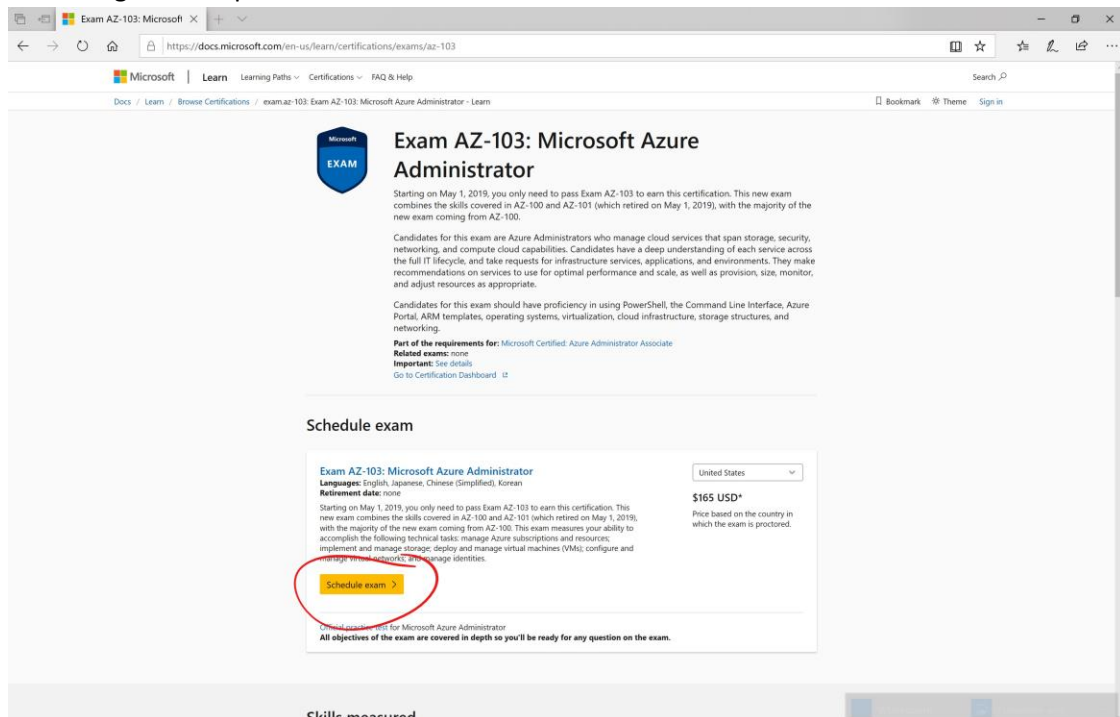
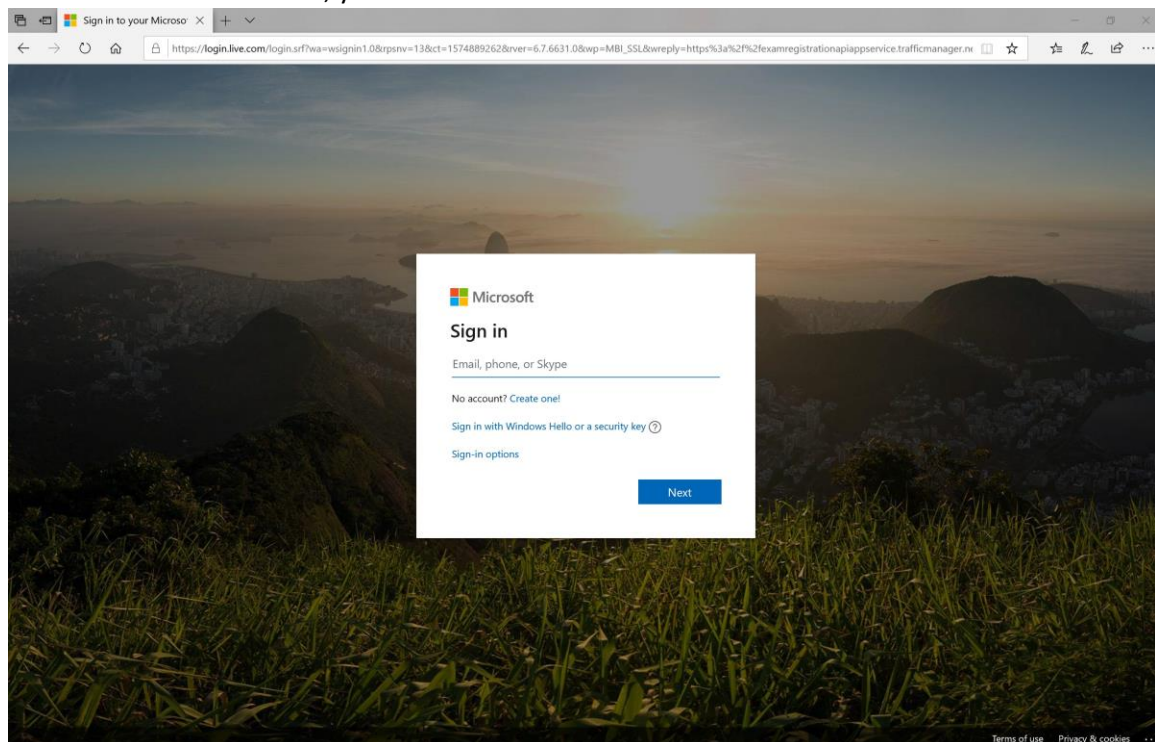


