

# How to register for a Microsoft exam

## Step 1: Choose an exam delivery provider

- Go to the certification or exam details page on [Microsoft Learn](#) and find the exam you want to take.
- Click the button that says "Schedule Exam". Note that Schweiz/Suisse needs to be selected as the country otherwise, the exam will not be eligible for Switzerland.
- You will be redirected to the exam provider's website, where you will need to sign in or create an account

### Schedule exam

#### Exam PL-100: Microsoft Power Platform App Maker

**Languages:** English, Japanese, German, French, Spanish, Portuguese (Brazil), Italian, Chinese (Simplified)

**Retirement date:** none

This exam measures your ability to accomplish the following technical tasks: design and manage business solutions; analyze and visualize data; and create business solutions.

[Schedule exam >](#)

Schweiz / Suisse

**CHF216 CHF\***

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

#### Take a free practice assessment

Test your skills with practice questions to help you prepare for the exam. [Learn more about practice assessments.](#)

⊕ Add


## Step 2: Sign in with your Microsoft account

- If you are not already signed in, you will be prompted to sign in with your personal Microsoft account (MSA) that you use to access Microsoft Learn.
- If you don't have an MSA, you can create one [here](#).
- If you have an MSA but you don't have a certification profile, you can create one [here](#). Make sure you use the same MSA for both Microsoft Learn and your certification profile.
- If you have a certification profile but you have not connected it to Microsoft Learn, you can do so [here](#).



### Step 3: Verify your profile and discount eligibility

- Check that your contact information is correct and up to date on your certification profile. This is important because your name must match the legal identification you will present at your exam appointment. If you need to update your legal name, you can do so here.
- When your profile is complete, click "Submit" or "Next" to proceed.

 **Certifications** [Manage your certifications](#)

**EXAM REGISTRATION PROCESS**

- Step 1  
Certification Profile
- Step 2  
Discounts
- Step 3  
Schedule Exam
- [Linked Accounts](#)

**EXAM**  
Exam SC-900: Microsoft Security, Compliance, and Identity Fundamentals  
[Change exam](#)

**Certification Profile**

Please verify that your information is up-to-date.

<b>First Name *</b> <input type="text" value="Enter legal first name"/>	<b>Middle Name (optional)</b> <input type="text" value="Enter legal middle name"/>
<b>Last Name *</b> <input type="text" value="Enter legal last name"/>	<b>Job Title *</b> <input type="text" value="Select job title"/>
<b>Address 1 *</b> <input type="text" value="Building number, street name, etc."/>	<b>Address 2</b> <input type="text" value="Apartment/Unit number"/>
<b>City *</b> <input type="text" value="City"/>	<b>Country/Region *</b> <input type="text" value="Select country or region"/>
<b>State</b> <input type="text" value="Select state"/>	<b>Postal Code *</b> <input type="text" value="Postal code number"/>
<b>Country/Region Code *</b> <input type="text" value="Select country or region code"/>	<b>Area Code *</b> <input type="text" value="Phone number area code"/>
<b>Phone Number *</b> <input type="text" value="Your phone number"/>	<b>Extension</b> <input type="text" value="Phone number extension"/>
<b>Contact Email *</b> <input type="text" value="youremail@outlook.com"/>	<b>Preferred Language *</b> <input type="text" value="Select language"/>

