Guide for certifications exams

Microsoft Data Analyst: Analyzing Data with Microsoft Power BI

from Microsoft

Welcome

Dear students in our course **Microsoft Data Analyst: Analyzing Data with Microsoft Power BI,**

- Each student from this course has right to sit for **Exam DA-100: Analyzing Data with Microsoft Power BI***, if he complete the training by:
  1. Attend the training at least 70% of the total training hours
  2. Pass the post class assessment with at least 70% score
- All participants, that complete these steps will receive an exam voucher

* Note

THIS EXAM WILL RETIRE ON MARCH 31, 2022. A replacement exam, Exam PL-300: Microsoft Power BI Data Analyst, will be available on February 28, 2022. For more information regarding the new exam and retirement, please read this blog post.

Certification logistics

- Here you will find link for Microsoft certification page:

https://docs.microsoft.com/en-us/learn/certifications/exams/da-100

Microsoft Certified: Data Analyst Associate

On next pages you will see the process:

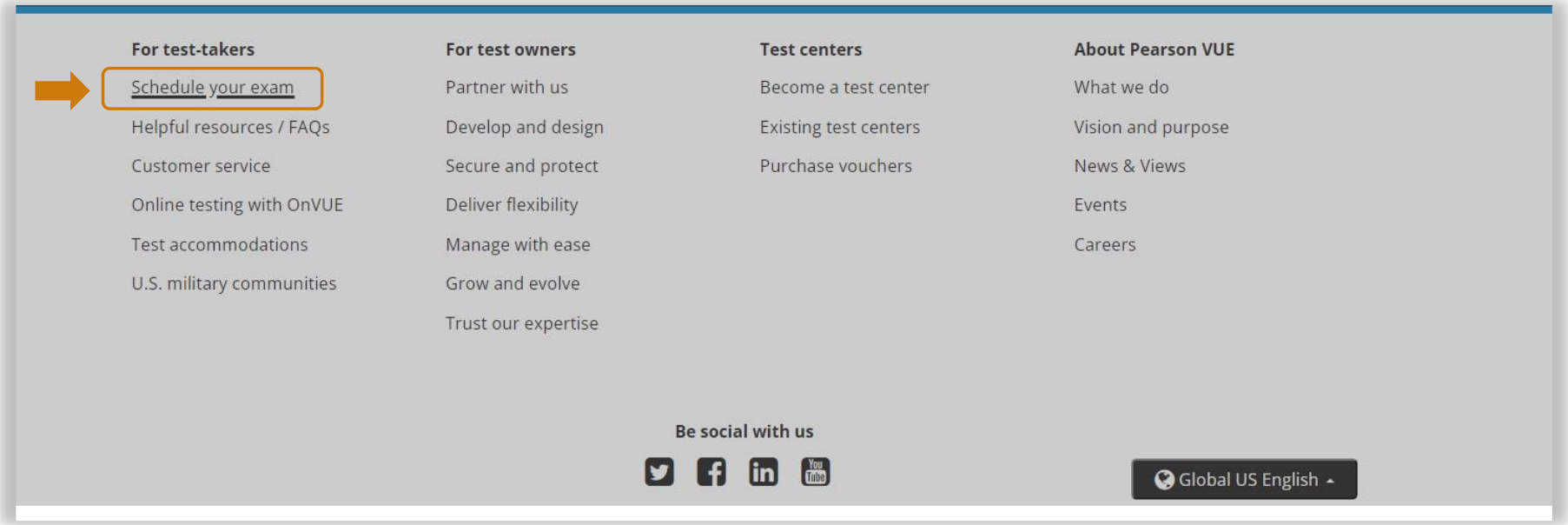
1. Create an account at PearsonVUE and Microsoft.

2. New Horizons provides you a voucher.

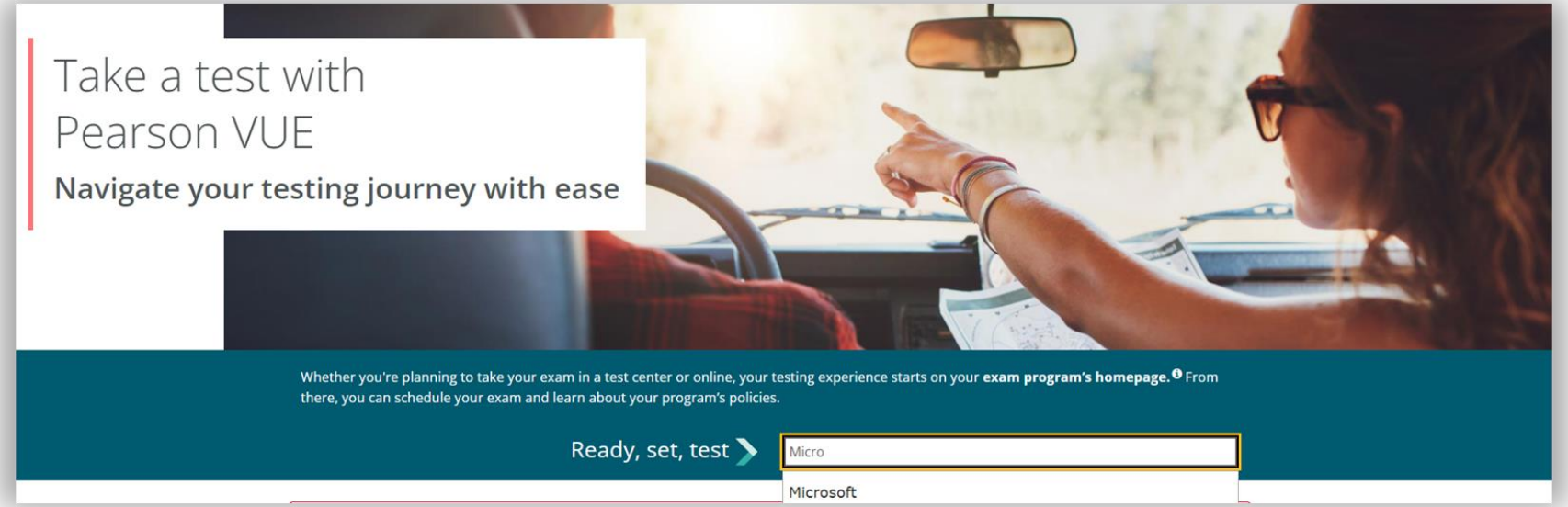
3. You register for a date and sit for exam. Pay attention to AM/PM in hours!

Go to https://home.pearsonvue.com/

- Press “For test-takers”
- Press “Schedule an exam”

