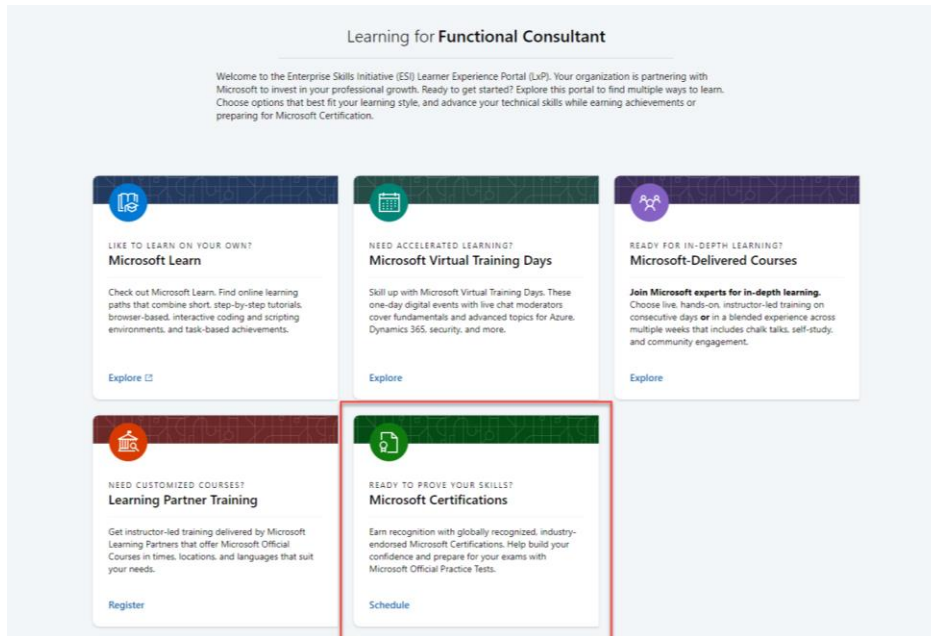## How To Apply Your 100% Discounted Voucher Code
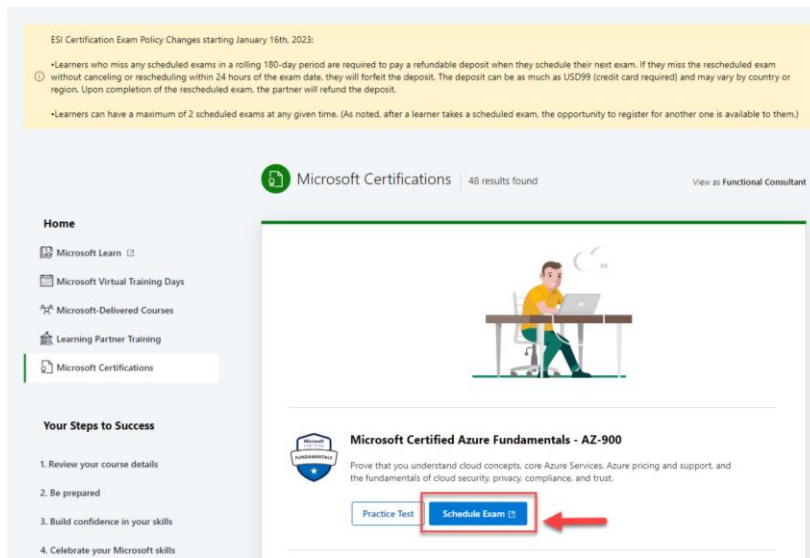
Description: The below steps will show you how to schedule your Microsoft certification exam with your 100% discounted voucher code, which was given to you by your organization.
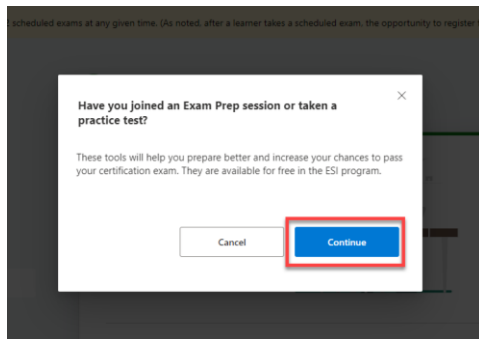
Steps:

1) As best practice, **Navigate** to the LxP (Learner Experience Portal) - https://esi.microsoft.com/ and log in. **Select** the Microsoft Certifications tile to begin scheduling your exam. Please note: if you schedule your exam directly from MS Learn, skip down to step 4.

