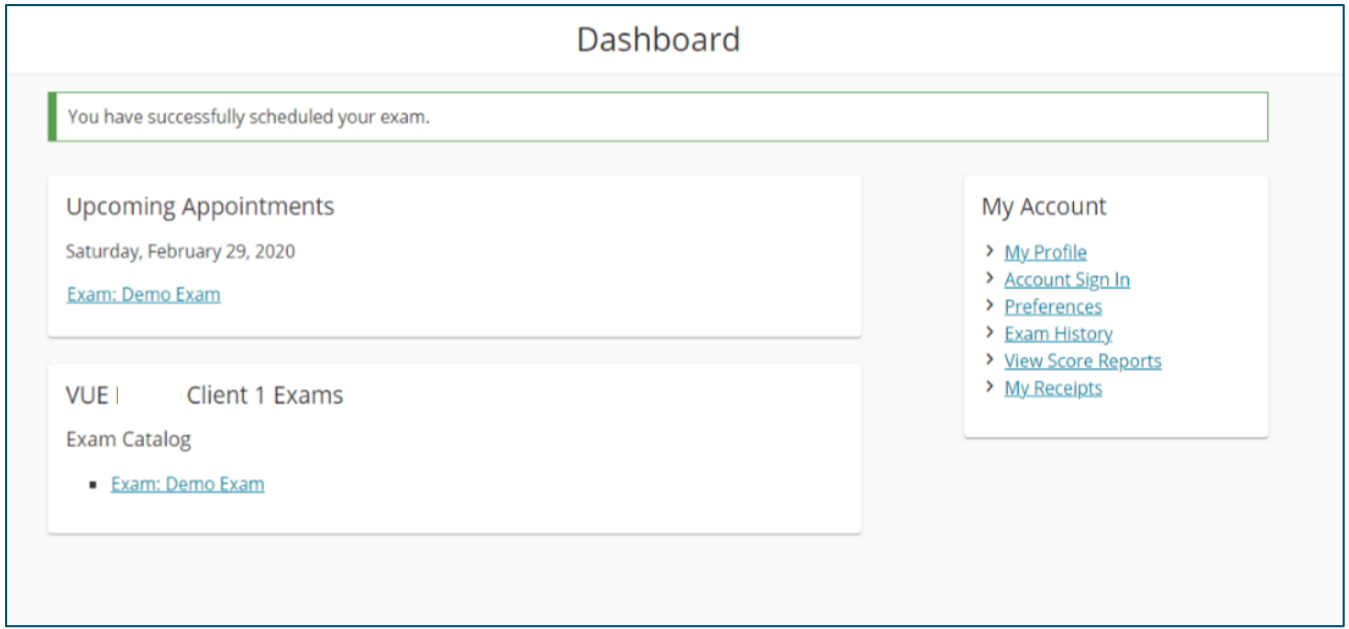
Pearson VUE Registration Complete



- ✓ Your exam registration is now complete and your exam appointment is confirmed. You will receive email confirmations of your appointment.
- ✓ Good luck on your exam!