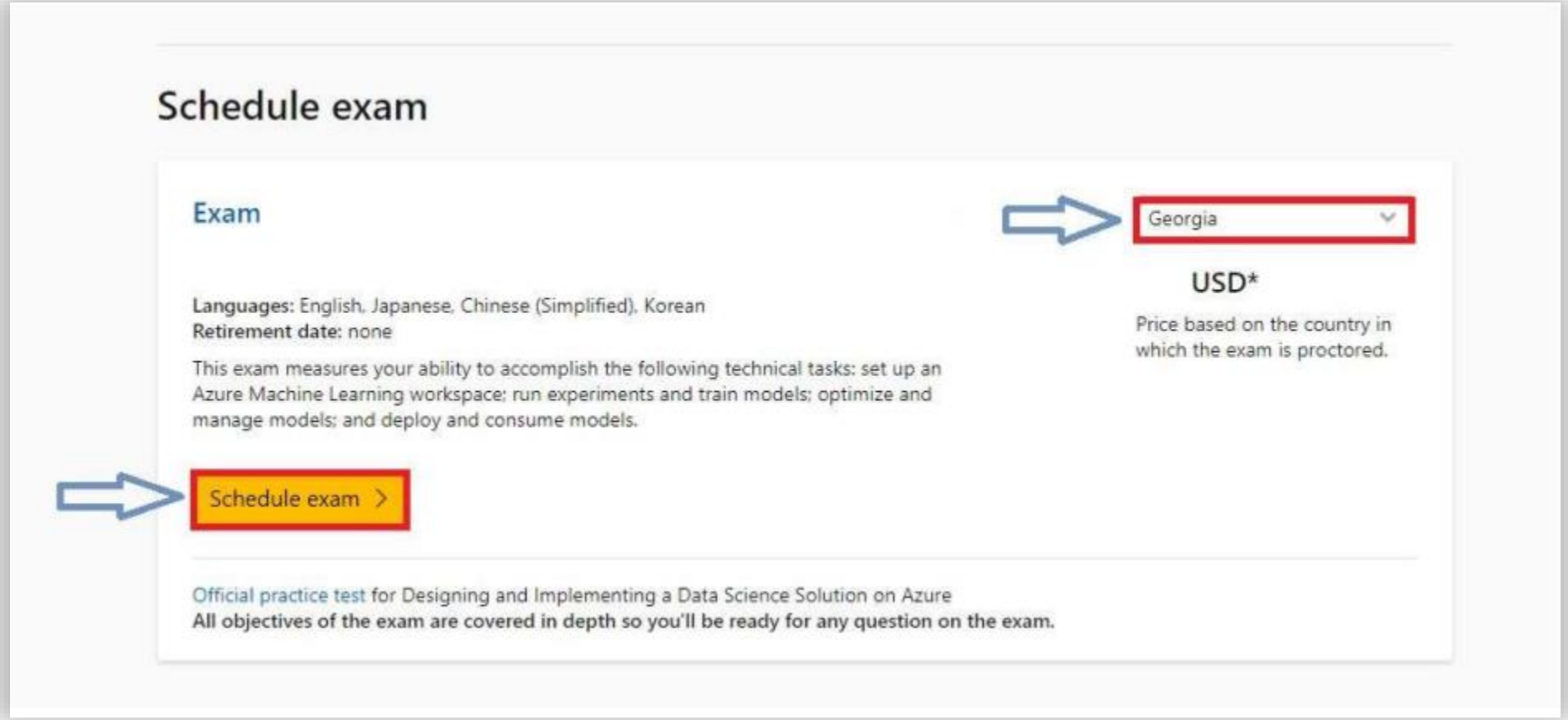


Select your testing organization (Microsoft, Oracle, Cisco and etc.)

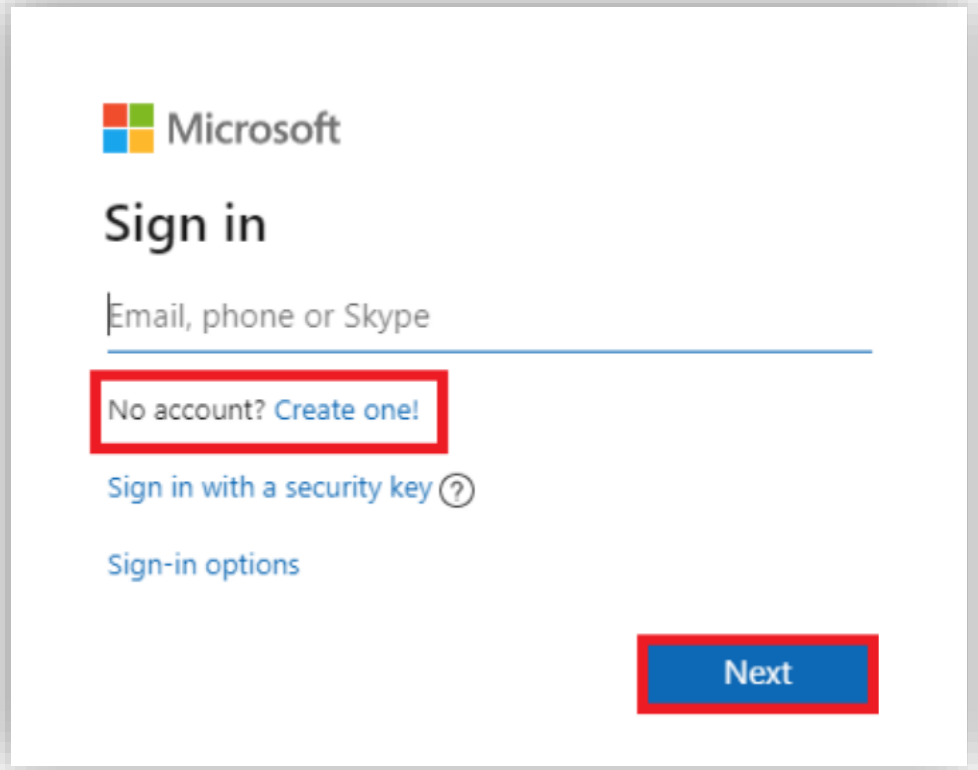


Press the Login button

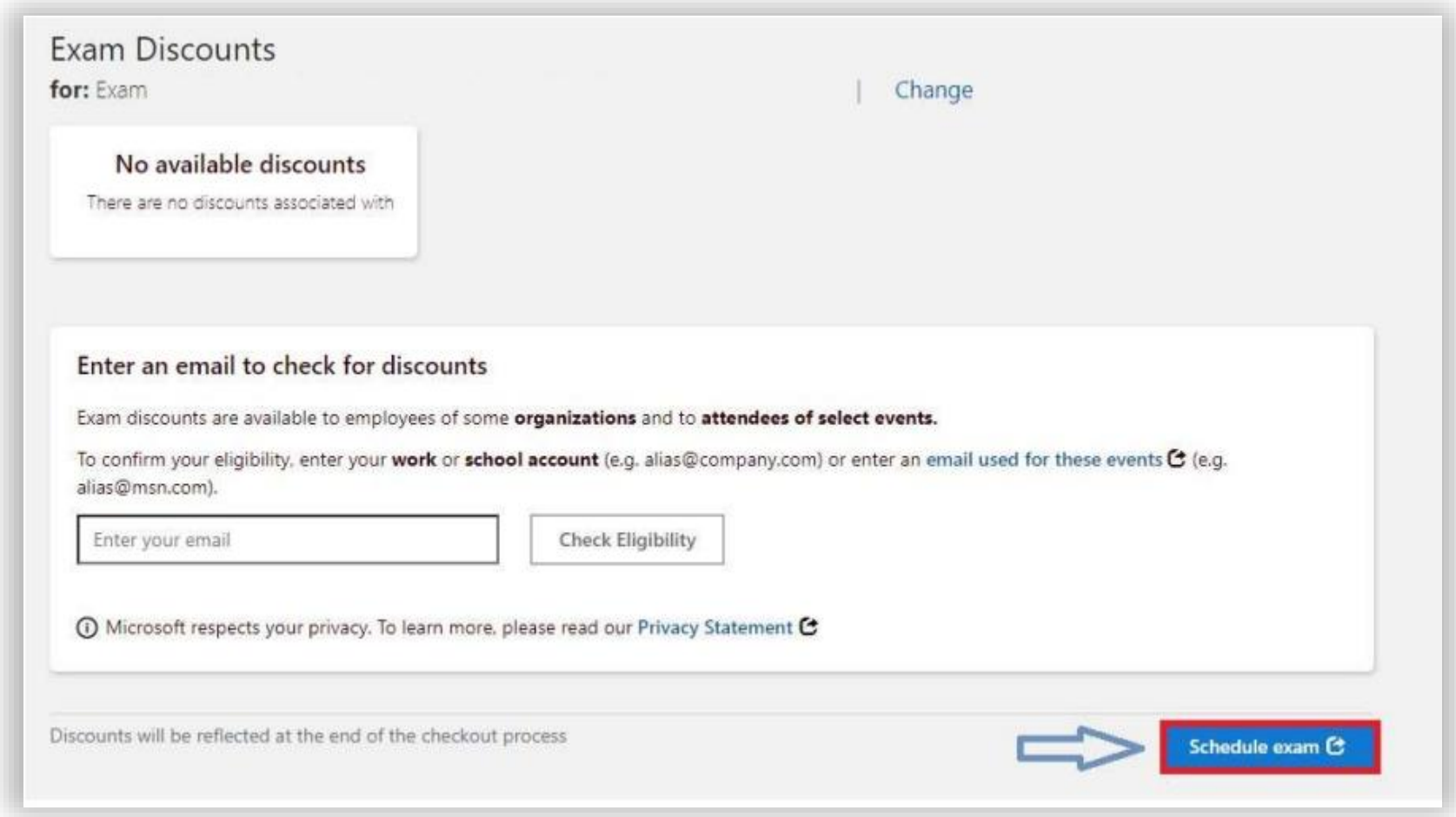
Select your country and press “Schedule exam”