2) **Select** "Schedule Exam."

3) **Select** "Continue."

4) **Select** "Schedule with Pearson VUE."

5) **Update/Edit** your profile as needed. **Select** "Next."

6) You will be presented with the Discounts screen which will show 50% off. You do not need to apply the discount. **Select "Next" to proceed to apply your 100% discount voucher code.**

7) **Select** "Schedule with Pearson VUE."

8) Select how you would like to take the exam.

Select exam options

AZ-900: Microsoft Azure Fundamentals

Where do you want to take your exam?

| At a test center | OnVUE Online at my home or office | I have a Private Access Code |

9) **Select** the exam language and then **click** "Next."

Select exam language

AZ-900: Microsoft Azure Fundamentals

What is your preferred language for the exam?

○ Arabic
○ Chinese Simplified
○ Chinese Traditional
● English
○ French
○ German
○ Indonesian
○ Italian
○ Japanese
○ Korean
○ Portuguese-Brazilian
○ Russian
○ Spanish-Modern

Previous   Next

10) **Mark** your selection and then **click** "Next."

Provide additional information

AZ-900: Microsoft Azure Fundamentals

Required information is marked with an asterisk (*).

Enter information on this page in the Roman alphabet. (Alphanumeric)

*Have you read and do you agree to the Microsoft Candidate Code of Conduct Agreement (Non-Disclosure)? This Code of Conduct can be found here.
● Yes
*By clicking yes below you acknowledge that you have read the agreement. Any violations of this agreement can result in exam revocation or banning from the Microsoft Certification program. The Certification Exam Candidate Agreement Terms found here.
☑ Yes

Please contact customer service for any information that cannot be updated online.

Previous   Next

11) **Review** the exam policies. **Select** "Agree" to continue.

12) Click your language. **Select** "Next."

Select proctor language

AZ-900: Microsoft Azure Fundamentals

What is the language you prefer the proctor to speak?

● English
○ Japanese

Previous   Next

13) **Confirm** your time zone.

Find an appointment

AZ-900: Microsoft Azure Fundamentals

1. Confirm your preferred time zone

Is this your preferred time zone?
US/Central-CST

No, change time zone   Yes, that's right!

Previous

14) **Pick** the date of the exam. **Click** "Book this Appointment."

No, change time zone   ✔ Yes, that's right!

2. Select your date

Select a date from the calendar. Only dates with appointment availability can be selected.

<		March 2023				>
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Why can't I find an available appointment?

3. Select your appointment start time

How would you like times displayed?

✔ 12 hr (e.g., 2:00 PM)   24 hr (e.g., 14:00)

Our next available appointment is:

Wednesday, March 1, 2023
12:30 AM - 1:35 AM US/Central-CST
Your check-in time will be 12:00 AM US/Central-CST

Explore more times   Book this appointment

15) **Select** "Proceed to Checkout"

16) **Click** "Add Voucher or Promo Code."

17) **Type** the voucher code. The Estimate Total Due will update to $0.00. **Click** "Next." Proceed with the rest of the booking steps.

Enter payment and billing

Order Total

Subtotal:	99.00
Estimated Tax:	0.00
Voucher:	-99.00 ESI - All Cloud Based Exams 100% [Remove]
ESTIMATED TOTAL DUE:	**USD 0.00**

Required information is marked with an asterisk (*). Enter information on this page in the single byte alphanumeric characters.

[Previous]   [Next]