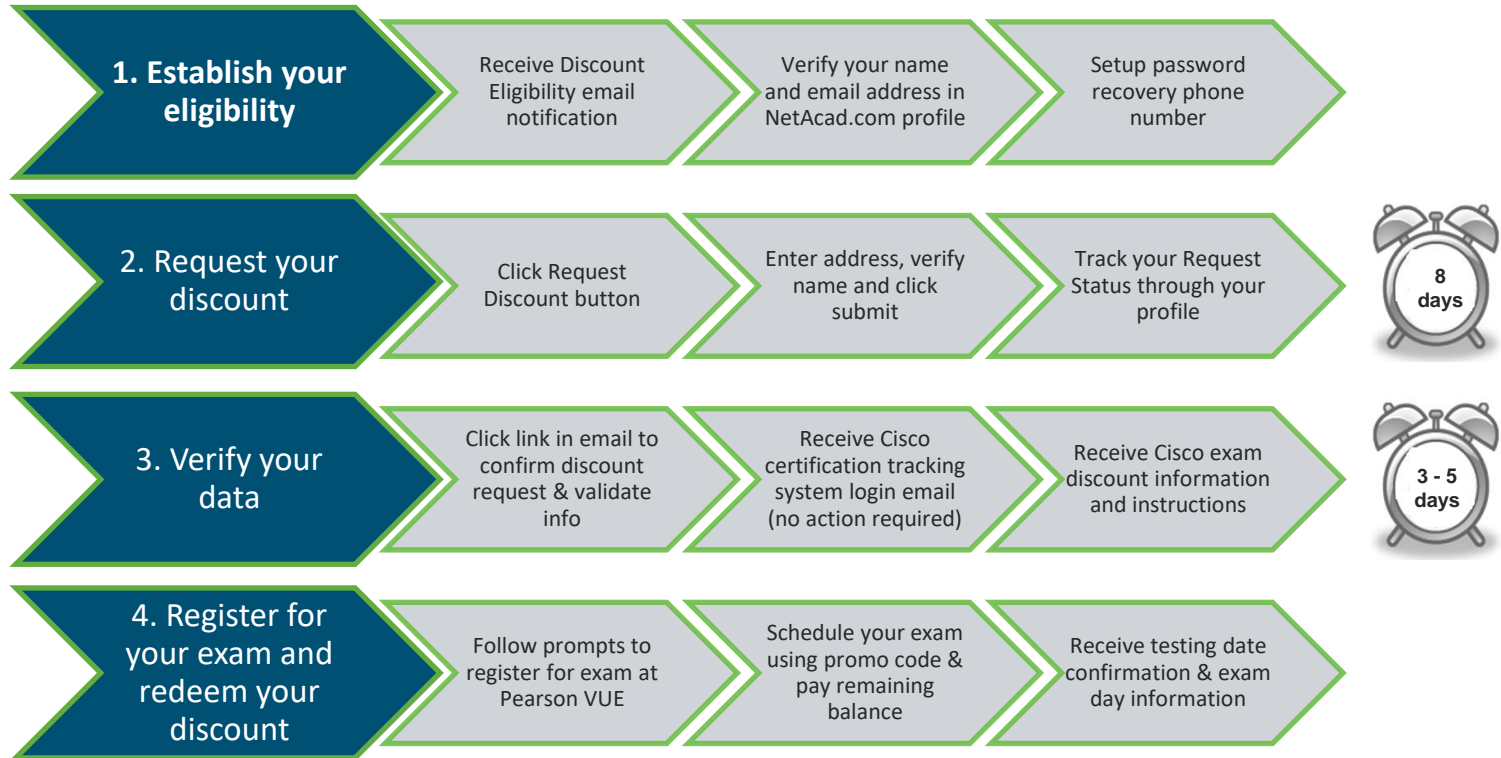




Step By Step Guide to Request and Redeem your NetAcad Certification Exam Discount