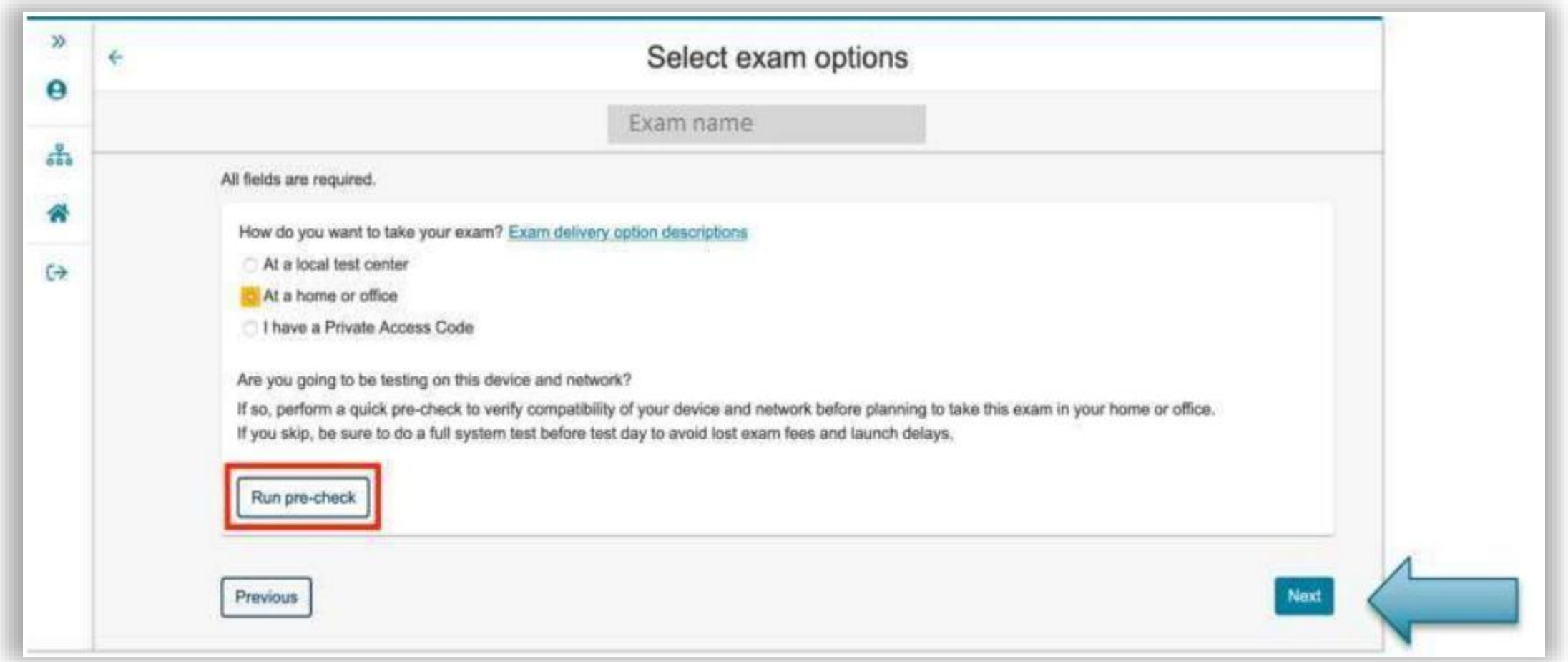
Sign in with your personal Microsoft account or create one



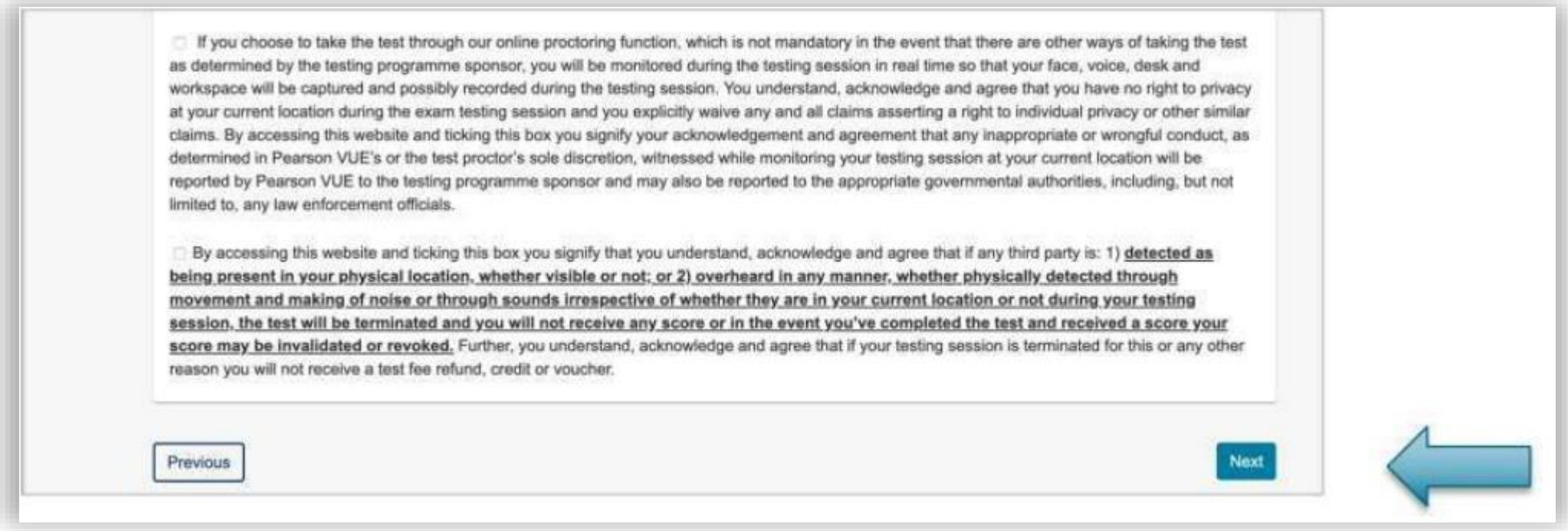
After you sign in your account, press **“Schedule exam”**