Below are step-by-step instructions on how to schedule a free exam using the exam offer for Microsoft Ignite 2019 and Microsoft Ignite The Tour 2019-2020 attendees who are eligible. For details on eligibility, please visit [Terms and conditions](#) for this offer.

1. Select a [qualifying exam](#)
2. Once on the exam details page for the desired exam, click the “Schedule exam” button to begin online registration process



3. Sign in with the Microsoft Account associated with your existing Certification Profile. If you don't have a Certification Profile, you will need to create one.



4. Once logged in to your Microsoft Certification Profile, confirm details in your Certification Profile are accurate.

Microsoft Learning Your Dashboard

MCID [redacted]  
Primary Account [redacted]

**My Profile**  
Exam Discounts

### Microsoft Certification Profile

Exam AZ-103 | Exam AZ-103: Microsoft Azure Administrator [Change](#)

*\*Required fields*

Legal name  
Karina Ung

Job Title \*  
IT Generalist

Address 1 \*  
  
*Address field is required.*

Address 2

Address 3

City \*  
  
*City field is required.*

Country \*  
United States

State \*  
California

Postal code \*  
  
*Postal code field is required.*

5. Click “Save & continue” button at the bottom of the Certification Profile page to proceed to the ‘Exam Discounts’ page

English

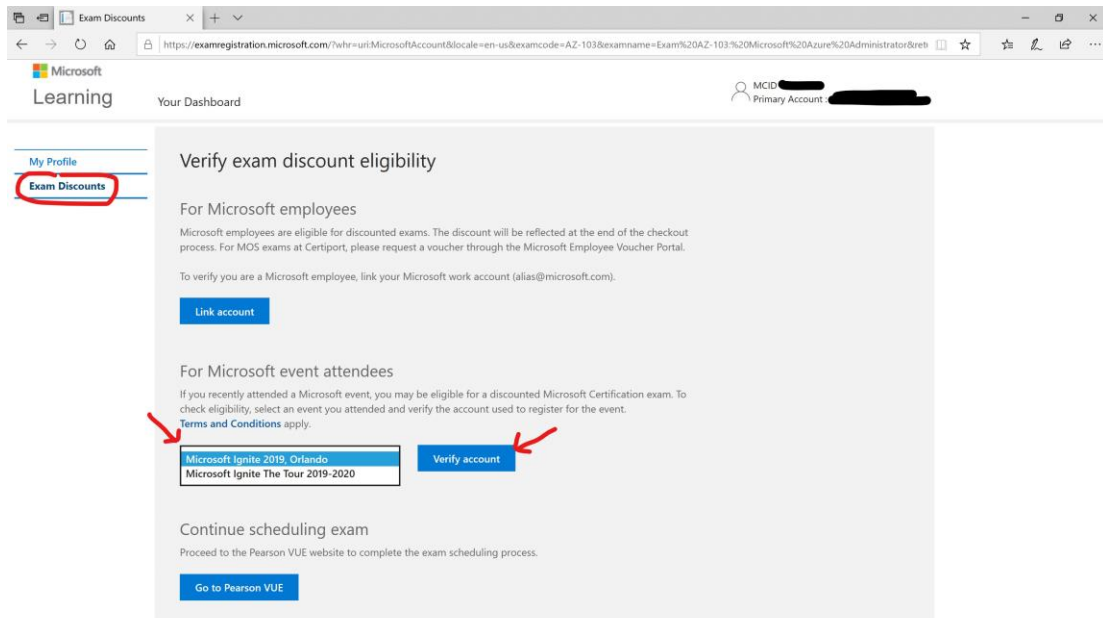
☐ I would like to hear from the Microsoft about products, services, and events, including the latest solutions, tips, and exclusive offers.