Networking Academy
Program Services
October 2020

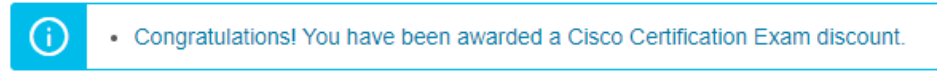
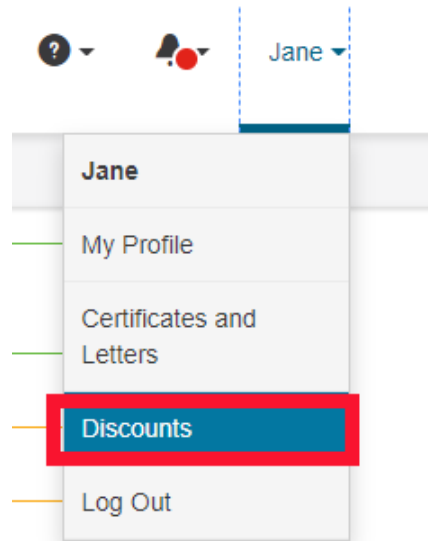
Cisco Certification Exam Discount Process



Tips to Receive Your Discount

- Make sure your data in your NetAcad.com profile is up-to-date, especially your name and email address.
- Do not register with Pearson VUE until you have received your discount details which may take up to 5 days after you verify your email address.
- When you register with Pearson VUE, make sure you enter your account details exactly as they appear on your Exam Discount Information email from Cisco. You will only be able to access the exam discount using the profile associated with the CSCO ID provided in the email.
- If you already have an account at Pearson VUE, click the login button. Do not create a new account.
- Reach out for support when you need it. You can find more details within the [Discount FAQs](#).

Where do I find my NetAcad Certification Exam Discount?



Verify your details in NetAcad.com



The screenshot shows the user profile page for Jane Smith. A red box highlights the 'Jane' dropdown menu in the top left, and a blue arrow points to the 'My Profile' option in the dropdown. The profile information is displayed as follows:

Jane Smith
Networking Academy ID: 1001199999
Email: janesmith@gmail.com [Change email](#)
Username: [janesmith112233](#)
Recovery Number: Not Set [Add/update recovery number \(i\)](#) Receive a text to recover account access.
[Change Password](#)

Callouts for verification steps:

- Update email address**: Points to the 'Change email' link.
- Setup password recovery phone number if not setup**: Points to the 'Add/update recovery number (i)' link.
- Update first and last name to match legal identification**: Points to the 'First Name' and 'Last Name' input fields.

Account Info

First Name *	Language	Time Zone *
<input type="text" value="Jane"/>	<input type="text" value="English"/>	<input type="text" value="Europe/Bratislava: Wednesday, September 18, 2"/>
Last Name *	Country *	State *
<input type="text" value="Smith"/>	<input type="text" value="Italy"/>	<input type="text" value="Lombardy"/>
Change Classroom Notifications	Gender *	Birth Date *
	<input type="text" value="Prefer not to say"/>	<input type="text" value="19 Apr 1988"/>

Password Recovery Number in OneID

If there is a **red alert** at the top of the discount screen, you will need to register a password recovery phone number in your OneID profile before you can request the discount.



- [Click here](#) to register a password recovery phone number in your OneID profile to request this voucher
Having trouble? Please contact support using the "?" NetAcad Support link in the main menu

Steps to Request & Redeem your NetAcad Certification Exam Discount

1. View NetAcad Certification Exam Discount in NetAcad.com



Discounts

My Profile Certificates and Letters **Discounts** Subscription Center Badges

Discounts (1)

[Exam Discounts FAQs](#)

Course-granted Discounts

Request your discount before the Request By Date

Discount Name	Discount	Request By Date	Use By Date	Status	
CyberOps Associate	58.00 %	23 Jan 2021	23 Mar 2021	● Eligible	Please request as soon as possible — allow 2 weeks processing time. Request Discount

2. Request NetAcad Certification Exam Discount in NetAcad.com



BEFORE YOU CLICK SUBMIT BELOW MAKE SURE THAT YOU ARE REQUESTING THE DISCOUNT FOR THE EXAM YOU INTEND TO TAKE. AGAIN, NO EXCHANGES CAN BE MADE.