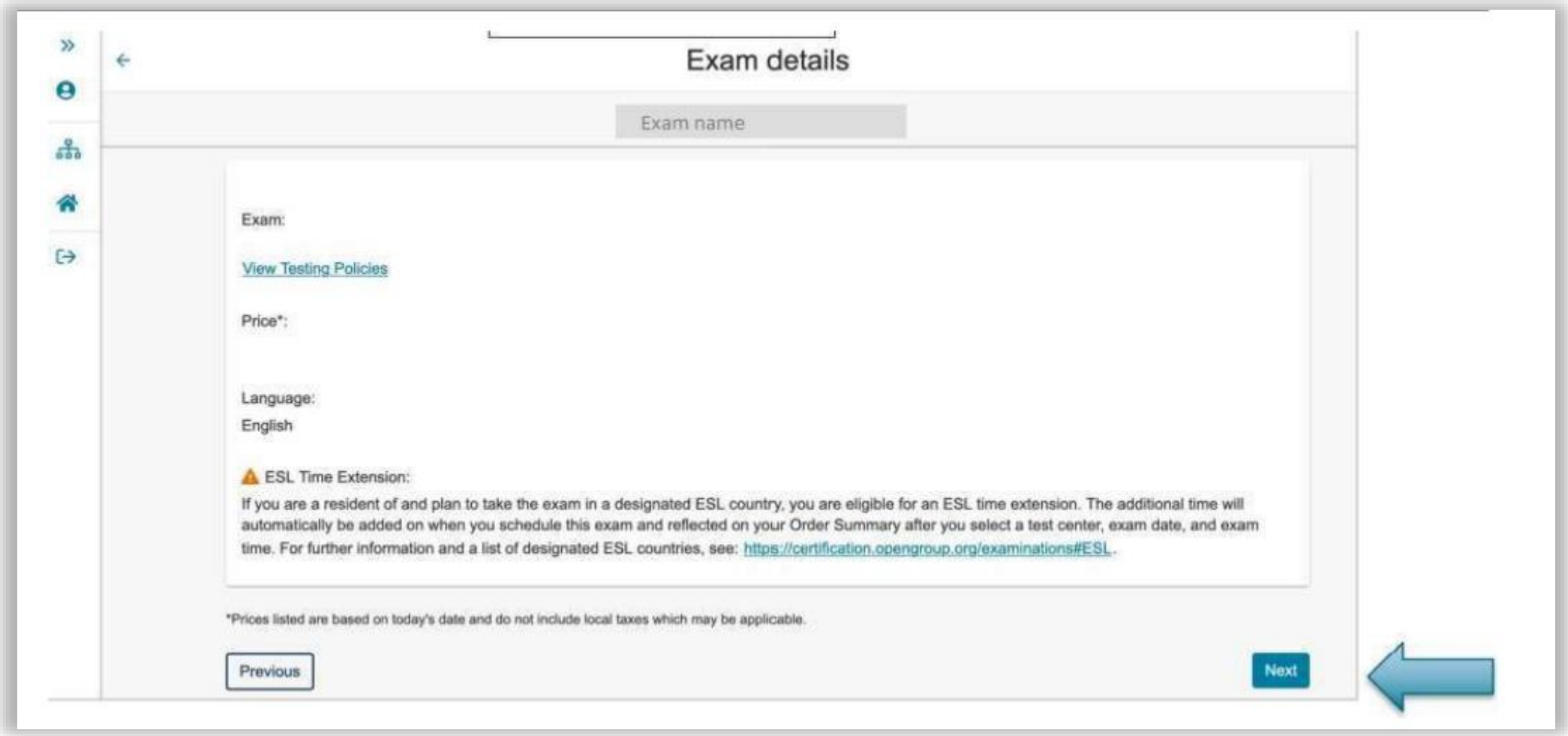
Make sure you have **run the pre-check**



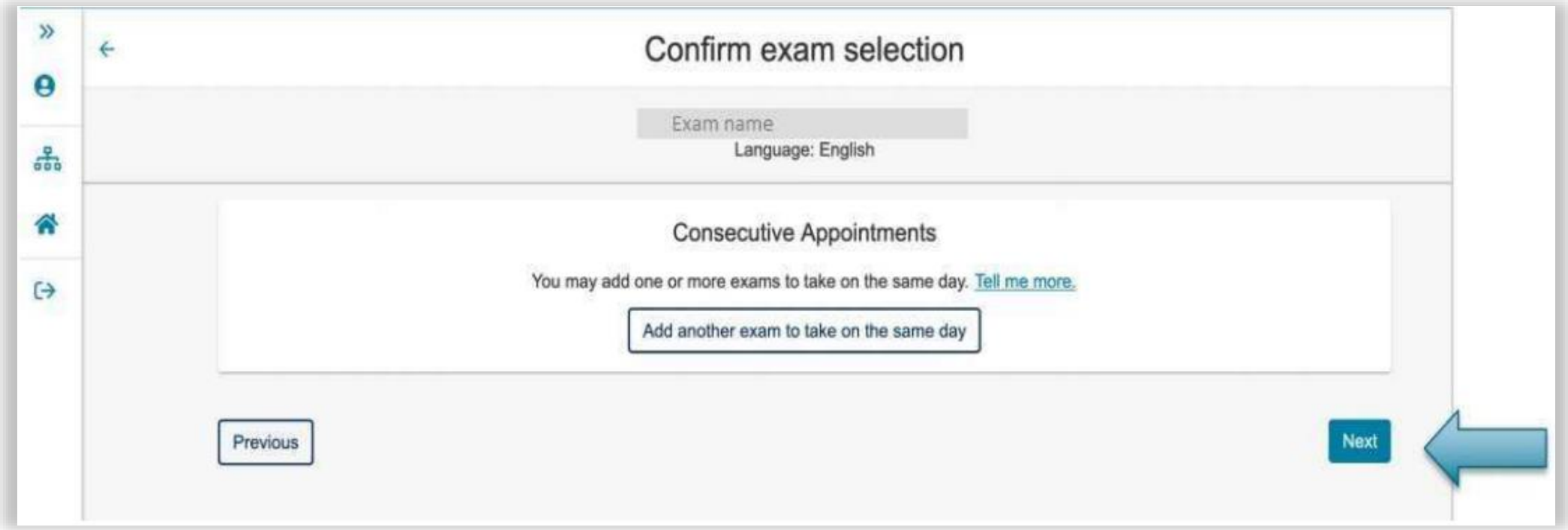
Then you must read and agree to the online testing policies