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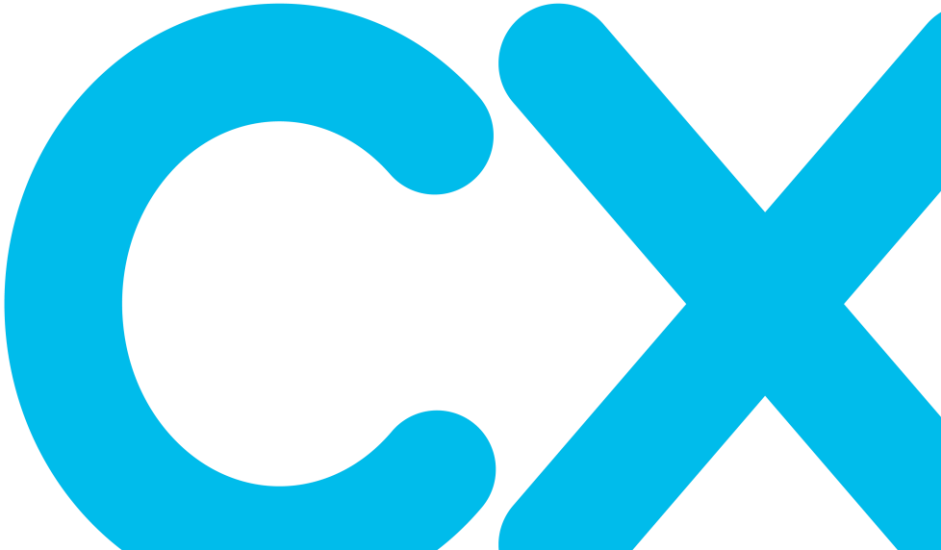
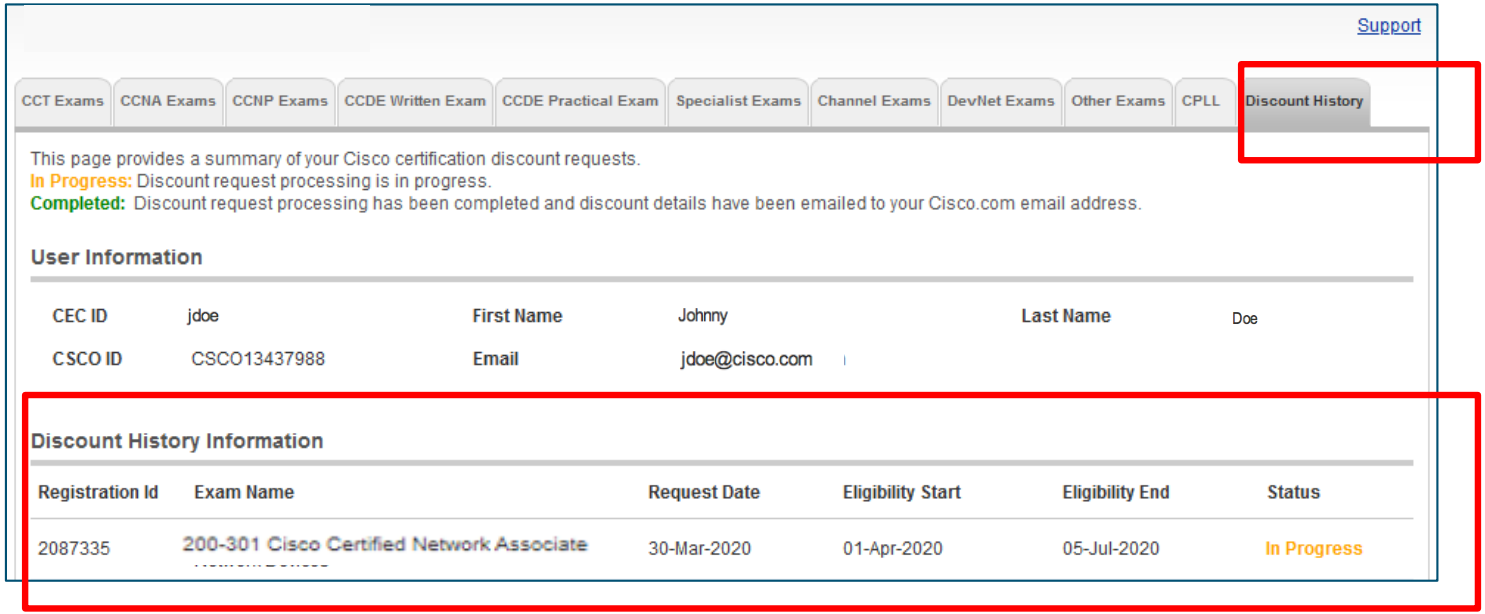
Additional Information



Discount History



- ✓ Employees can see the status of their request on the **Discount History tab**.
- ✓ Easily access exam discount history in the portal.

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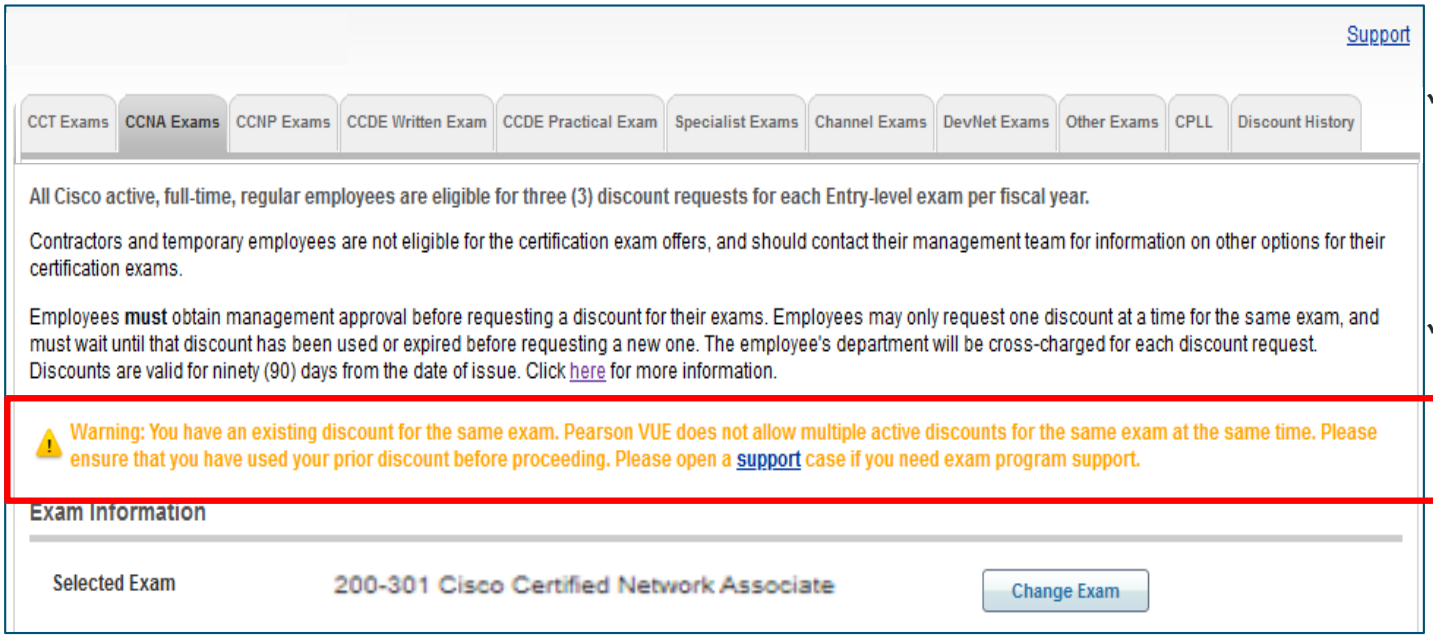
Warning Message



