# **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.

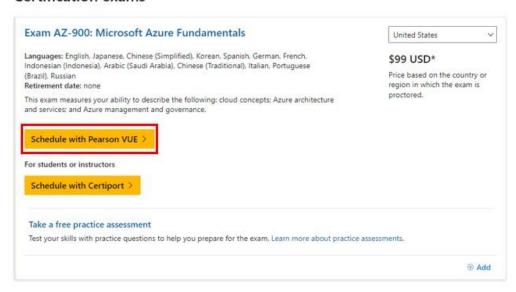
# Steps:

- **1) Navigate** to the list of eligible certifications on the Become Microsoft Certified page: <a href="https://aka.ms/TrainCertPoster">https://aka.ms/TrainCertPoster</a>.
- 2) Select the tile for the Microsoft Certification exam you wish to schedule.

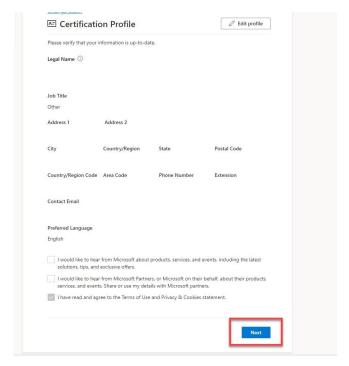


3) View details about the certification and scroll down the page. Select "Schedule with Pearson VUE."

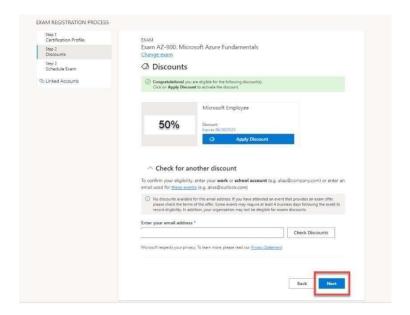
# Certification exams



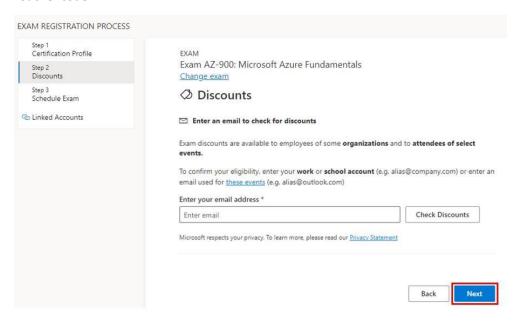
4) Update/Edit your profile as needed. Select "Next."



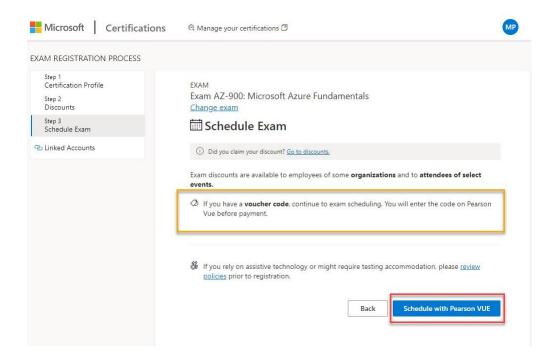
5) You will be presented with the Discounts screen which may display a discount. If you don't have the voucher code for the exam, click on 50% discount. **Select "Next" to proceed.** 



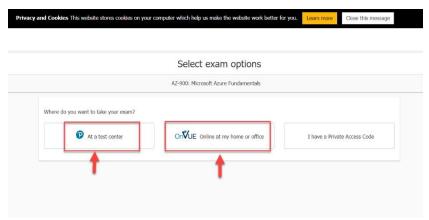
6) You will be presented with the Discounts screen which may display a discount. Do not enter your email to check for discounts because you will be using a voucher. Select "Next" to proceed to apply your 100% discount voucher code.



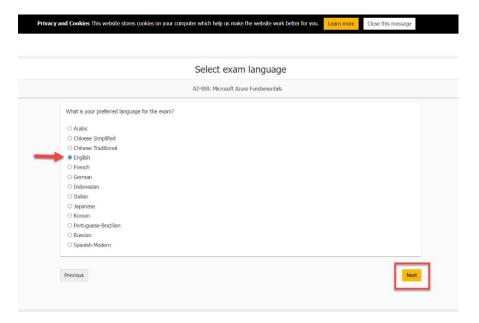
7) Select "Schedule with Pearson VUE."