BY CLICKING SUBMIT YOU AFFIRM THAT YOU HAVE ACQUIRED THIS DISCOUNT VOUCHER LEGITIMATELY AND HAVE NOT PAID FOR IT. ADDITIONALLY, YOU AGREE TO THE POLICIES ABOVE AND UNDERSTAND THAT YOU ARE SUBJECT TO THE PENALTIES, IN THE EVENT YOU ARE FOUND IN VIOLATION OF THE POLICIES.

Confirm your Discount Information

1. Ensure your first and last name match the identification you will be using when you test.

FirstName *

Jane

LastName *

Smith

Name as it would appear on the

Networking Academy ID: 1001

2. Ensure your email address is correct.

Email Address *

janesmith@gmail.com

Email and Name can be changed in your [User Profile](#)

Make sure your name matches your legal identification before clicking the Submit button. You will need to show your legal identification to take the exam.

If your name is not correct, click Cancel and go to My Profile to correct your name.

It is critical for your email address to be accurate as exam details will be sent to this email address.

If your email address is not correct, click Cancel and go to My Profile to correct your email address.

3. Provide the mailing address to ship the certification certificate to

Address 1 *

2375 E Camelback Rd

Address 2

Address 3

City *

Phoenix

State *

AZ

Postal Code *

85016

Phone Number *

6027782000

Country *

United States

Cancel

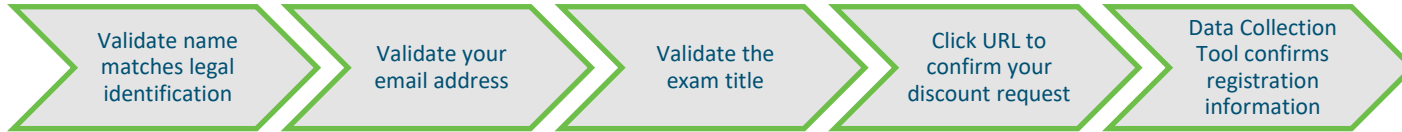
Submit

3. NetAcad Certification Exam Discount Processing Period



CCNA	61.50 %	09 Jan 2020	09 Apr 2020	● Pending Your request is processing. You should receive a request to verify your email within 10 days.
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4. Email Verification



Hello Jane Smith,

You are receiving this email because you have requested a Cisco certification exam discount via Cisco Networking Academy.

By verifying your email address, you acknowledge your participation in the certification exam discount program and acceptance to be contacted by Cisco (and/or the partners of Cisco) to receive information directly associated with your request, your discount code being an example.

Discount Request Details

Candidate Name: Jane Smith

Cisco Networking Academy ID: 10011199999

Valid Exam:

Exam Code: 200-125

Exam Name: Cisco Certified Network Associate

If your name or email address is not correct, do **NOT** click the URL. Return to your NetAcad.com profile:

- Go to My Profile to update your name and/or email address
- Go to Discount Vouchers to click Resend Email

A new verification email will be sent to you with your correct name and/or email address.

By clicking the URL below, you are confirming your request for this voucher and validating your information is correct:

- Validate your email address
- Validate your name
- Validate the exam title
- Confirm your request for this discount

<http://discountprogram.cloudapps.cisco.com/lccisp/verify.do?req=513361&veri=ZUKKGGOPPYCFC543450FMZ7EGZXABQM>

Please note: It may take up to 5 business days to receive your promotion code. Only then can you register for the certification exam at [Pearson VUE](#) and apply the discount.

