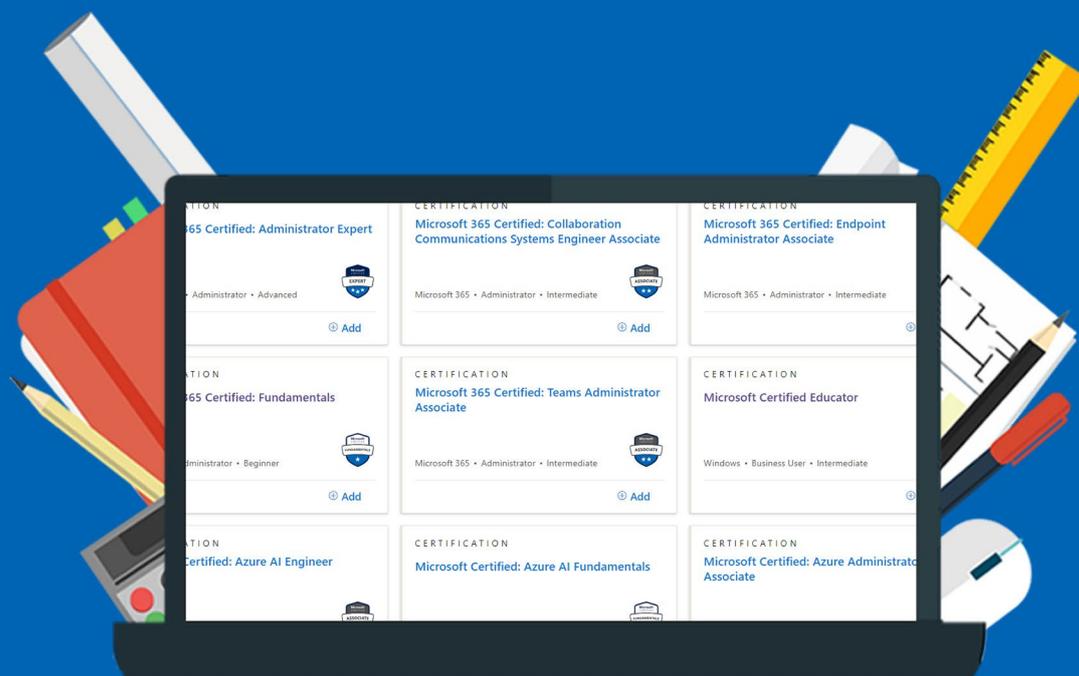


Installation Manual



Microsoft Certification (Exam)

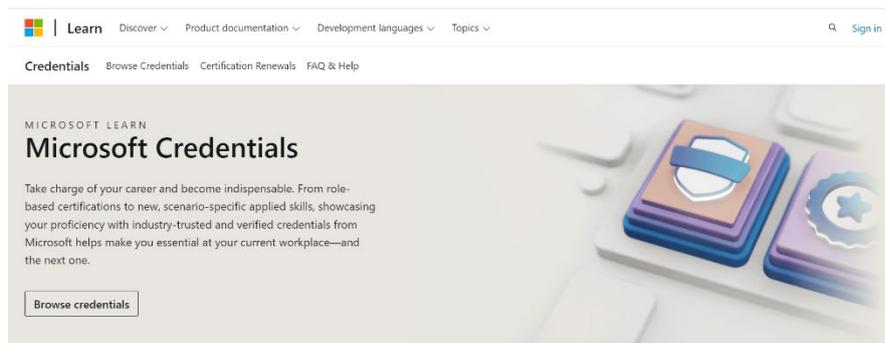
For Windows en Mac

Attention: Before buying, please check if the exam you want to take has the option of scheduling the exam with **Pearson VUE**, otherwise you will not be able to use the voucher code. You can find a list of all exams [here](#).