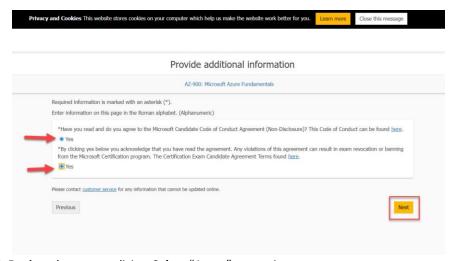
8) Select how you would like to take the exam.



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



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



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

### Agree to online exam and Microsoft policies

#### 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 Prizor, and Cookies Delity (Privary Policy", Privary Policy", and Cookies Delity (Privary Policy", Privary Policy") and use of cookies to support your testing experience. You also understand, acknowledge and agree that the testing program sponsor has its own, possibly

#### OnVUE Data Processing

By providing your personal information, as described in our <u>Privacy and Cookies Policy</u>, 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

2 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, vicin, desk, and workspace will be enpired 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 advisowledgement 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.

- 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

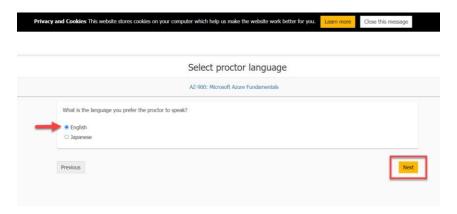
If you need to cancel your appointment, be sure to do it no later than 24 hours prior to your scheduled exam. If you do not cancel your appointment 24 hours prior to your scheduled exam, you will forfeit your exam fee and/or your company may incur a charge.

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

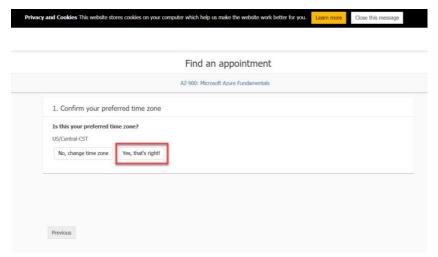
- The recorded video of your testing session
  Your identification, such as license or passpor

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.

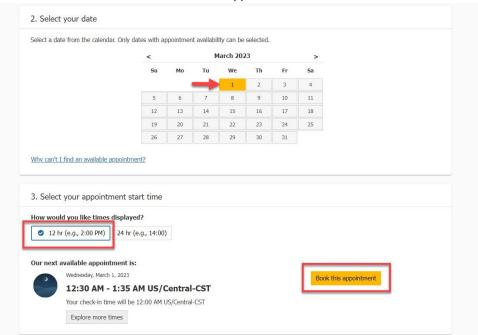
Previous



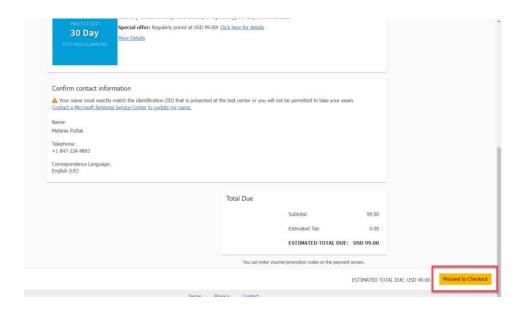
13) Confirm your time zone.



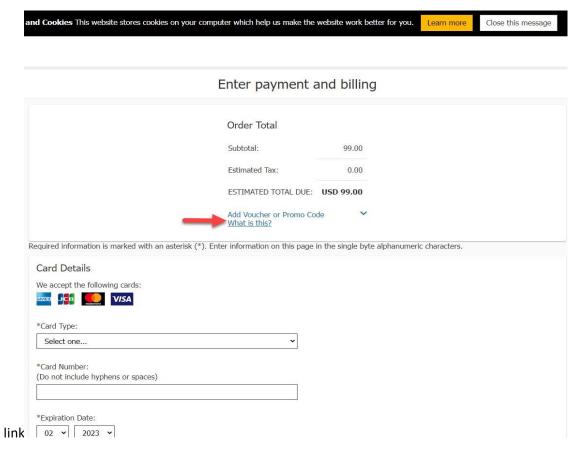
14) Pick the date of the exam. Click "Book this Appointment."



**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.

# Enter payment and billing