\*required fields

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

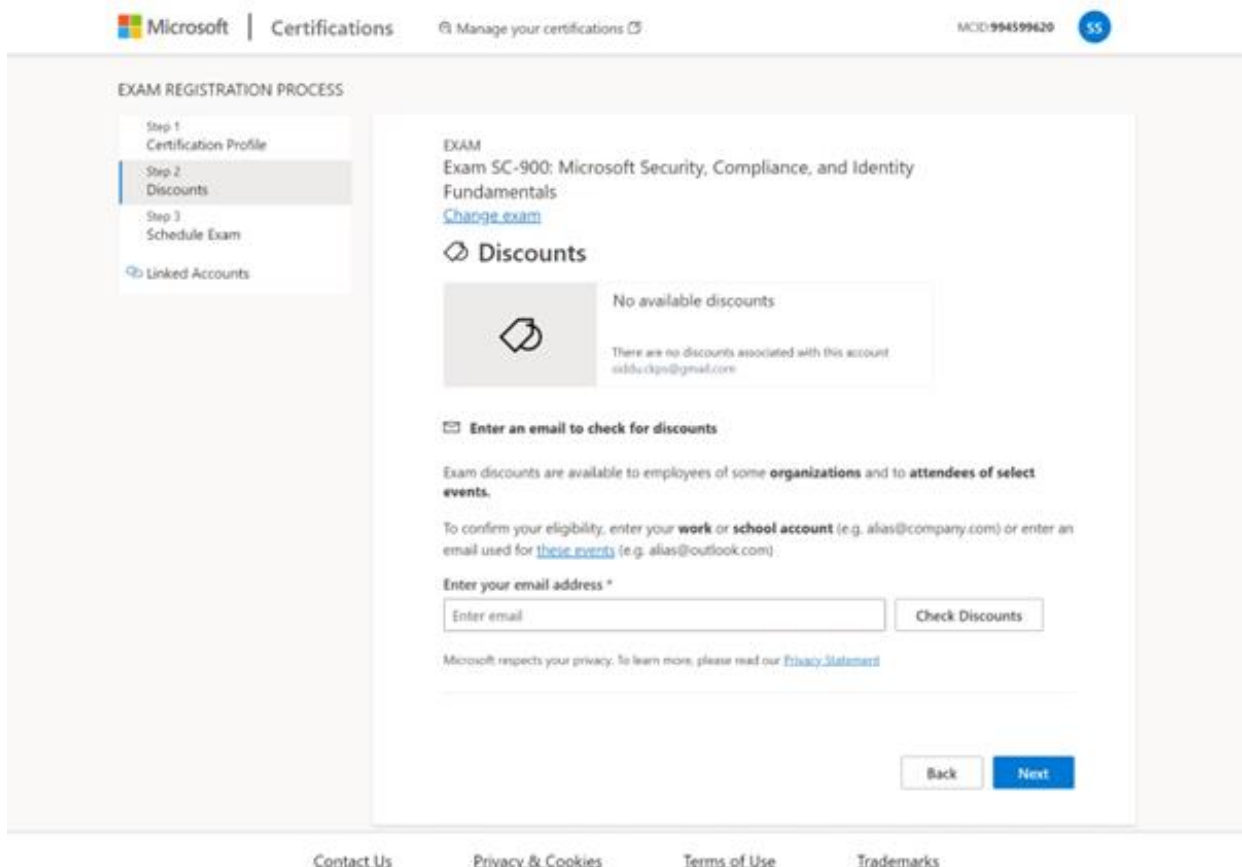
☐ I would like to hear from Microsoft Partners, or Microsoft on their behalf, about their products, services, and events. Share or use my details with Microsoft partners.

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

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## Step 4: Complete your exam registration

- You will see a page that shows any available discounts that you can apply to your exam. For example, you may be eligible for a discount if you are a student, a teacher, a veteran, or a Microsoft employee.
- You can also check your discount eligibility for other email addresses that you own, such as your work email or another personal email. To do so, enter the email address in the box and click "Check eligibility".
- Once you have claimed your discounts, click "Schedule exam" to continue to the exam provider's website.



The screenshot shows the Microsoft Certifications website during the exam registration process. The top navigation bar includes the Microsoft logo, 'Certifications', a link to 'Manage your certifications', and a user ID 'MOD:994599620' with a profile icon. The main content area is titled 'EXAM REGISTRATION PROCESS' and shows a progress bar with four steps: Step 1: Certification Profile, Step 2: Discounts (current step), Step 3: Schedule Exam, and a link to Linked Accounts. The 'EXAM' section displays 'Exam SC-900: Microsoft Security, Compliance, and Identity Fundamentals' with a 'Change exam' link. The 'Discounts' section shows a message: 'No available discounts. There are no discounts associated with this account scbuckips@gmail.com'. Below this, there is a section titled 'Enter an email to check for discounts' with explanatory text about eligibility for organizations and select events. It provides instructions to enter a work or school account or an email used for specific events. A form field labeled 'Enter your email address \*' contains the placeholder 'Enter email', and a 'Check Discounts' button is next to it. A link to the 'Privacy Statement' is provided. At the bottom of the form are 'Back' and 'Next' buttons. The footer contains links for 'Contact Us', 'Privacy & Cookies', 'Terms of Use', and 'Trademarks'.

Microsoft | Certifications | Manage your certifications | MOD:994599620

EXAM REGISTRATION PROCESS

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EXAM  
Exam SC-900: Microsoft Security, Compliance, and Identity Fundamentals  
[Change exam](#)

Discounts

No available discounts  
There are no discounts associated with this account scbuckips@gmail.com

Enter an email to check for discounts

Exam discounts are available to employees of some organizations and to attendees of select events.

To confirm your eligibility, enter your work or school account (e.g. alias@company.com) or enter an email used for these events (e.g. alias@outlook.com).