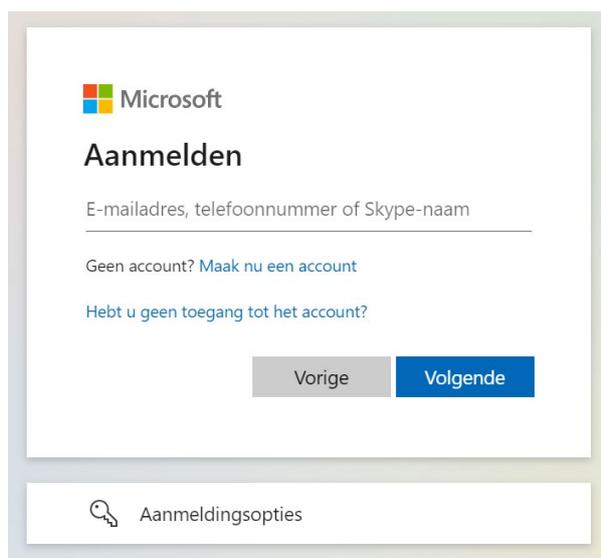
Step 1: Order the voucher code for the Microsoft Certification on SURFspot. Within minutes, you will receive a number of emails regarding your order. You will also receive an email with instructions. You can find your order overview in your account under “Orders”. This is also where you can find your voucher code.

Bestellingen		
06-05-2024		Verzonden
Microsoft Certificering (examen)	Inloggen Toon licentie code	Verzonden

Step 2: In your order overview, click on “Log In”. You will now be redirected to the Microsoft Learn homepage. At the top right of your screen, click on “Sign In”.



Step 3: Sign in with your (personal) email address, then click on “Next”.



Step 4: Check if you're logged in with the right email address and click on "Next".

The screenshot shows a Microsoft account login page. At the top, it says "U bent aangemeld als" (You are logged in as). Below this is a placeholder for a profile picture. A message states: "Voordat u zich registreert met dit Microsoft-account, moet u controleren of u zich eerder hebt geregistreerd met een ander account." (Before you register with this Microsoft account, you must check if you have previously registered with another account.) There is a link "Aanmelden met een ander account" (Sign in with another account). At the bottom, there are two buttons: "Annuleren" (Cancel) and "Volgende" (Next).

Step 5: If you would like to receive news and updates from Microsoft Learn, then enter the required fields and click on "Save". If you do want to opt out, click on "Skip".

The screenshot shows a Microsoft account settings page titled "Op de hoogte blijven" (Stay up to date). It asks: "Wilt u geen nieuwe en bijgewerkte inhoud, persoonlijke aanbevelingen, handige tips of Q&A-meldingen mislopen? Laten we contact houden!" (Don't you want to miss out on new and updated content, personal recommendations, handy tips or Q&A notifications? Let's stay in touch!). There is a text input field for "E-mailadres van contactpersoon voor meldingen" (Email address of contact person for notifications). Below that is a dropdown menu for "Land/regio" (Country/region) with "Nederland" selected. A checkbox is checked, indicating the user wants to receive information, tips, and offers for Microsoft Learn and other Microsoft products and services. A link "Privacyverklaring" (Privacy statement) is provided. At the bottom, there are two buttons: "Over slaan" (Skip) and "Opslaan" (Save).

Step 6: You will now see an overview of your profile. You can add more information if you want. Once the required fields have been filled, click on "Back to Learn".

The screenshot shows a Microsoft account profile overview page titled "Je bent klaar" (You are done). It says "Je hebt je profiel gemaakt! Overweeg de volgende:" (You have created your profile! Consider the following:). There are five sections, each with a title and a link to manage it: "Accountbeheer" (Account management) with link "Account toevoegen" (Add account); "Op de hoogte blijven" (Stay up to date) with link "E-mailadres inschrijven" (Sign up for email); "Privacybesturingselementen aanpassen" (Adjust privacy settings) with link "Privacy beheren" (Manage privacy); "Inhoud personaliseren" (Personalize content) with link "Interesses bewerken" (Edit interests); and "Gebruikersdocumenten" (User documents) with link "Documenten lezen" (View documents). At the bottom, there is a large blue button "Terug naar Learn" (Back to Learn) and a smaller link "Profiel weergeven" (View profile).



Step 7: Scroll down until you get to the “Microsoft Certifications” heading. Next, click on “Browse Certifications”.



