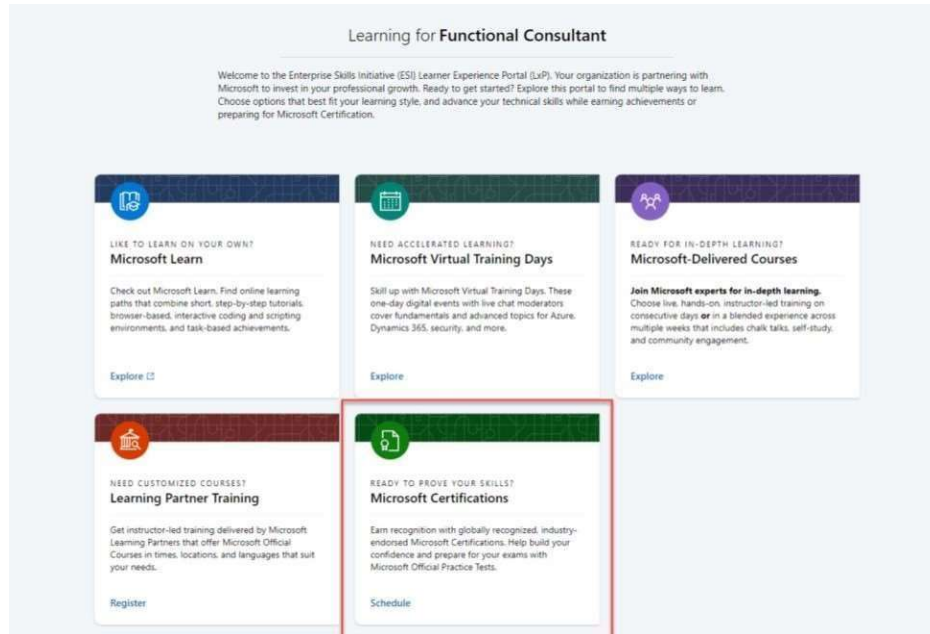


## Guidelines for availing 100% discount on Microsoft exams

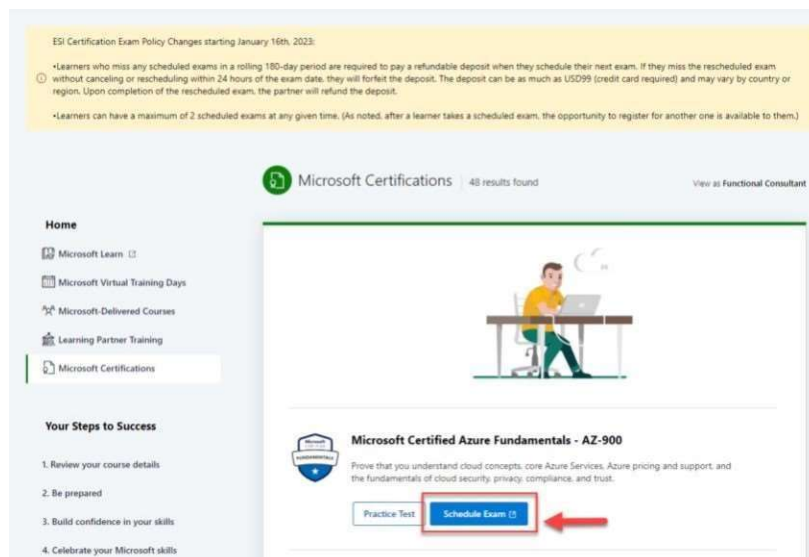
**Description:** The below steps will show you how to schedule your Microsoft certification exam with your 100% discounted voucher code, which was given to you by your organization.

### Steps:

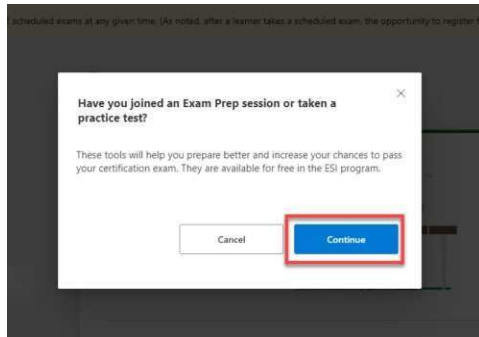
- 1) As best practice, **Navigate** to the LxP (Learner Experience Portal) - <https://esi.microsoft.com/> and log in. **Select** the Microsoft Certifications tile to begin scheduling your exam. Please note: if you schedule your exam directly from MS Learn, skip down to step 4.



- 2) Select "Schedule Exam."