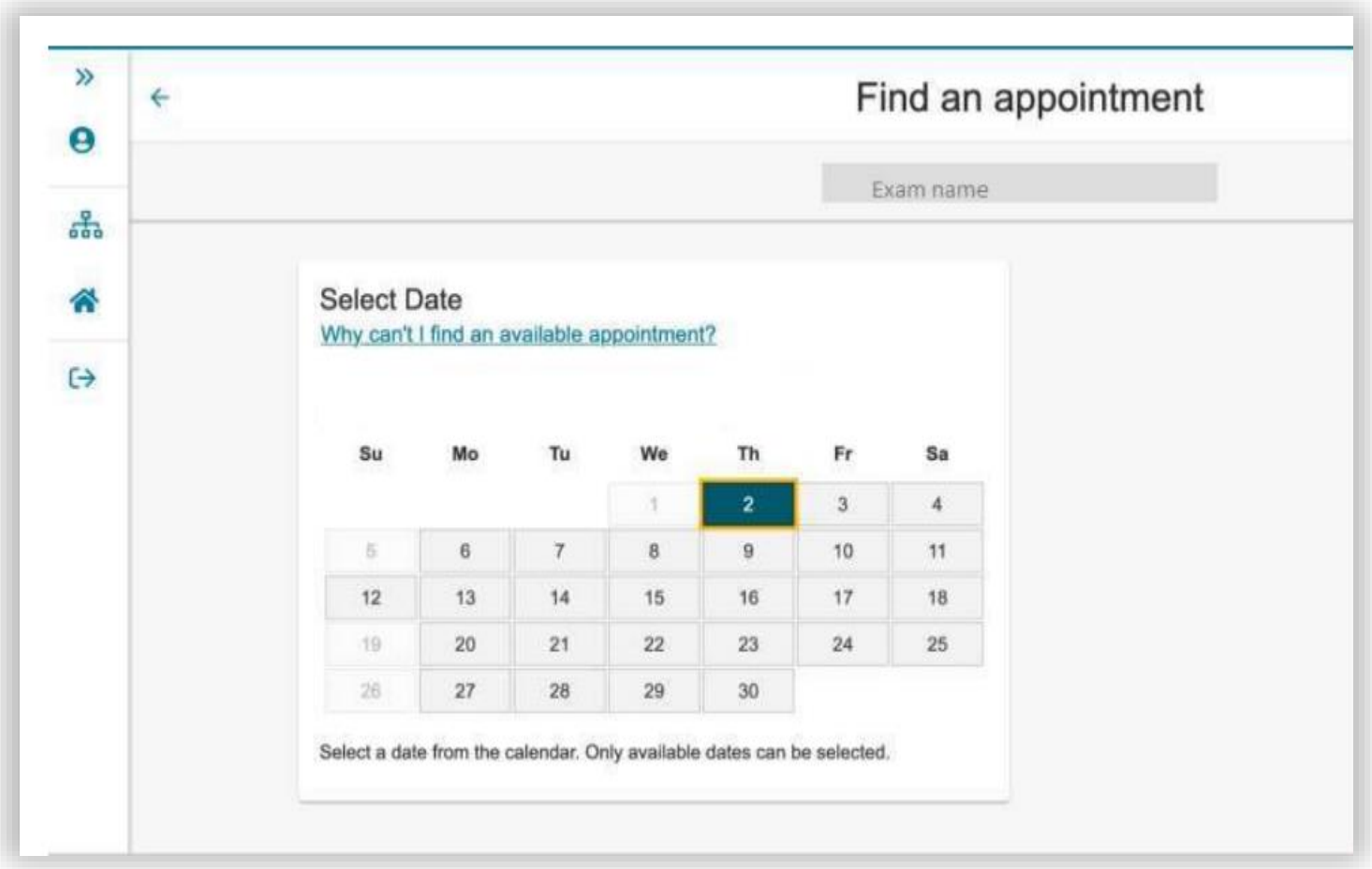
Review Selected Exam



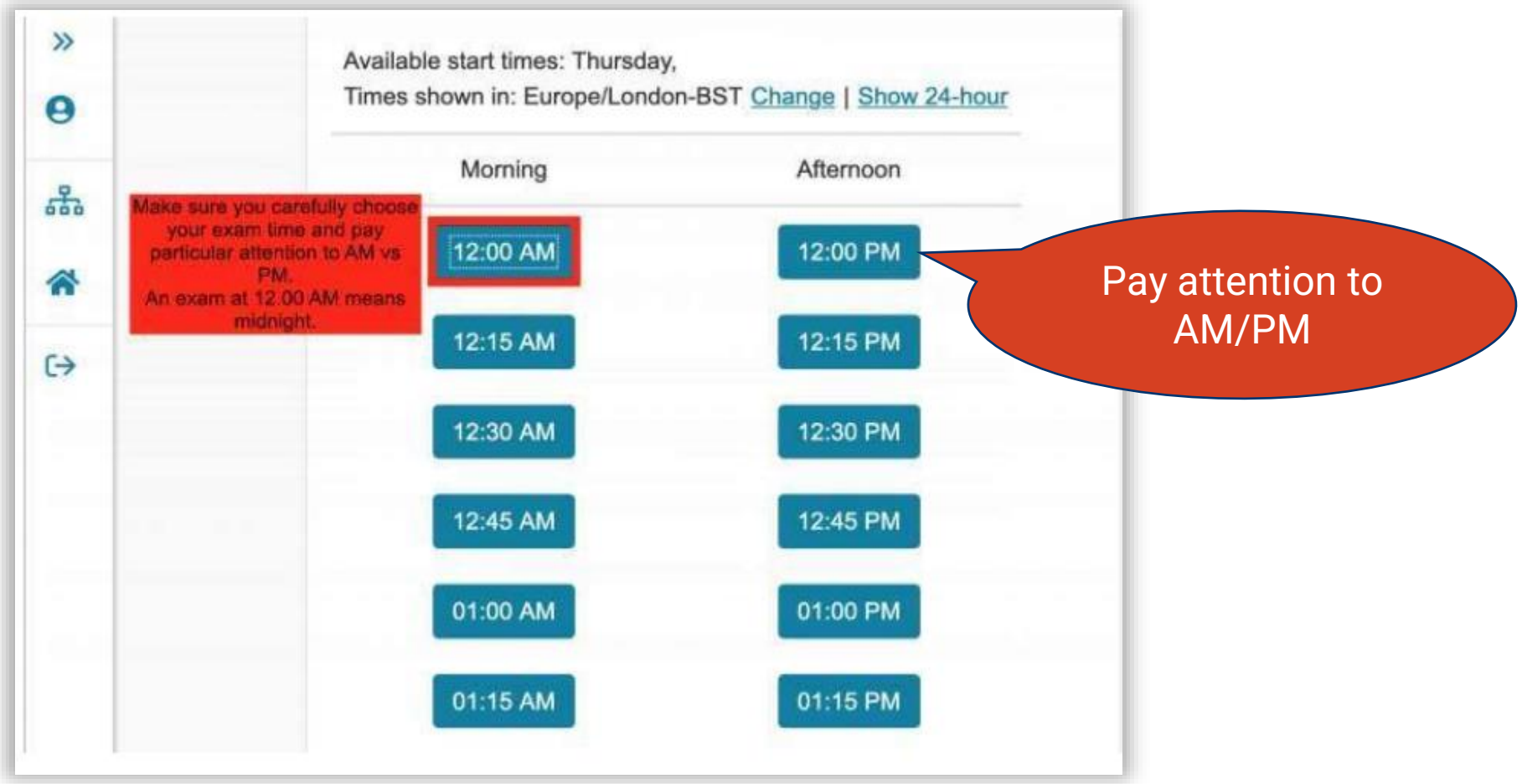
Confirm Exam Selection



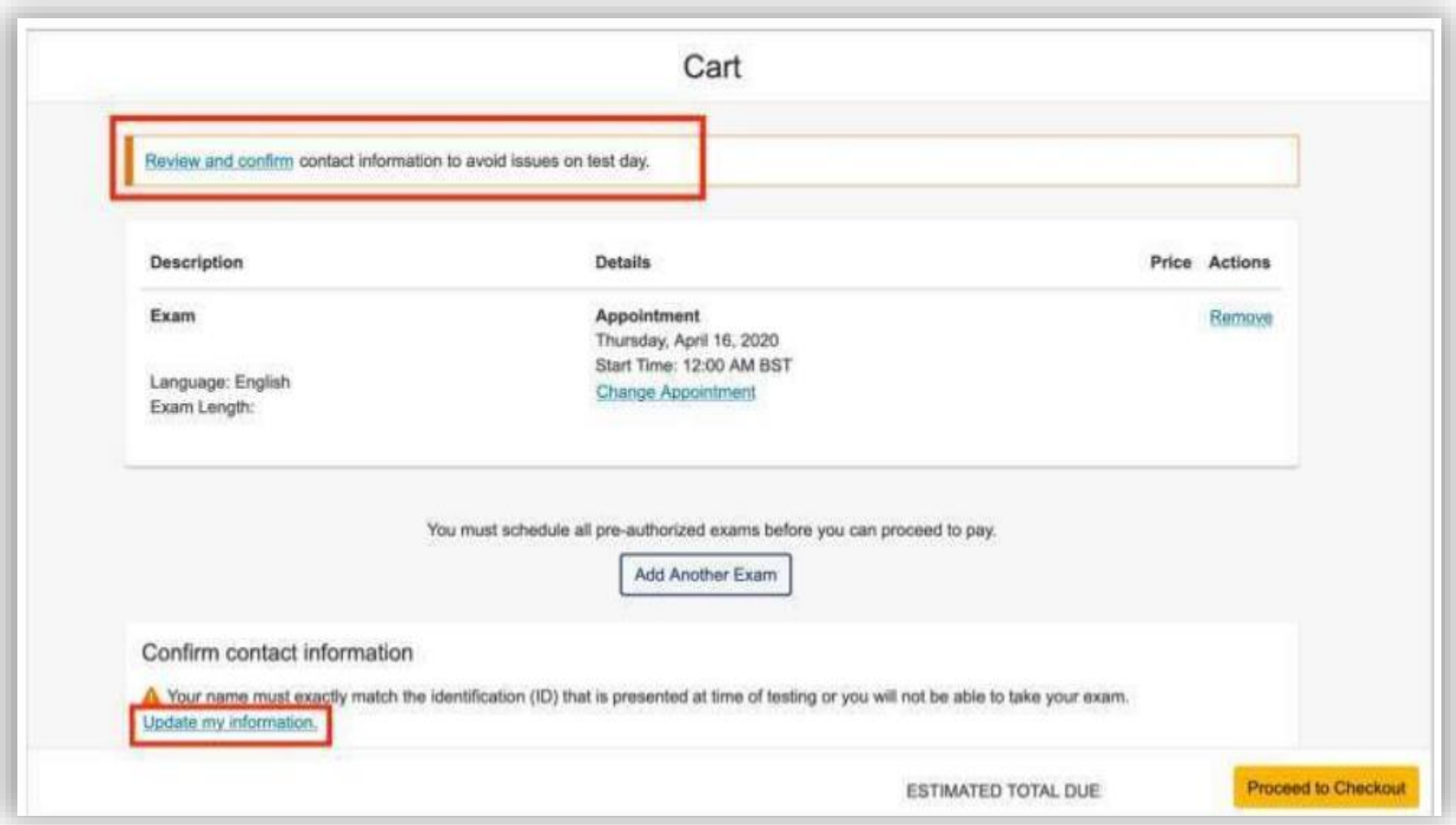
Choose an Appointment Date