Enter your email address \*

Enter email  Check Discounts

Microsoft respects your privacy. To learn more, please read our [Privacy Statement](#)

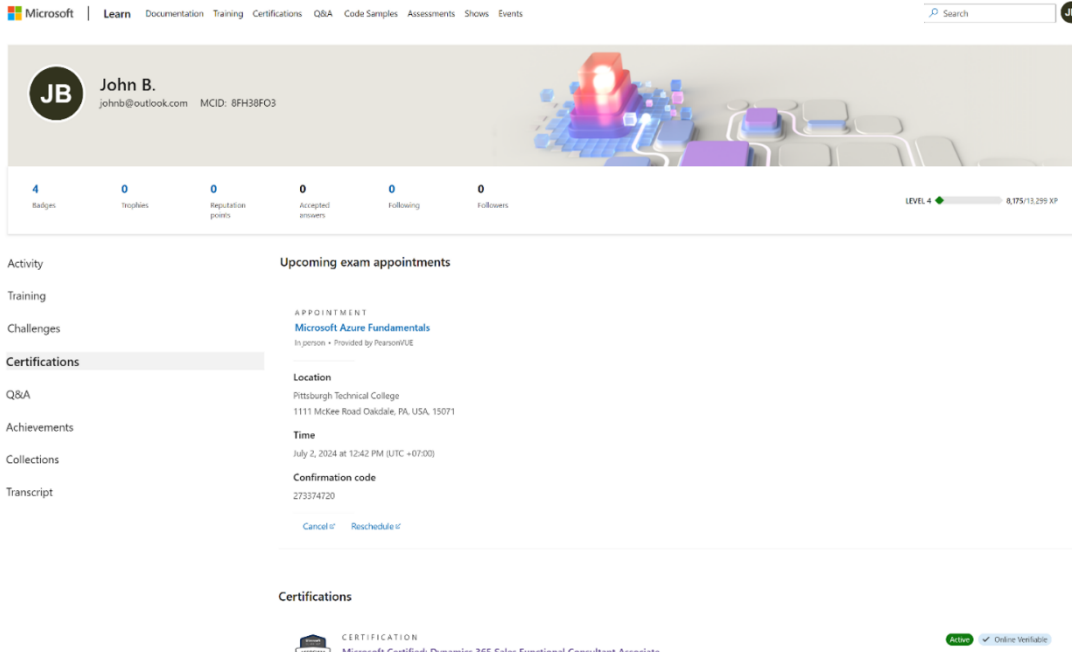
Back Next

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## Step 5: Check your exam appointment on your Learn profile

Once you register for your exam, you can access your exam details and manage your appointment from your Learn profile. To do this, follow these steps:

- Log in to your Learn account and click on your name in the top right corner.
- Select Certifications from the drop-down menu. You will see a list of your current and past certifications, as well as your exam appointments.
- Click on the exam appointment that you want to view or modify. You will see the exam name, date, time, delivery method, and status, as well as a link to the exam provider's website where you can review the exam policies and instructions.
- From here, you can reschedule your appointment, cancel it, or begin a scheduled online exam—all in one place. Note that rescheduling or canceling your exam may incur fees or penalties depending on the exam provider's policies and how close you are to your exam date.
- If you have any questions or issues with your exam appointment, contact the exam provider directly using the contact information provided on their website.



The screenshot displays a Microsoft Learn profile for John B. (johnb@outlook.com, MCID: 8FH38FO3). The profile header includes navigation links (Microsoft, Learn, Documentation, Training, Certifications, Q&A, Code Samples, Assessments, Shows, Events), a search bar, and a user avatar. Below the header, a row of statistics shows 4 badges, 0 trophies, 0 reputation points, 0 accepted answers, 0 following, and 0 followers. A progress bar indicates 'LEVEL 4' with 8,175/11,299 XP. The left sidebar lists navigation options: Activity, Training, Challenges, Certifications (selected), Q&A, Achievements, Collections, and Transcript. The main content area, titled 'Upcoming exam appointments', shows an appointment for 'Microsoft Azure Fundamentals' (In person, Provided by PearsonVUE). Details include the location (Pittsburgh Technical College, 1111 McKee Road Oakdale, PA, USA, 15071), time (July 2, 2024 at 12:42 PM (UTC +07:00)), and confirmation code (273374720). 'Cancel' and 'Reschedule' links are provided. Below this, the 'Certifications' section shows a 'Microsoft Certified: Dynamics 365 Sales Functional Consultant Associate' certification with an 'Active' status and 'Online Verifiable' option.

**Best wishes for your exam success**