☐ I would like to hear from the Microsoft Partners, or Microsoft on their behalf, about their products, services, and events. Share or use my details with Microsoft partners.

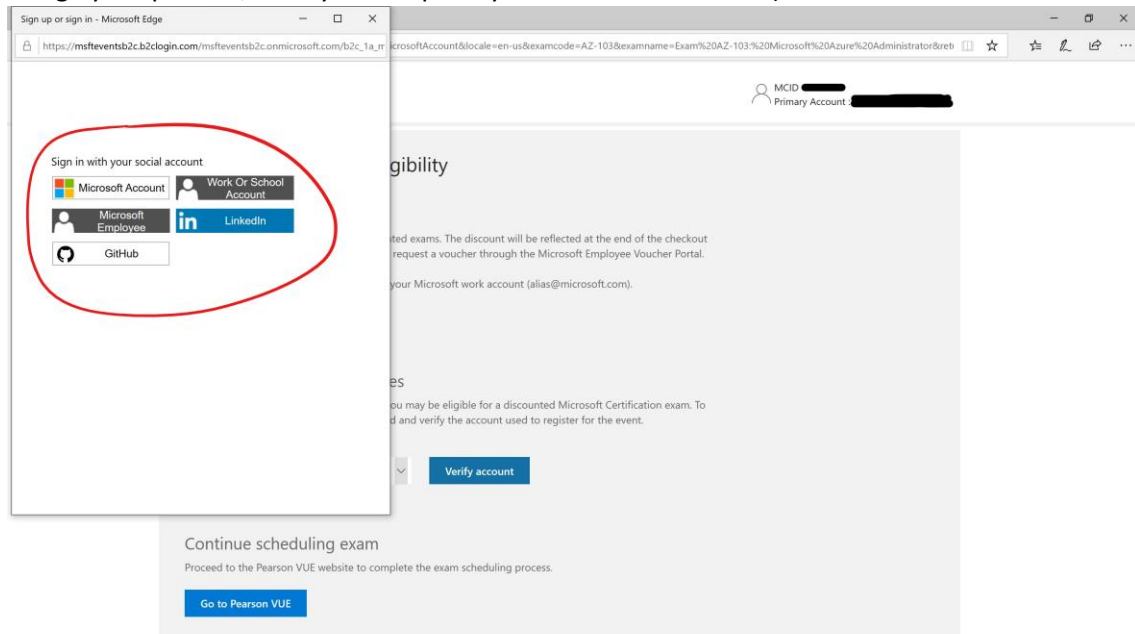
☒ I have read and agree to the [Terms of Use](#) and [Privacy & Cookies](#) statement. \*

**Save & continue**

6. On the 'Exam Discounts' page, select the event you've attended and click the "Verify account" button.



7. When verifying your account, you must authenticate using the same social account used for event registration (NOTE: If you used a Microsoft Account for event registration, you must use the same Microsoft Account to log in to your Certification Profile to schedule your exam. If this results in having two Certification Profiles, contact [Microsoft Certification support forums](#) to merge your profiles, after you complete your certification exam.)



8. Follow steps on the following screens and provide the required details to schedule your exam.

Signed In as: [redacted]  
MS ID: [redacted]

### Select Exam Delivery Option

For: AZ-103: Microsoft Azure Administrator

All fields are required.

How do you want to take your exam? [Exam delivery option descriptions](#)

- ☐ At a local test center
- ☐ At my home or office
- ☐ At a Certiport test center
- ☐ I have a Private Access Code

[Next](#)

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9. During checkout, verify the total amount due is \$0.00 and submit the order.