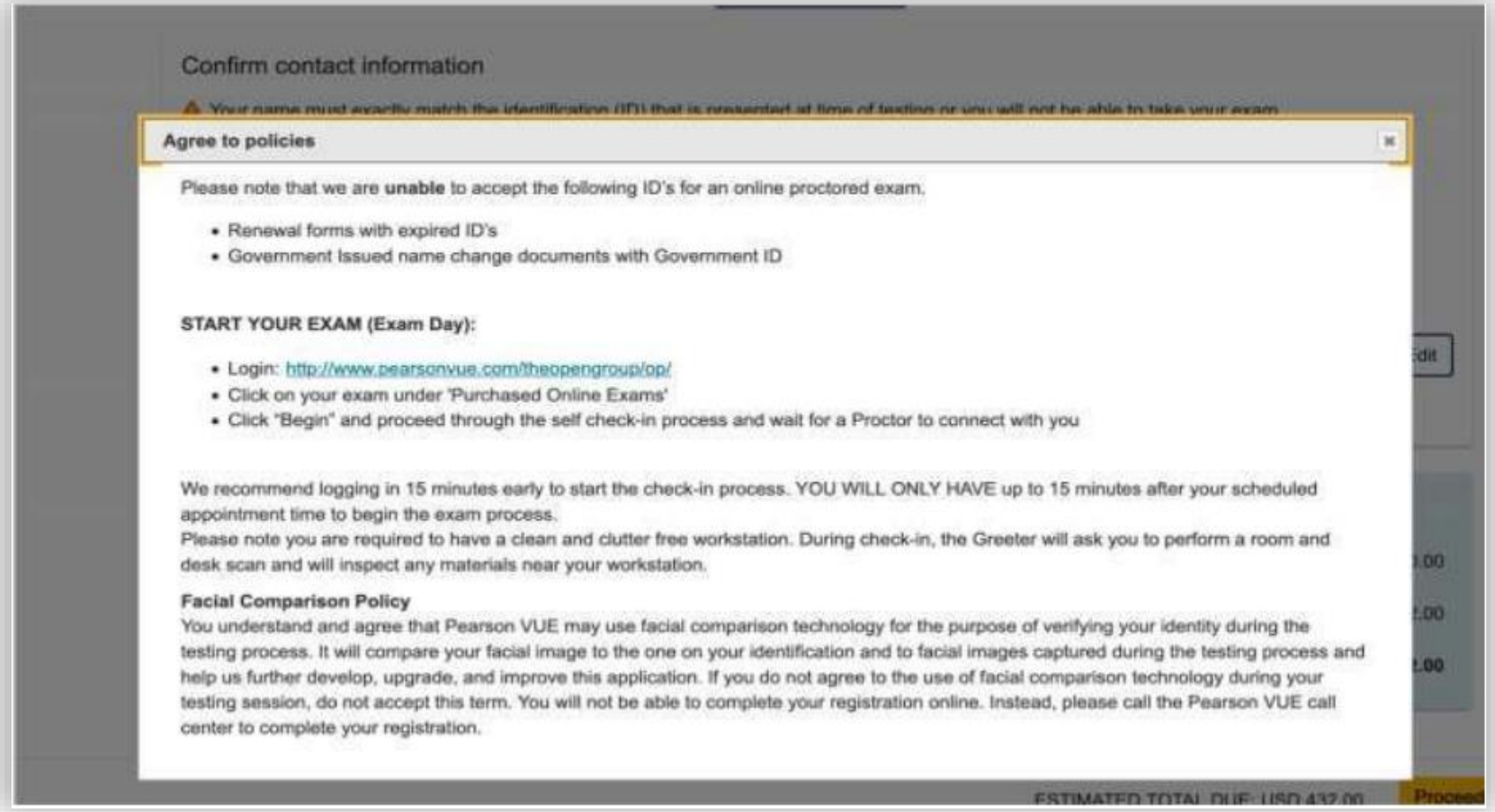
Choose an Appointment time



Check out - **Step 1**: Review your Personal Info

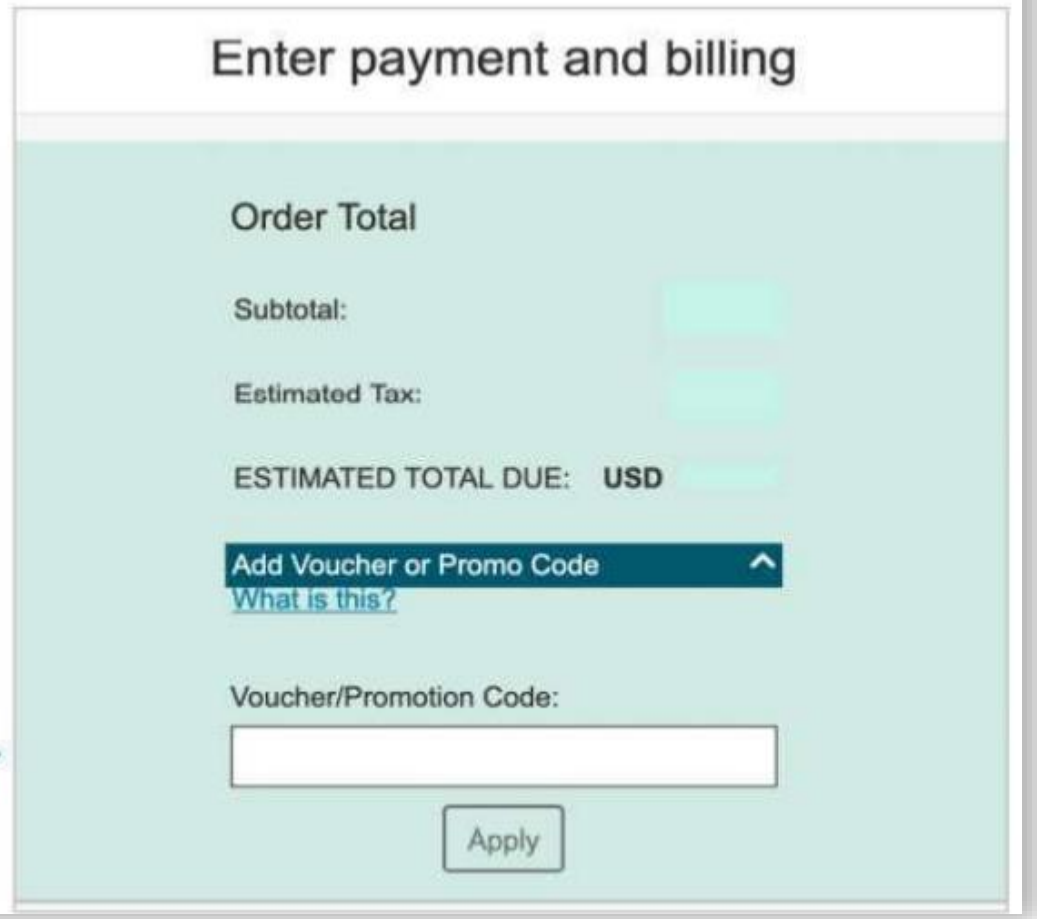


Check out – **Step 2**: Agree with Policies

