

## 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:  
<https://aka.ms/TrainCertPoster>.
- 2) **Select** the tile for the Microsoft Certification exam you wish to schedule.

The screenshot shows the 'Become Microsoft Certified' page with a grid of certification tiles. The tiles are organized into three rows: Fundamentals, Role-based, and Specialty. The columns represent different Microsoft product families: Azure, Dynamics 365, Microsoft 365, Power Platform, and Security, Compliance, and Identity. Each tile displays the certification name, a code, and a 'Schedule' button.

	Azure	Dynamics 365	Microsoft 365	Power Platform	Security, Compliance, and Identity
<b>Fundamentals</b>	Azure Fundamentals (AZ-900) Azure Data Fundamentals (DP-900)	Dynamics 365 Sales Functional Consultant Associate (MB-900) Dynamics 365 Retail Functional Consultant Associate (MB-900)	Microsoft 365 Fundamentals (MS-900)	Power Platform Fundamentals (PL-900)	Security, Compliance, and Identity Fundamentals (SI-900)
<b>Role-based</b>	Azure Administrator Associate (AZ-800) Azure Developer Associate (AZ-400) Azure Security Engineer Associate (AZ-500) Azure Network Engineer Associate (AZ-700) Azure AI Engineer Associate (AI-900) Azure Data Engineer Associate (DP-600) Azure Database Administrator Associate (DB-100) Azure Enterprise Data Analyst Associate (DP-100) Azure Solutions Architect Expert (AZ-800)	Dynamics 365 Sales Functional Consultant Associate (MB-900) Dynamics 365 Retail Functional Consultant Associate (MB-900) Dynamics 365 Customer Service Functional Consultant Associate (MB-900) Dynamics 365 Field Service Functional Consultant Associate (MB-900) Dynamics 365 Finance and Operations Supply Chain Management Functional Consultant Associate (MB-900) Dynamics 365 Finance and Operations Human Resources Functional Consultant Associate (MB-900) Dynamics 365 Finance and Operations Project Management Functional Consultant Associate (MB-900) Dynamics 365 Finance and Operations Marketing Functional Consultant Associate (MB-900)	Modern Desktop Administrator Associate (MD-100) Microsoft 365 Administrator Associate (MS-100) Security Administrator Associate (SI-100) Enterprise Administrator Expert (EA-100) Team Virtual Engineer Expert (TV-100)	Power Platform App Maker Associate (PL-100) Power BI Data Analyst Associate (PL-200) Power Automate RPA Developer Associate (PA-100) Power Platform Solution Architect Expert (PL-400)	Azure Security Engineer Associate (AZ-500) Microsoft 365 Security Administrator Associate (SI-100) Information Protection Administrator Associate (IP-100) Security Operations Analyst Associate (SO-100) Identity and Access Administrator Associate (IA-100) Information Protection Administrator Associate (IP-100) Cybersecurity Architect Expert (CA-100)
<b>Specialty</b>	Azure for SAP Workloads Specialty (AZ-100) Azure Support Engineer for Connectivity Specialty (AZ-100) Azure Control DB Developer Specialty (DB-100)	Customer Data Platform Specialty (CD-100)	Exchange Online Support Engineer Specialty (ES-100) Teams Support Engineer Specialty (TS-100)		

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

## Certification exams

### Exam AZ-900: Microsoft Azure Fundamentals

**Languages:** English, Japanese, Chinese (Simplified), Korean, Spanish, German, French, Indonesian (Indonesia), 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.

**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](#)

United States

**\$99 USD\***

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

#### 4) Update/Edit your profile as needed. Select “Next.”

**Certiport**

**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**

- 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.**

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 \*

**Check Discounts**

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

**Back** **Next**

- 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.**

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**

**Enter an email to check for discounts**

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

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)

Enter your email address \*

**Check Discounts**

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- 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

① 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.

[Back](#) [Schedule with Pearson VUE](#)


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

 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

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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.

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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>.

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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

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

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 GUARANTEE

**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 Putlak

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](#)

[Terms](#) [Privacy](#) [Contact](#)

**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:

link

**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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