Thank You,

Learning@Cisco Team

Data Collection Tool

Congratulations you have successfully validated your email address and registration information.
Registration Details

Candidate Name
Academy Connection Id
Exam Name
Exam Code

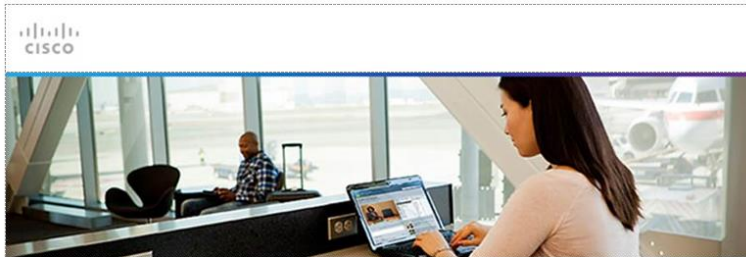
Jane Smith
10011199999
Cisco Certified Network Associate
200-125

Validate the information and click the link to confirm your request for this voucher. It may take up to 5 days to receive your promo code.

5. NetAcad Certification Exam Discount Email



From: cisco-exam-promotions@cisco.com <cisco-exam-promotions@cisco.com>
Sent: Sunday, March 01, 2020 1:11 AM
To: Jane Smith
Subject: Cisco Exam Discount Information



Congratulations! Your discount information is below. You can now register with Pearson VUE to take your certification exam.

If you've purchased this discount and are **NOT** a student of the Cisco Networking Academy and Instructor listed below. Any resulting Cisco certification may be subject to the cancellation of your exam score, a temporary or permanent ban on future Cisco examinations, and the cancellation of previously earned Cisco certifications.

Instructor Name: Cisco Networking Academy Instructor
Academy Name: Cisco Networking Academy

Discount Holder Information

First Name / Given Name:	Jane
Last Name / Family Name:	Smith
Email Address:	janesmith@gmail.com
Cisco ID (CSCO):	CSCO11111999
Mailing Address:	2375 E Camelback Road, , Phoenix, AZ 85016
Cisco Networking Academy ID (Academy Connection):	1001100000

Discount Information

Exam Code: 200-301
Exam Name: Cisco Certified Network Associate

Number of Exam Attempts Authorized:	1
Promotion Code:	rwaccnast36i
Expiration Date:	November 11, 2020

Exam discounts must be redeemed by the expiration date. No extensions or exchanges will be given. **NOTE:** Certification exam program changes such as exam retirement may shorten this timeframe.

If the details of your discount information are incorrect, or to contact an agent directly, please [contact Pearson VUE](#).

Tips:

- If registering online for the exam, the above information must be entered exactly as shown into the Pearson VUE registration system.
- You must have a reservation before arriving at the test center. No walk-in testing is permitted. Exam reservations are made on a first-come, first-serve basis. Plan accordingly and make your reservation as early as possible.
- Use your Discount Holder information provided above to schedule your exam. You will only be able to access this exam discount using the profile associated with the CSCO ID provided in this email. If you cannot access this profile or you have duplicate profiles please [contact Pearson VUE customer service](#).
- Verify that your name and address are correct, and resolve any discrepancies **before** you arrive at the test center.

Instructions on How to Register for Your Exam

To schedule this exam online, complete the following instructions:

1. Go to the [Pearson VUE website](#) and login to your account. If you are a **first time test taker**: follow the instructions to create a new web account with Pearson VUE. Upon registration, please enter your Cisco ID (CSCO ID shown above), name, email address, and Cisco Networking Academy ID.
2. Click **Proctored Exams** and search for the exam by exam code or name.
3. Follow the instructions for information and select a test center to schedule the exam.
4. In Checkout Step 3 of 5: Enter Payment, click the add Voucher or Promo Code link to enter your Promo Code.

After scheduling the exam, you will be sent a confirmation email that includes exam and appointment information, directions to the testing center, instructions on what items and materials to bring, and other pertinent exam details.

You can review your exam information and also schedule, reschedule, and cancel exams before the expiration date in your Pearson VUE web account.

Good luck as you continue on your journey toward achieving your Cisco certification!

Thank you,
Learning@Cisco

If you have any questions, please contact the [Pearson VUE Support Team](#).

6a. Login to Pearson VUE



Language: [English \(US\)](#) | [English \(UK\)](#) | [日本語](#) | [中文](#) | [한국어](#)



Cisco Systems, Inc.

