

## Registering for Microsoft Exams with Pearson VUE

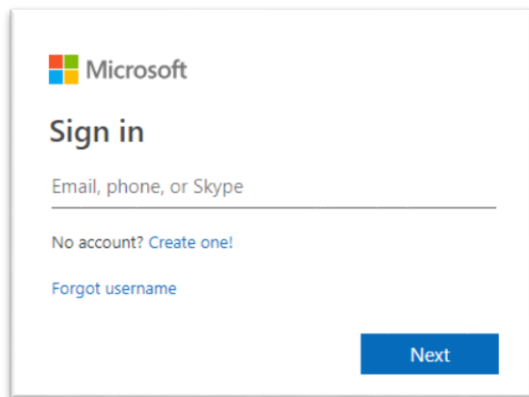
This document will guide you in registering an account and booking a Microsoft exam.

### Step 1

Go to <https://www.microsoft.com/en-us/learning/default.aspx> and sign in to your account using the 'Sign in' icon top left of your screen.

### Step 2

If you have a Microsoft Live account already, jump to Step 5. If you do not already have a Microsoft Live account, click 'No account? Create one!'

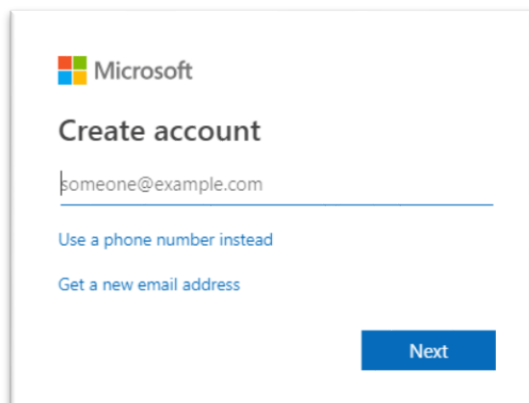
A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Forgot username". At the bottom right is a blue button labeled "Next".

### Step 3

Add email address, click 'Next' and create a password.

Add your first and last name, click 'Next' and add Country/region and D.O.B.

You will be asked to verify your email and will be send a verification code to your account, so make sure you have access to email while registering.

A screenshot of the Microsoft "Create account" page. At the top left is the Microsoft logo. Below it is the heading "Create account". There is a text input field containing the placeholder text "someone@example.com". Below the input field are two links: "Use a phone number instead" and "Get a new email address". At the bottom right is a blue button labeled "Next".

## Step 4

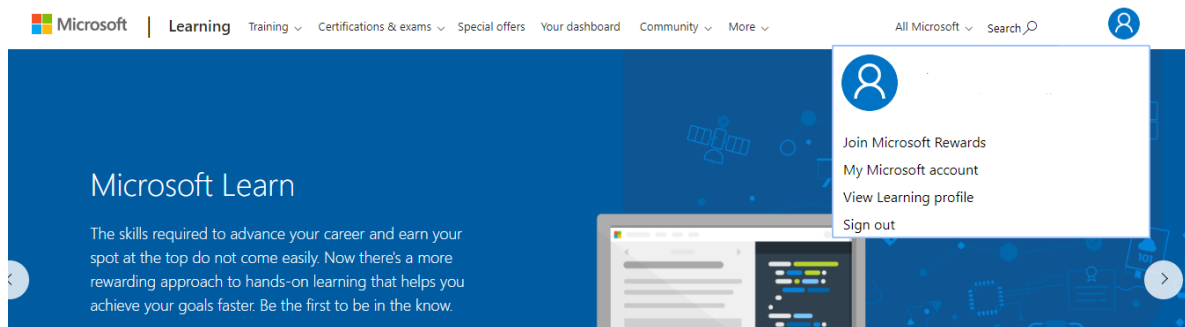
You will be sent an email by: Microsoft account team <account-security-noreply@accountprotection.microsoft.com>

Once you add the 4-digit access code you will be able to access your account.


## Step 5

You will now be logged into your account at <https://www.microsoft.com/en-us/learning/default.aspx>

Click on the blue account logo at the top right-hand corner of your screen and select 'View Learning Profile'



Your MS ID is visible in the top right of the screen:

 MCID 12345678  
Primary Account : **person@outlook.com**

Complete your Microsoft Certification Profile filling in the required fields

Registration is now complete, please keep your MS ID safe as this will be needed on your 1<sup>st</sup> day of the course.