### 3) Select "Continue."



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

#### Certification exams

Exam AZ-900: Microsoft Azure Fundamentals

Languages: English, Japanese, Chinese (Simplified), Korean, Spanish, German, French, Indonesian (Indonesian), Arabic (Saudi Arabia), Chinese (Traditional), Italian, Portuguese (Brazil), Russian

Retirement date: none

This exam measures your ability to describe the following: cloud concepts; Azure architecture and services; and Azure management and governance.

United States

\$99 USD\*

Price based on the country or region in which the exam is proctored.

**Schedule with Pearson VUE >**

For students or instructors

Schedule with Certiport >

Take a free practice assessment

Test your skills with practice questions to help you prepare for the exam. Learn more about practice assessments.

Add

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

Certification Profile

Edit profile

Please verify that your information is up-to-date.

Legal Name

Job Title

Other

Address 1 Address 2

City Country/Region State Postal Code

Country/Region Code Area Code Phone Number Extension

Contact Email

Preferred Language

English

☐ I would like to hear from Microsoft about products, services, and events, including the latest solutions, tips, and exclusive offers.

☐ I would like to hear from Microsoft Partners, or Microsoft on their behalf, about their products, services, and events. Share or use my details with Microsoft partners.

☒ I have read and agree to the Terms of Use and Privacy & Cookies statement.

**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.**

EXAM REGISTRATION PROCESS

- Step 1  
Certification Profile
- Step 2  
Discounts
- Step 3  
Schedule Exam
- Linked Accounts

EXAM  
Exam AZ-900: Microsoft Azure Fundamentals  
[Change exam](#)

Discounts

🎉 Congratulations! you are eligible for the following discount(s).  
Click on **Apply Discount** to activate the discount.

50%

Microsoft Employee  
Discount Expires 06/30/2023  
[Apply Discount](#)

⤴ Check for another discount

To confirm your eligibility, enter your **work** or **school account** (e.g. alias@company.com) or enter an email used for [these events](#) (e.g. alias@outlook.com)

☐ No discounts available for this email address. If you have attended an event that provides an exam offer, please check the terms of the offer. Some events may require at least 4 business days following the event to record eligibility. In addition, your organization may not be eligible for exams discounts.

Enter your email address \*

Microsoft respects your privacy. To learn more, please read our [Privacy Statement](#)

- 7) **Select “Schedule with Pearson VUE.”**

Microsoft | Certifications [Manage your certifications](#) MP

EXAM REGISTRATION PROCESS

- Step 1  
Certification Profile
- Step 2  
Discounts
- Step 3  
Schedule Exam
- Linked Accounts

EXAM  
Exam AZ-900: Microsoft Azure Fundamentals  
[Change exam](#)

**Schedule Exam**

❗ Did you claim your discount? [Go to discounts](#)

Exam discounts are available to employees of some **organizations** and to **attendees of select events**.

🔗 If you have a **voucher code**, continue to exam scheduling. You will enter the code on Pearson Vue before payment.

🗣 If you rely on assistive technology or might require testing accommodation, please [review policies](#) prior to registration.

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

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---

### 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."

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### 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

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

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### 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.

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## 11) Review the exam policies. Select “Agree” to continue.

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### Agree to online exam and Microsoft policies

AZ-900: Microsoft Azure Fundamentals

#### Online exam policies

By checking the boxes below, you agree to each term as described. To take this exam in an online environment, please agree to the following terms and conditions.

☒ By accessing this website you understand and agree to the terms set forth in this Candidate Agreement (“Agreement”). This Agreement is entered into by and between you as a test taker, Pearson VUE, a business of NCS Pearson, Inc., and your testing program owner (“Test Sponsor”). This Agreement represents your understanding and acceptance of Pearson VUE’s [Privacy and Cookies Policy](#) (“Privacy Policy”), [Terms and Conditions](#), and use of cookies to support your testing experience. You also understand, acknowledge and agree that the testing program sponsor has its own, possibly different, privacy policy.

#### OnVUE Data Processing

☒ By providing your personal information, as described in our [Privacy and Cookies Policy](#), you acknowledge and agree to the video and audio recording of your entire testing session and you agree to the processing of such personal information and test data by Pearson VUE and to the transfer of such data to Pearson VUE’s hub server, located in the USA, as the data processor, its authorized third parties, if any, both in the capacity as data processors for the processing of your personal information and test data on behalf of the testing program sponsor, as the data controller, located in the USA or elsewhere. Pearson VUE and other data processing entities, if any, are the recipients of your personal information and test data; however, Pearson VUE will enter into reasonable data transfer agreements with such entities for the purpose of communicating and following the instructions of your testing program sponsor and for establishing reasonable security measures to protect the confidentiality and integrity of your personal information and test data.