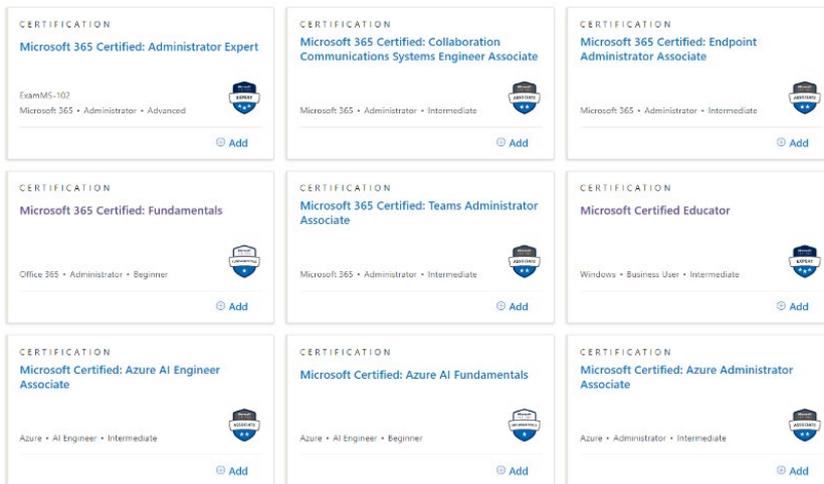
Microsoft Certifications

Verified expertise for in-demand job roles. Keep pace with evolving roles and be a credit to your profession. Microsoft Certifications align to the job roles businesses rely on most, enabling them to identify talent like yours and allowing them to remain competitive as technology continues to rapidly change.

- Grow in your role by validating a wide range of skills required to be successful in job roles critical to organizations.
- Earn industry-recognized certifications by passing the required exams that include questions reflecting real world problems faced in a job. Be sure to renew your certification annually if it is eligible to renew.
- Shine brighter by sharing your certification verified by Microsoft, giving organizations full confidence in the authenticity and reliability of your role-based skills.

[Browse Certifications](#) ←

Step 8: You will now see an overview of all certificates. Click on the certificate you want to get.



Step 9: You will now be redirected to the information page of the selected certificate. Scroll down and under “Schedule through Pearson Vue” on “Schedule exam”.

This exam is offered in the following languages:
English, Japanese, Spanish, German, Chinese (Simplified), French, Korean, Portuguese (Brazil), Arabic (Saudi Arabia), Russian, Chinese (Traditional), Italian

Schedule through Pearson Vue

[Schedule exam >](#)

Schedule through Certipoint if you are a student or an educator

[Schedule exam >](#)

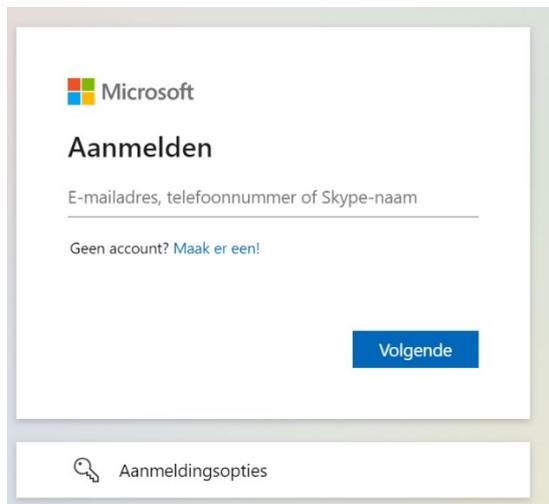
Netherlands

€99 EUR*

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

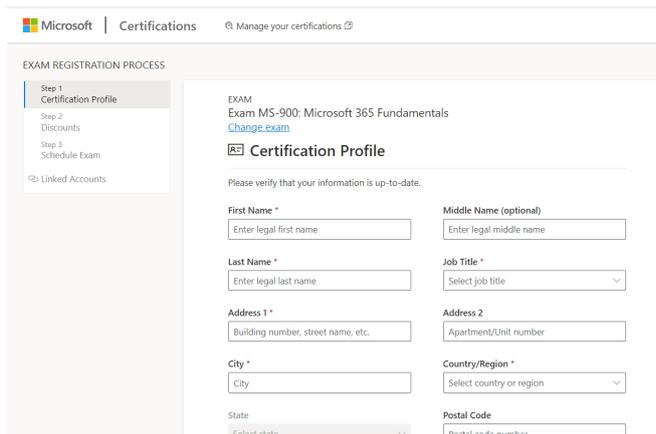


Step 10: Sign in with your Microsoft account and click on “Next”.



