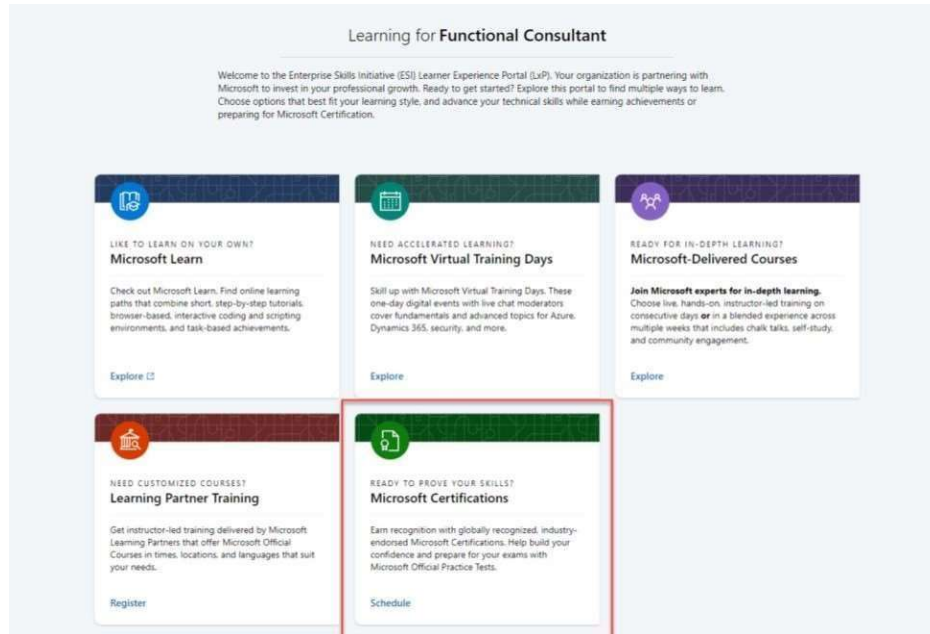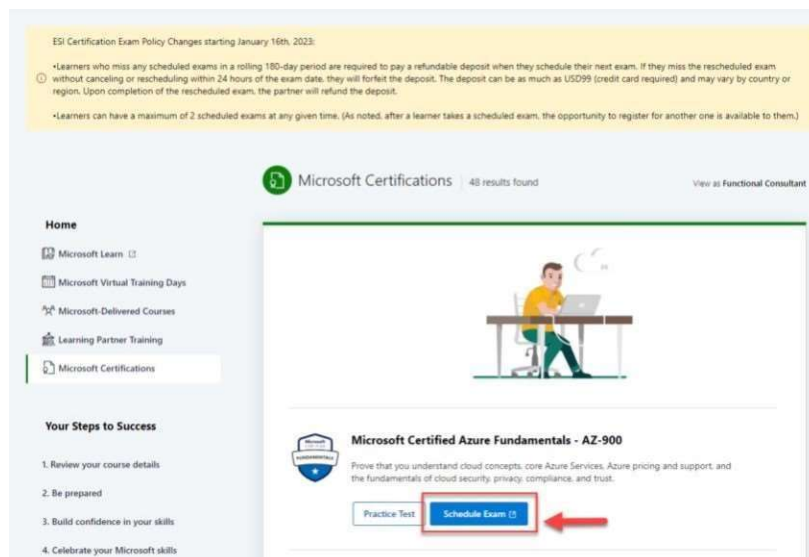# Guidelines for availing 100% discount on Microsoft exams

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.
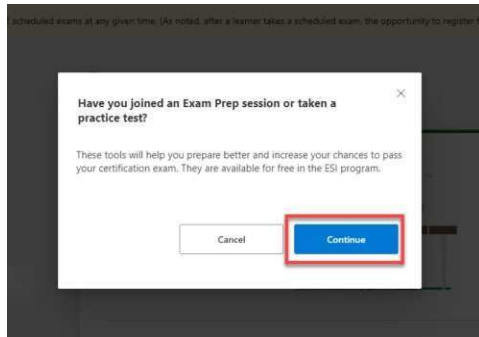
Steps:

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."

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?

| P 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.

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.

Previous   Agree

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

13) Confirm your time zone.

14) Pick the date of the exam. **Click** "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.

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 makes 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