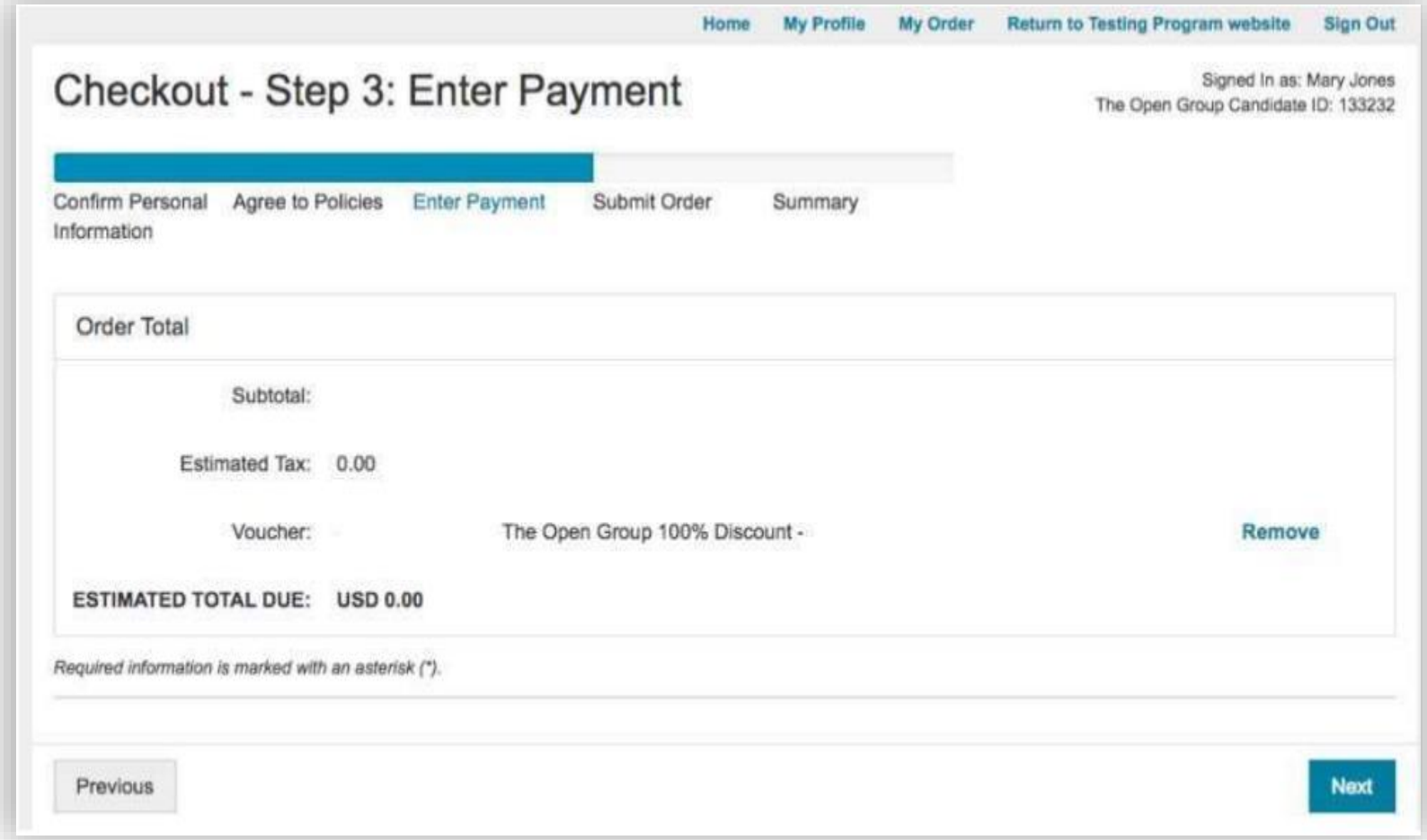


Checkout – **Step 3**: Enter Payment and billing

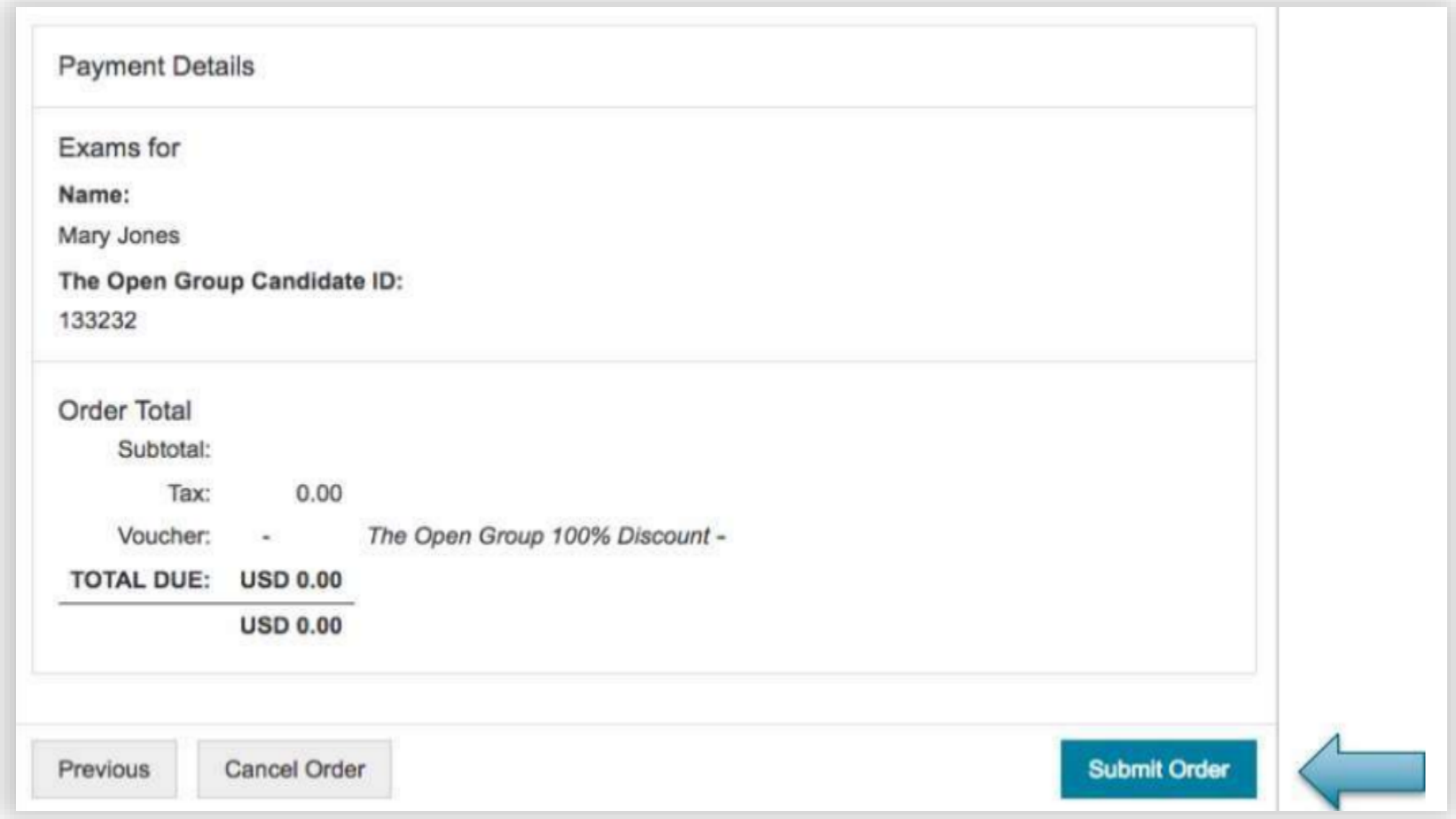
Select Add Voucher link to use a voucher, then enter voucher code



