

Hello!

This document explains how to create a Microsoft Profile and purchase the exam you will take at your Microsoft Event if you have been invited to do so with a “Private Access Code”.

You should only follow the process outlined in this document if you have received an invitation to do so by your Microsoft Event Manager. All other candidates should continue to use www.microsoft.com/learning for their testing needs.

Create a Microsoft Account / Testing Profile (at least 2 days prior to Microsoft Event)

1. Start by going to www.microsoft.com/learning.
 - a. A Microsoft candidate Profile must be created here.

Pre-Register and Purchase a Microsoft Event Exam

1. *After* you have created your web account, please navigate to the Microsoft exam catalogue and choose your exam. If you had closed the window after profile creation, please go to www.microsoft.com/learning and choose “Schedule a Test”.
2. Once you have signed-in, please **select the exam** you would like to take during your Microsoft Event.
3. When asked, please **enter your Private Access code** that was provided to you by your Microsoft instructor. This is a required code to gain entry for scheduling an exam at the Microsoft Event.

The screenshot shows the Microsoft website interface for booking an exam. At the top left is the Microsoft logo. On the right, there are navigation links: Home, My Profile, My Order, Return to Testing Program website, and Sign Out. Below the navigation is the text "Signed In as: Jacquelyn K Featherly MS ID: M50338093415". The main heading is "Select Booking Method" with the sub-heading "For: 417: Upgrading Your Skills to MCSA Windows Server 2012". Below this is the note "All fields are required." The main content area contains a form with the question "How are you booking this exam?" and three radio button options: "I will be scheduling for a future date at a test center", "I am taking this exam at a Certiport test center.", and "I have received a Private Access Code for this exam. What is this?". The third option is selected. Below the options is a text input field labeled "Private Access Code:" with a red arrow pointing to it from the left. At the bottom right of the form is a yellow "Next" button. At the very bottom of the page is the copyright notice: "Copyright © 1996-2014 Pearson Education, Inc. or its affiliate(s). All rights reserved. Terms | Privacy | Contact".

4. Please follow the rest of the screens prompts.

5. You are now ready to confirm your order and proceed to checkout.
6. Enter your payment information: Credit Card, voucher number or Promotion Code.
7. Submit your order.
8. This screen is your receipt; please print for your records. You will also be emailed a confirmation letter and receipt of your exam purchase.
9. You will be able to launch your exam the day of the Microsoft Event. Your Event Manager will help walk you through this process on the day of the event. For your reference, detailed steps are outlined below.

Pre-Register and Purchase a Microsoft Event Exam

1. Please navigate to your Microsoft Event web page: www.pearsonvue.com/microsoft/ap
2. Please review the Technical Requirements and run the system test if you are unsure if your computer will successfully deliver your Microsoft exams.
3. Please choose the “Begin Exam” button.
4. To launch your Microsoft Event exam you must use a Secure Browser. Select “Run” in the Secure Browser (SB Browser.exe).



5. After the Secure Browser is available, you will be prompted to sign-in again using your Microsoft profile username and password.
6. After you have signed-in, in your testing history please choose “Start my online exam”. A pop up box will appear, start your exam by choosing “Yes, begin exam now exam”. Notify your Event Manager that you have completed purchasing your exam and are ready to start the exam session.
7. Your Event Manager will check your identification and unlock the exam for you to begin testing.

After you have completed your test, to retrieve your Score Report, please sign-in to www.microsoft.com/learning, and in your testing history, choose to “View my Score Report”. From here you may save and print your score report.