- ✓ Multiple requests for an exam discount on the exact same exam are not allowed.
- ✓ Ensure you have used the previous exam discount before requesting a new one for the same exam.

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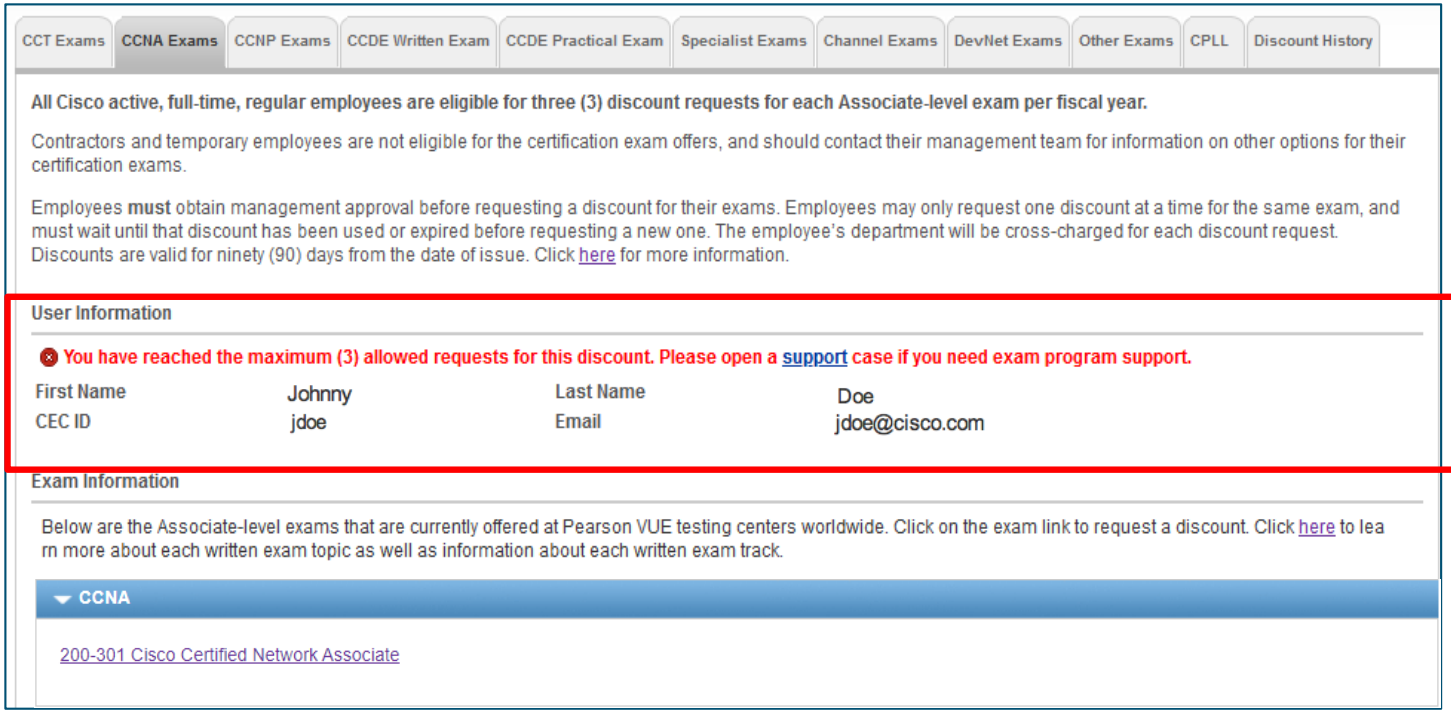
Maximum Discounts Allowed



- ✓ If you have met your exam discount allotment for the current fiscal year, any additional exam discount requests will need to occur in the next fiscal year.

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