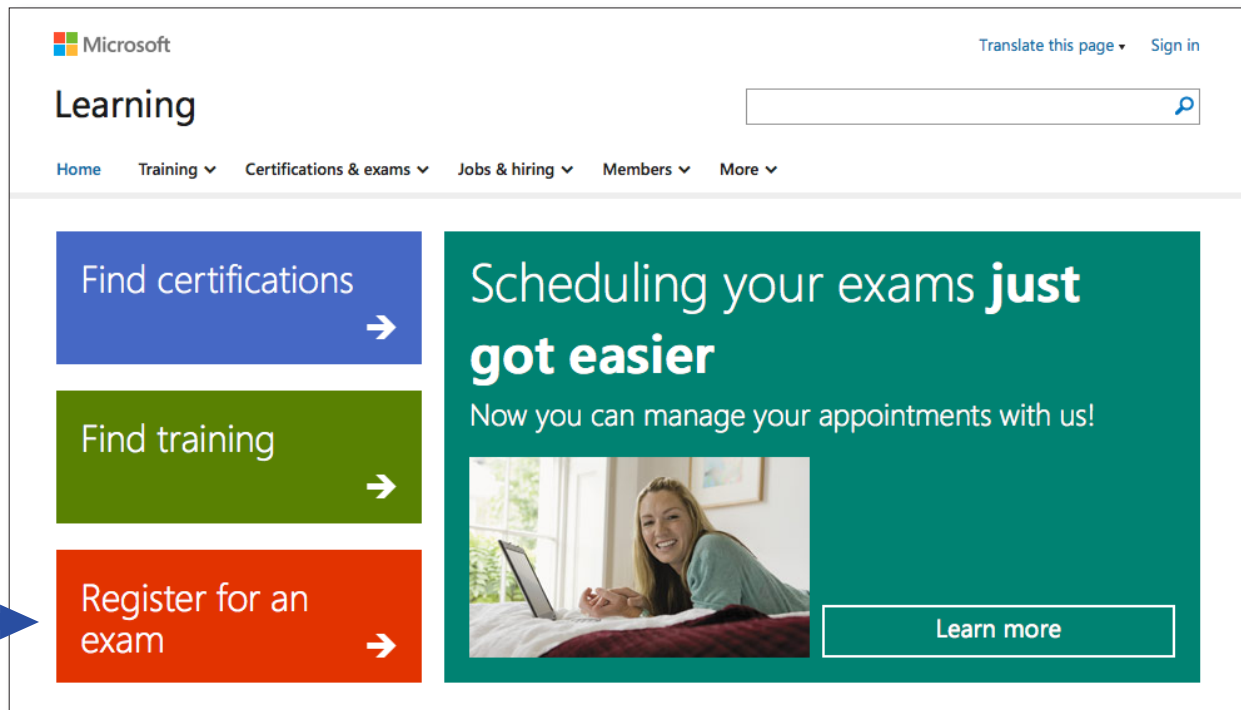


Scheduling a Microsoft Certification Exam with Pearson VUE

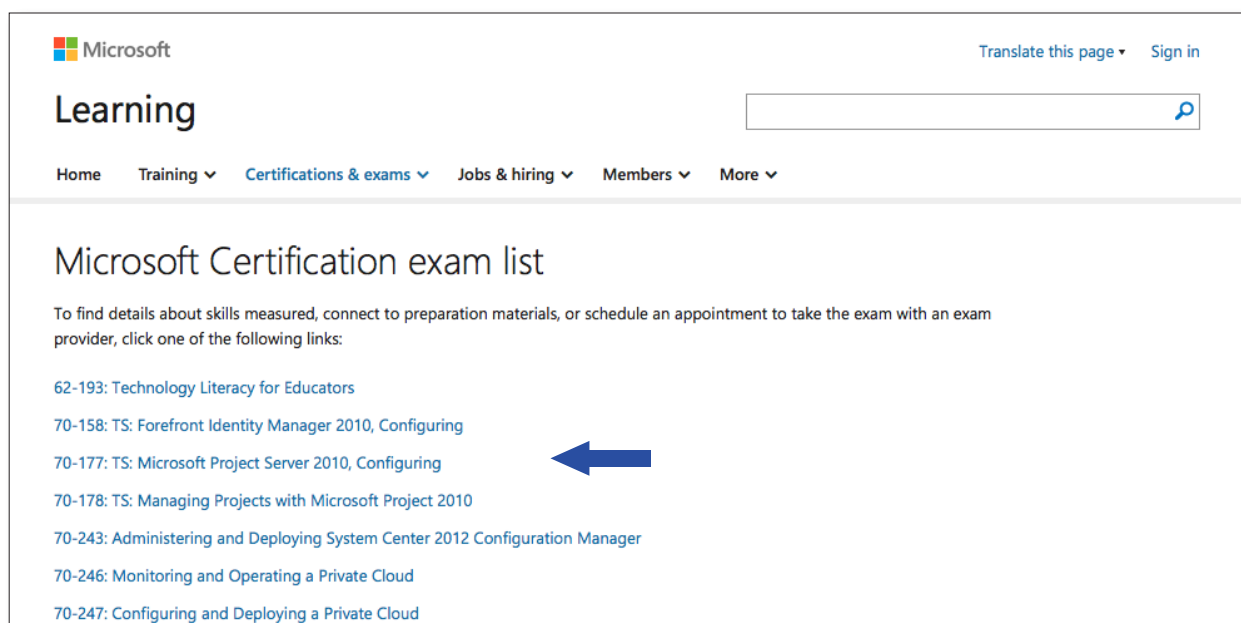
Prior to scheduling a Microsoft Certification exam online or at a Pearson VUE test center, all test-takers must have a Microsoft Account and Profile set-up on www.Microsoft.com/learning. Here are the steps for candidates to follow in order to set-up their Microsoft Account and their Testing Profile.