Sign in

All fields are required.

Returning users, please sign in:

Username:

Password:

[I forgot my username.](#)
[I forgot my password.](#)

New users, please sign up:

[Create a web account.](#)

If you are a new user,
click [Create a web account](#).
(see next slide).

Our secure website encrypts your personal information so that it cannot be read by unauthorized Internet users. For your security, please remember to sign out of your account and close your browser when you finish your session.

Please do not use the back button to navigate the site.

6b. Create account at Pearson Vue



New users, please sign up:

[Create a web account.](#)

Note: It is critical that the information you enter to create your account is exactly the same as the information in the Exam Discount Information email, i.e. your name, email address, CSCO ID, Academy Connection ID. If you enter the information incorrectly, you will not receive your discount.

Language: English (US) | English (UK) | 日本語 | 中文 | 한국어

Pearson | VUE

Cisco Systems, Inc. - Create a Web Account: Step 1

Enter Personal Information | Contact Information | Additional Information | Create Account

Enter Personal Information

Required information is marked with an asterisk (*).
Enter information on this page in the Roman alphabet. (Alphanumeric)

New users, please sign up for a web account

Returning users, please sign in
If you have a username and password, please [sign in](#).

Privacy Policy
If you have questions about how your personal information may be used, please read our [Privacy Policy](#).

***Do you know your Cisco ID?**

Yes, my Cisco ID is:

No, I do not know my Cisco ID.

Personal

▲ IMPORTANT: YOU MUST ENTER YOUR LEGAL NAME EXACTLY AS IT APPEARS ON THE IDENTIFICATION YOU WILL PRESENT AT THE TEST CENTER. If there is not an exact match, you will not be able to take your test and you will not be reimbursed for any fees paid.

Title:
Example: Mr., Ms., Mrs., Dr.

7. Schedule Exam through Pearson VUE



Home

Options for Cisco Systems, Inc.

Exam Catalog

Find exams currently offered by Cisco Systems, Inc.:

Proctored Exams

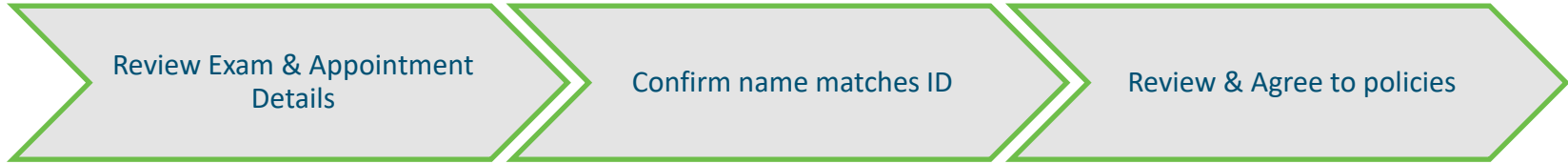
Online Exam Catalog

Find online exams currently offered by Cisco Systems, Inc.:

Unproctored Online Exams

I want to see exams for a different [testing program](#).

8. Review Exam & Appointment Details



Confirm contact information

⚠ Your name must exactly match the identification (ID) that is presented at time of testing or you will not be able to take your exam.

Name:
Jane Smith

Telephone:
+1 602- 111-9999

Correspondence Language:

Your name must exactly match your ID that you present at the time of testing

Edit

Edit

9. Add Promo Code



Checkout - Step 1 of 3: Enter Payment

Order Total	
Subtotal:	325.00
Estimated Tax:	0.00
ESTIMATED TOTAL DUE:	USD 325.00
Add Voucher or Promo Code What is this?	
Voucher/Promotion Code:	
<input type="text"/>	Apply

PearsonVUE Error

If you receive an error when entering the promo code at PearsonVUE, please check the following:

Discount validation failed.

Exam: 200-301, May 21 at 9:00 AM

- Candidate is not authorized to receive discount. Please contact Pearson VUE Support Services for further assistance.