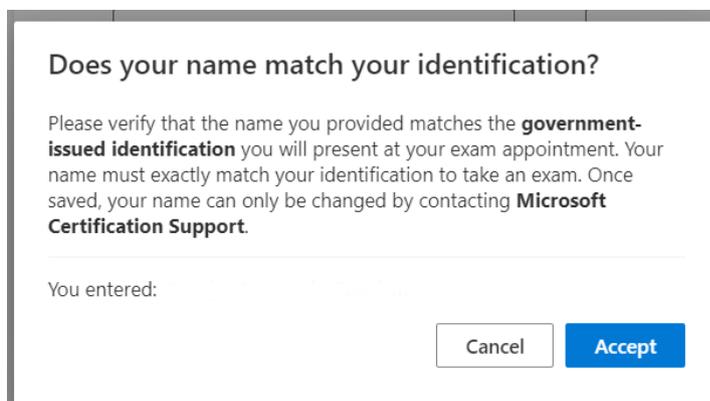
The screenshot shows the Microsoft login page. At the top left is the Microsoft logo. Below it, the word 'Aanmelden' is displayed. There is a text input field for 'E-mailadres, telefoonnummer of Skype-naam'. Below the input field, there is a link that says 'Geen account? Maak er een!'. At the bottom center, there is a blue button labeled 'Volgende'. At the bottom left, there is a magnifying glass icon and the text 'Aanmeldingsopties'.

Step 11: Enter the required fields and click on “Save”.



The screenshot shows the 'EXAM REGISTRATION PROCESS' page. On the left, there is a sidebar with a list of steps: 'Step 1 Certification Profile', 'Step 2 Discounts', 'Step 3 Schedule Exam', and 'Linked Accounts'. The main content area is titled 'EXAM' and 'Exam MS-900: Microsoft 365 Fundamentals'. Below this, there is a section for 'Certification Profile' with a warning icon and the text 'Please verify that your information is up-to-date.' The form contains several fields: 'First Name *' (text input), 'Middle Name (optional)' (text input), 'Last Name *' (text input), 'Job Title *' (dropdown menu), 'Address 1 *' (text input), 'Address 2' (text input), 'City *' (text input), 'Country/Region *' (dropdown menu), 'State' (dropdown menu), and 'Postal Code' (text input).

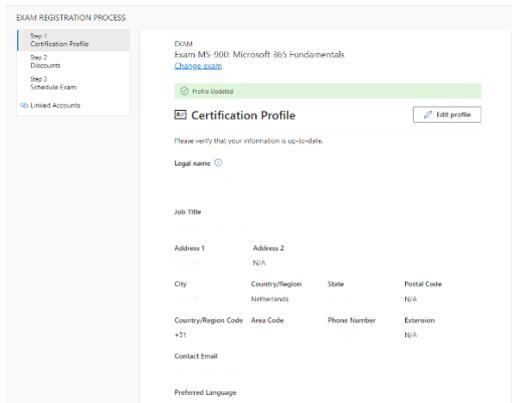
Step 12: Check if the name you entered at the previous step matches the name on your method of identification. This will be checked before participating in the exam. If the names match, click on “Accept”.



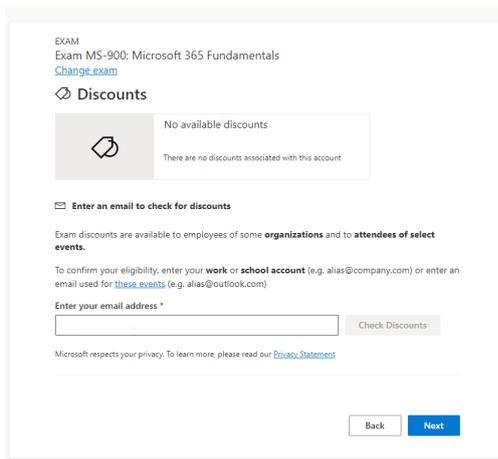
The screenshot shows a confirmation dialog box. The title is 'Does your name match your identification?'. The text inside reads: 'Please verify that the name you provided matches the **government-issued identification** you will present at your exam appointment. Your name must exactly match your identification to take an exam. Once saved, your name can only be changed by contacting **Microsoft Certification Support**.' Below the text, there is a line of text that says 'You entered:'. At the bottom, there are two buttons: 'Cancel' and 'Accept'.