Create a Microsoft Account / Testing Profile

1. Start by going to www.microsoft.com/learning and follow the screen shots below.
2. Choose register for an exam.



3. Choose the exam you are interested in.



4. Select “Schedule exam.”

The screenshot shows the Microsoft Learning website interface. At the top left is the Microsoft logo. To the right are links for "Translate this page" and "Sign in". Below the logo is the word "Learning" in a large font, followed by a search bar. A navigation menu includes "Home", "Training", "Certifications & exams", "Jobs & hiring", "Your benefits & exams", and "More". The main content area is titled "Exam 70-178" and features the Microsoft Project logo. The exam title is "TS: Managing Projects with Microsoft Project 2010" with a price of "\$150.00 USD*" and a note "Not in the United States?". Below the title, it says "Published: February 15, 2011", "Languages: English", "Audiences: IT professionals", and "Technology: Microsoft Project 2010". A yellow "Schedule exam" button is prominent. At the bottom, there are links for "Save to My Learning", "Convince your boss", and "Connect with us on @MSLearning".

5. You must sign in or create an account with an active email address. Follow the “What’s this” steps if you do not have one.

The screenshot shows the Microsoft account sign-in page. On the left, there is a photograph of a laptop displaying a Microsoft Office 365 dashboard, resting on a stack of books. Below the photo is a blue banner with the text "Your account, our priority" and "Adding security information helps protect your account". On the right, the "Sign in" section includes a link for "Microsoft account What's this?", a text input field containing "someone@example.com", a "Password" input field, and a checkbox for "Keep me signed in". A blue "Sign in" button is located below these fields. At the bottom of the sign-in section, there are links for "Can't access your account?" and "Sign in with a single-use code".

6. This is screen 1 of 2 to create your Pearson VUE profile.

Welcome! Let's complete your profile. ✕

You are signed in as: someone@example.com

* First name (given name) * Last name (surname)

* Job function


* Country/region

Communication preferences

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.

7. This is screen 2 of 2 to create your Pearson VUE profile.

 **Learning**

Register for your exam

Please provide the following registration details for your Microsoft Certification exam.

Legal name

Important: Please enter your name as it appears on the [acceptable legal identification](#) you will present at the testing center. Once saved, your legal name cannot be changed without contacting [customer support](#).

Title * First name Middle name * Legal last name (surname)

Address

* Country/region

* Address Address line 2 Address line 3


* City/town * State/province Postal code

Contact details

* Country code * Area code * Phone number Extension

* Contact email

* Preferred language



8. Confirm this is the exam you would like to schedule.

Microsoft Learning

Confirm your exam registration details

Please confirm the following registration details for your Microsoft Certification exam.

Exam
178 | TS: Managing Projects with Microsoft Project 2010 [\(change\)](#)

First name	Middle name	Legal last name (surname)	Contact email
First name		Last name	someone@example.com Edit

By clicking Submit, you will be transferred to Pearson VUE to schedule and process payment for your Microsoft Certification exam.

9. Select booking method or sign out if you want to schedule your exam at a Pearson VUE test center.

Microsoft Home My Order Return to Microsoft Sign Out

Signed In as: Candidate
MS ID: MS0000000000
MS ID: MS0582484410

Select Booking Method

For: 178: TS: Managing Projects with Microsoft Project 2010

All fields are required.

How are you booking this exam?

I will be scheduling for a future date at a test center

I have received a Private Access Code for this exam. [What is this?](#)

10. Once the candidate completes their profile setup the Pearson VUE Test Administrator will be able to schedule the candidate's exam in the Registration Manager system.

To learn more, visit PearsonVUE.com/Microsoft.