1. **NetAcad ID in PearsonVUE Profile:** Validate your Networking Academy ID displays in your PearsonVUE profile by clicking on “additional information”. Your Networking Academy ID can be found in “My Profile” in NetAcad.com
2. **Duplicate CSCO IDs:** Open a ticket to merge your duplicate CSCO IDs <https://ciscocert.secure.force.com/english>. They will be able to merge the accounts within 3-5 business days.



10. Testing Appointment Confirmation Email



From: PearsonVUEConfirmation@pearson.com <PearsonVUEConfirmation@pearson.com>
Sent: Monday, March 02, 2020 11:40 AM
To: Jane Smith
Subject: Cisco Systems Appointment Confirmation

"PLEASE DO NOT RESPOND TO THIS E-MAIL"

This e-mail contains important information about the exam(s) you scheduled, the location and the rules. Please ensure these details are correct. If any information is not correct, please contact [Pearson VUE](#) immediately.

Appointment Details

Order Number: 0053-4492-9955

Exam:	200-301: Cisco Certified Network Associate - English (ENU)
Candidate:	Jane Smith
Cisco ID:	CSCO1111999
Registration ID:	371471221
Date:	Friday, May 1, 2020
Time:	01:00 PM Mountain Standard Time (Time shown is test center local time.)
Appointment Length (Includes NDA and Tutorial):	110 Minutes
Test Center Location (Directions shown below):	DEVRY UNIVERSITY 2149 W. DUNLAP AVENUE DEVRY STUDENT CENTRAL - 2ND FLOOR MAIN ENTRANCE BY 2 FLAG POLES PHOENIX, ARIZONA 85021 UNITED STATES

Admission Policy

We ask that you arrive at the testing center 15 minutes before your scheduled appointment time so that you have time to complete the necessary sign-in procedures. At all testing centers, Cisco requires the capture of your photograph and digital signature. Please be prepared to show two forms of personal identification. Both must have your signature, and one must be a valid, government-issued picture ID. Expired IDs are not valid.

If you arrive more than 15 minutes late for an exam and are refused admission, you will be responsible for payment of the exam and delivery fees.

All Cisco Certification exams delivered at Pearson VUE test centers are "closed book." You are not allowed to take books, calculators, PDA's, or backpacks into the testing center area. All cell phones and pagers must be turned off before storing outside the testing room. The testing center will provide you with a laminated marker board for your use during testing.

Upon exam completion, the proctor will escort you out of the testing room, where you will be asked to surrender your laminated marker board. All candidates will be given a preliminary score report or a beta exam confirmation at the end of the exam. This document includes important information; please keep it for future reference.

Note: Before receiving certification, you must sign the Cisco Certifications Agreement. This can be done electronically at the end of any Cisco exam. To review the Cisco Certifications Agreement before your exam appointment, visit www.cisco.com/web/learning/exams/policies.html.

No personal items may be taken into the testing room. This includes all bags, books not authorized by the sponsor, notes, phones, pagers, watches and wallets.

Reschedule Policy

If you wish to reschedule your exam, you must contact Pearson VUE 24 hours prior to your exam appointment. If you reschedule an exam less than 24 hours in advance, you will forfeit your entire exam fee. Exam fees are also due for no-shows.

Cancellation Policy

If you wish to cancel your exam, you must contact Pearson VUE 24 hours prior to your exam appointment. If you cancel an exam less than 24 hours in advance, you will forfeit your entire exam fee. Exam fees are also due for no-shows.

Additional Information

Please note that your "appointment length" may include time for non-scored sections such as surveys or tutorials. The appointment length does not necessarily reflect the total amount of time allotted for the actual exam. The majority of Cisco exam appointments include an additional 15 to 20 minutes for surveys and tutorials.

Once passed, a candidate must wait a minimum of 180 days before taking the same exam with an identical exam number. Candidates may only take a beta exam once. Candidates who fail an exam must wait a period of five (5) calendar days, beginning the day after the failed attempt, to retake the exam. For example, if a candidate tests on Tuesday, he or she may test again no sooner than the following Monday. For more information on Cisco's exam policies, visit www.cisco.com/web/learning/exams/policies.html.