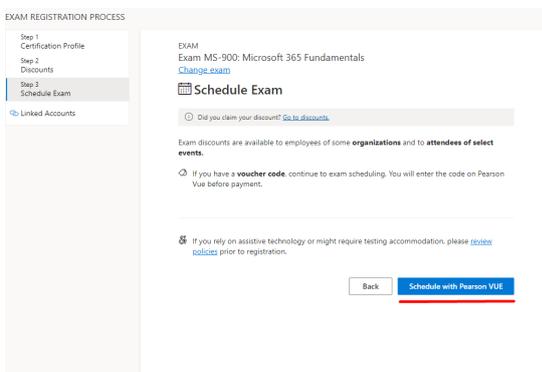
Step 13: You will now see an overview of the data you entered. Click on “Next”.



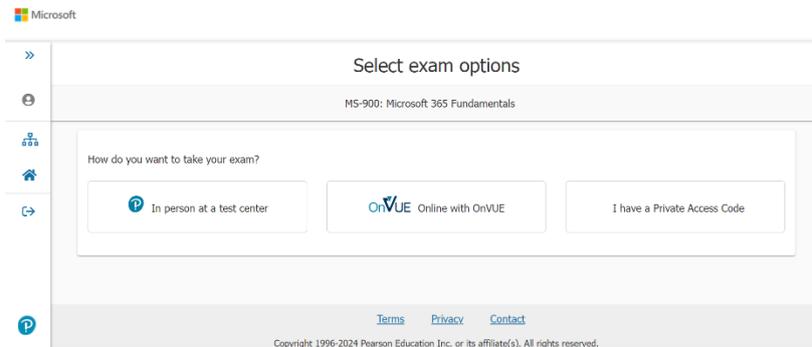
Step 14: In the next screen you can check if you’re eligible for a discount. You can skip this screen. Click on “Next”.



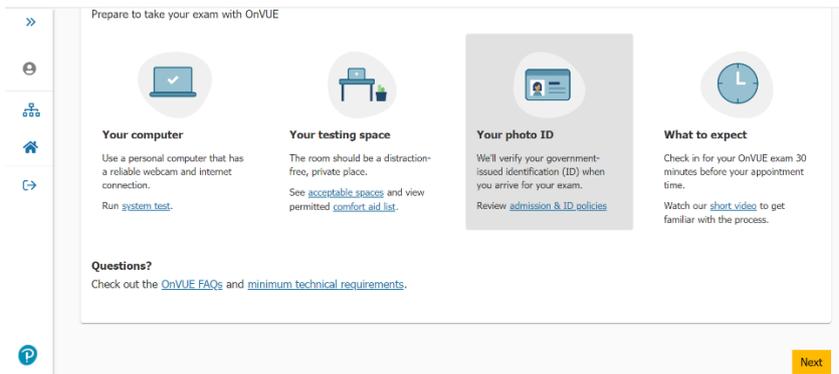
Step 15: You will now see an overview of the exam you can plan. Click on “Schedule with Pearson VUE”.



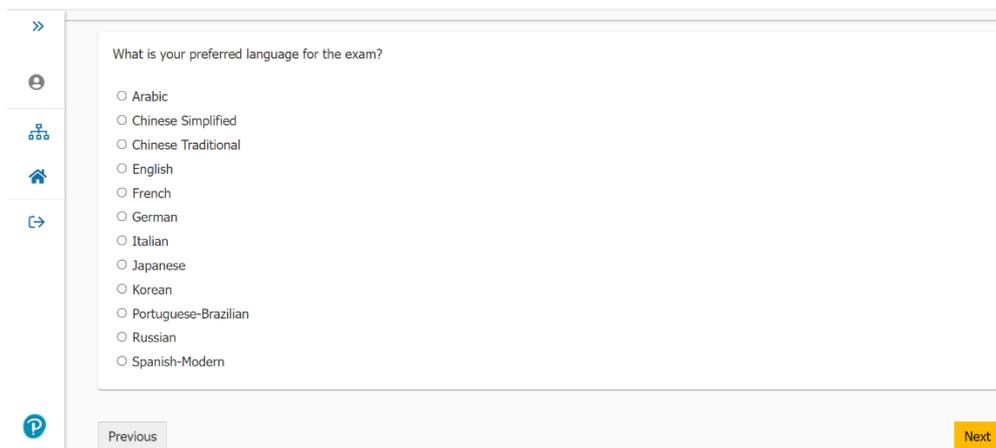
Step 16: Choose if you'd like to take the exam in person or online. Select "In person at a test center" or "Online with OnVUE".