Checkout – **Step 3**: Enter Payment/Confirm Payment info



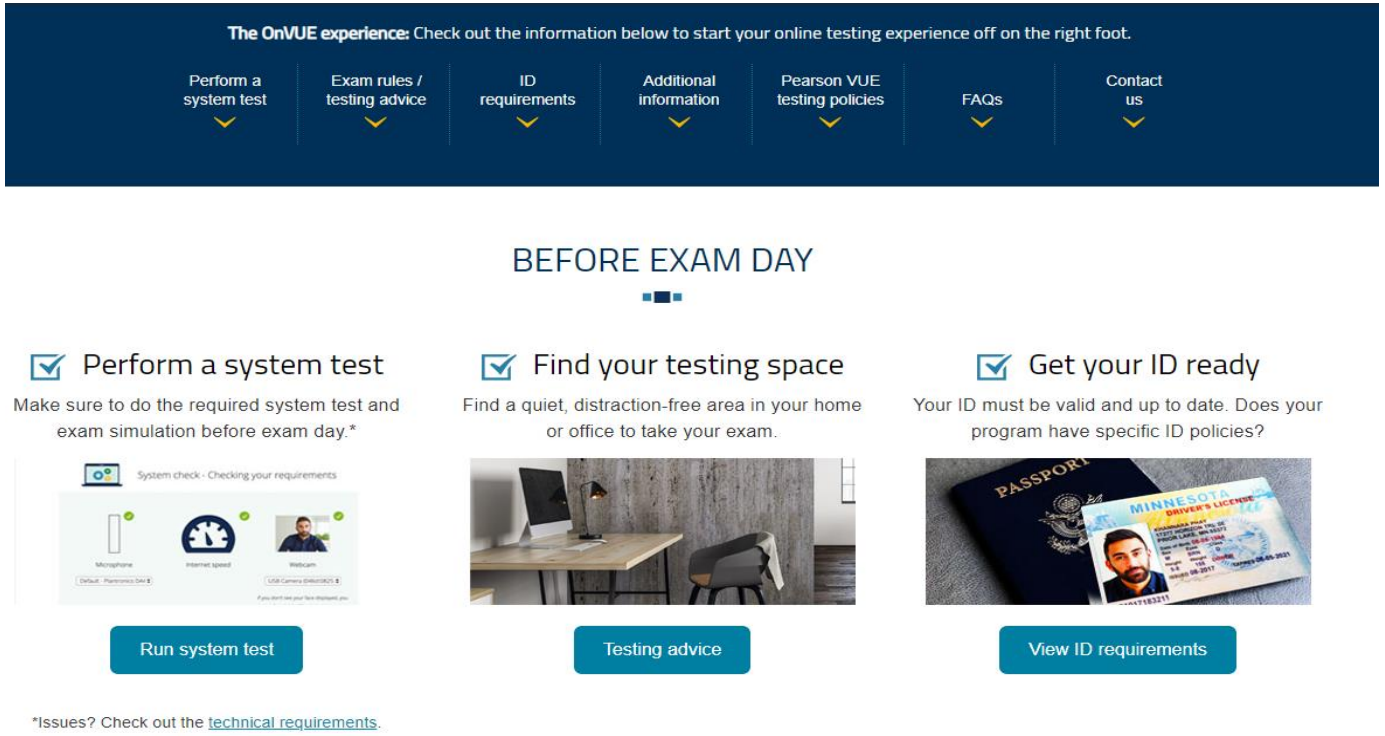
Checkout – **Step 4**: Submit Order



Online Proctored exams: What you need to know?

System Requirements, Exam rules, ID requirements

Go to: https://home.pearsonvue.com/microsoft/onvue



Policies and Procedures

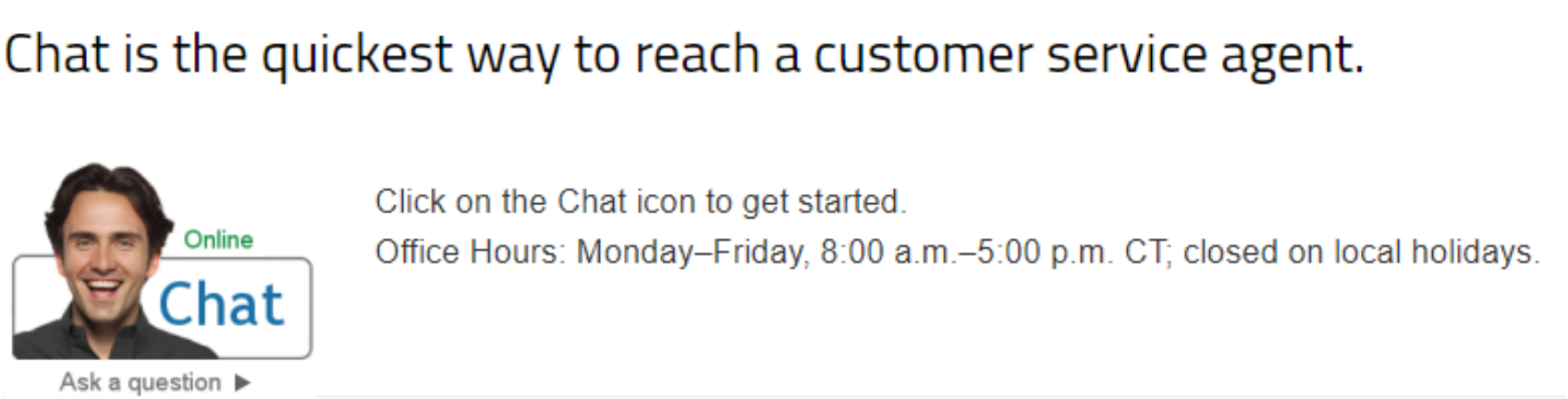
For the list of Policies and Procedures, visit:

https://home.pearsonvue.com/microsoft/onvue

- You will be given a 30 minute window before your exam starts. You are required to login during this window.
- Check-in takes approximately 15 minutes for those who already completed the system check (highly advised).
- Note that you must ensure that you are not interrupted while taking your exam. Should an interruption occur, the proctor will stop the exam immediately and it will be considered a failure.

Help desk

» If you need help during you booking or your exam, please contact PeasonVue
https://home.pearsonvue.com/microsoft/contact/onvue



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THANK YOU!

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