☒ If you choose to take the test through our online-proctoring platform, which is not mandatory in the event that there are other ways of taking the test as determined by the testing program sponsor, you and your computer will be monitored during your entire testing session in real time so that your face, voice, desk, and workspace will be captured and possibly recorded for the purposes of test quality, test security, and the integrity of the testing process. You understand, acknowledge and agree that you will be monitored at your location through audio, technology and video means so all activity at your location will be detectable by test proctors. By accessing this website you signify your acknowledgement and agreement that any inappropriate

- Log in: <https://www.microsoft.com/en-us/learning/dashboard.aspx>
- View your upcoming appointment.
- Follow the on-screen prompts to complete the check-in process.
- You will need to complete check-in before you can start your exam.

#### Exam rules during testing

- You may not access unauthorized materials, i.e. mobile devices, watches, and anything not allowed by test sponsor
- No one else should appear through the webcam during the exam and no one else’s voice should be heard.
- No speaking aloud during exam

#### Reschedule Policy

If you need to reschedule your appointment, be sure to do it no later than 24 hours prior to your scheduled exam. If you do not reschedule your appointment 24 hours prior to your scheduled exam, you will forfeit your exam fee and/or your company may incur a charge.

#### Cancellation Policy

If you need to cancel your appointment, be sure to do it no later than 24 hours prior to your scheduled exam. If you do not cancel your appointment 24 hours prior to your scheduled exam, you will forfeit your exam fee and/or your company may incur a charge.

#### Additional Information

The following data is deleted from the OnVUE system within 60 days:

- The recorded video of your testing session
- Your identification, such as license or passport

Your headshot is retained for security and use on your Score Report for the life of Certification. For country-specific data retention regulations please reference your local government agency. For additional questions or requests for photo deletion, please contact our operations team at <https://home.pearsonvue.com/microsoft/contact>.

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[Agree](#)

## 12) Click your language. Select “Next.”

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### Select proctor language

AZ-900: Microsoft Azure Fundamentals

What is the language you prefer the proctor to speak?

☒ English  
☐ Japanese

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## 13) Confirm your time zone.

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### 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!](#)

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## 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"

**PRACTICE TEST**  
**30 Day**  
TEST PASS GUARANTEED

**Special offer:** Regularly priced at USD 99.00! [Click here for details](#)  
[More Details](#)

**Confirm contact information**

⚠️ Your name must exactly match the identification (ID) that is presented at the test center or you will not be permitted to take your exam.  
[Contact a Microsoft Regional Service Center to update my name.](#)

Name:  
Melanie Putiak

Telephone:  
+1 847-224-4893

Correspondence Language:  
English (US)

**Total Due**

Subtotal:	99.00
Estimated Tax:	0.00
<b>ESTIMATED TOTAL DUE:</b>	<b>USD 99.00</b>

You can enter voucher/promotion codes on the payment screen.

ESTIMATED TOTAL DUE: USD 99.00

[Proceed to Checkout](#)

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

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**Enter payment and billing**

**Order Total**





Subtotal:	99.00
Estimated Tax:	0.00
<b>ESTIMATED TOTAL DUE:</b>	<b>USD 99.00</b>

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

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

**Card Details**

We accept the following cards:

\*Card Type:

\*Card Number:  
(Do not include hyphens or spaces)

\*Expiration Date:

**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.

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## POST EXAM ACTIONS

When you pass your exam, please ensure you have completed four steps:

1. [Associate your Capgemini ID with Microsoft Partner Center](#): this will ensure Microsoft knows that Capgemini resources are getting certified
2. [Fill out the MS Post Certification Form](#): this will ensure Capgemini knows you’ve passed the exam and we can celebrate your success
3. [Update your Global Skills Profile](#): this will ensure you will get staffed on an upcoming project with this new skill set you acquired
4. [Post your accomplishment on LinkedIn](#): this will ensure your communities and network knows you have succeeded at this great accomplishment!

All of these steps are outlined on our Microsoft pathways on [Capgemini Next](#) as well – type the name of your exam in the top left corner to find the pathway aligned with your exam and start preparing for your next exam!

## Answers to Common FAQs

a) I am facing issues while booking my exams, whom can I reach out to?

Please raise a support ticket at: <https://esisupport.microsoft.com/> or go through [Certification Help](#)

b) 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.

c) 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.



d) 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.

e) **No shows** are strictly not entertained and candidates will be penalized. In case of unavoidable circumstances please make sure to reschedule your exam at 48 hours in before your exam appointment.

f) 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.

g) Every individual will get only 1 voucher at a time and ensure you successfully pass the exam in your first attempt. You can request for another voucher for another exam only post clearing the exam. In case, you fail to do so additional approval from your N+1 and the reason will be required and post considering all the facts, Partner team will decide if an additional voucher can be released.

h) 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](#) and for any questions, reach out to [Shreyas Kanchibail](#)