Step 17: In the next screen you can see the instructions for taking part in the exam. Read through these instructions carefully and click on "Next".



Step 18: Choose your preferred language for the exam and click on "Next".



Step 19: Read through the additional information carefully and check “Yes” at every box. Then, click on “Next”.

MS-900: Microsoft 365 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 link is to the Code of Conduct.](#)
 Yes

*Have you read and do you agree to the Microsoft Credentials Program Agreement? [This link is to the Certification Exam Candidate Agreement Terms.](#)
 Yes

*By clicking yes, you acknowledge that you have read both agreements. Any violations of these agreements can result in exam revocation or being banned from the Microsoft Credential program.
 Yes

Please contact [customer service](#) for any information that cannot be updated online.

[Previous](#) [Next](#)

<https://learn.microsoft.com/en-us/certifications/microsoft-exam-agreement...>

Step 20: Read through the exam policies and click on “Agree”.

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

[Previous](#)

Step 21: Choose the language you’d like the proctor to speak and click on “Next”.

MS-900: Microsoft 365 Fundamentals

What is the language you prefer the proctor to speak?

English
 Japanese

[Previous](#) [Next](#)



Step 22: Check if the right timezone has been selected. Then, click on “Yes, that’s right!”.

Find an appointment

MS-900: Microsoft 365 Fundamentals

1. Confirm your preferred time zone

Is this your preferred time zone?

Europe/Amsterdam-CEST

Step 23: Choose the date you’d like to take the exam.

2. Select your date

Select a date from the calendar. Only dates with appointment availability can be selected.

< **May 2024** >

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?](#)

Step 24: Now choose the time you’d like to take the exam. Once the right time has been selected, click on “Book this 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)

Recommended time:

Wednesday, May 22, 2024
8:15 AM - 9:20 AM Europe/Amsterdam-CEST
 Your check-in time will be 7:45 AM Europe/Amsterdam-CEST

Step 25: Check the overview of your exam and click on “Proceed to Checkout”.

Cart

Review and confirm: contact information to avoid issues on test day.

Description	Details	Price	Actions
Exam MS-900: Microsoft 365 Fundamentals Language: English Length: 65 minutes	Appointment Wednesday, May 22, 2024 Check-in time: 7:45 AM Europe/Amsterdam - CEST Start time: 8:15 AM Europe/Amsterdam - CEST Change Appointment	99,00	Remove

Available Products

In addition to scheduling your exam, you might be interested in the following products.

Microsoft Practice Test powered by MeasureUp - 30 day online access

Get a discount on available Microsoft Practice Test for Microsoft certification exams (Fundamentals, Role-based, or Specialty) 30-day online access.

Microsoft practice test available in English only.

Add to Order

EUR 74,00

ESTIMATED TOTAL DUE: EUR 119,79



Step 26: Click on “Add Voucher or Promo Code”. Enter the code you received with your order and click on “Apply”.

Enter payment and billing

Order Total

Subtotal:	99.00
Estimated Tax:	20.79
ESTIMATED TOTAL DUE: EUR 119.79	

[Add Voucher or Promo Code](#) ^
[What is this?](#)

Voucher/Promotion Code:

Required information is marked with an asterisk (*). Enter information on this page in the single byte alphanumeric characters.

Step 27: The amount due will now come to €0,-. Click on “Next”.

Enter payment and billing

Order Total

Subtotal:	99.00
Estimated Tax:	0.00
Voucher:	-99.00 MCP VL 100% 30pk PUR 2014 - Academic 91 EUR <input type="button" value="Remove"/>
ESTIMATED TOTAL DUE: EUR 0.00	

Required information is marked with an asterisk (*). Enter information on this page in the single byte alphanumeric characters.

Step 28: Your exam is now planned. Good luck!