As a Cisco test taker, you deserve a fair and secure testing experience. Please report any suspicious behavior that you observe to [Cisco Certification Exam Security Customer Portal](#). Examples of such behavior include receiving help or copying from another test taker, taking a test for someone else, copying or disclosing exam content, or using notes or unauthorized aids. Thank you for your assistance in helping to prevent and detect unfair test practices.

Age Requirements and Policies Concerning Minors

Minors are individuals between 13-17 years of age who, with parental or legal guardian consent, may take tests and, if passed, receive certification. For any person participating in a location that requires by law a lower minimum age for entry into such programs, then the minimum age limit for that person will be the stated minimum required age. Cisco reserves the right to impose additional restrictions to comply with local data protection laws.

Pearson VUE will not be held responsible for expenses incurred beyond the cost of the exam, including but not limited to travel expense and lost wages on the day of the exam.

Pearson VUE's goal is to make your testing experience a pleasant one. We thank you for selecting Pearson VUE as your testing service provider and look forward to serving you again. Please feel free to contact us with your comments or questions at pearsonvuecustomerservices@pearson.com

Sincerely,

Pearson VUE

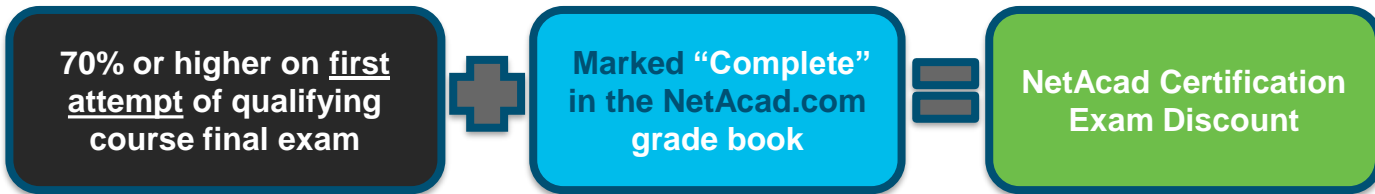
NetAcad Certification Exam Discount Eligibility Criteria

To qualify for a NetAcad Certification Exam Discount, Networking Academy students must meet the following criteria:

For CCNA v6 or earlier Connecting Networks and CCNA Cybersecurity Operations



For CCNA v7 Enterprise Networking, Security, and Automation, CyberOps Associate, and DevNet Associate



NetAcad Certification Exam Discount Policies

Discount Availability Period

Discounts must be requested within **the limited validity period**. To use this discount you must go through and complete the discount request process and take the exam before the expiration date. **You must request, use your discount and take your exam before the expiration date.**

- NetAcad Certification Exam Discounts may not be sold. They are for the sole use of Networking Academy students and instructors who have met the eligibility criteria outlined by Cisco Networking Academy.
- Individuals or Cisco affiliated partners who use NetAcad Certification Exam Discounts or promotional codes that are fraudulent or otherwise obtained from an unauthorized source (including legitimate discounts for attempted re-use) may risk up to and including a lifetime ban on all future exams, the nullification of all previous certifications or other program sanctions at the discretion of Cisco.
- Cisco will not compensate candidates for fraudulent discounts or discounts obtained from an unauthorized source.
- Networking Academy Community Member (Student, Instructors, Instructor Trainers and Administrators) who are found to be involved in NetAcad Certification Exam Discounts fraud risk their deactivation from Networking Academy and the deactivation of their Academy from Cisco Networking Academy without notice.
- Exam discounts must be used in the same region where you completed your Networking Academy training.
- Exam discounts must be redeemed by the expiration date. No extensions or exchanges will be given.
- Cisco cannot make changes to discount requests after they have been submitted.
- The NetAcad Certification Exam Discount is valid for one use only. Students who fail the certification exam will not be issued a second exam discount.
- NetAcad Certification Exam Discounts are subject to change and from time to time validity periods and exam prices also change. These changes occur without notice. Please request and redeem your discount in a timely manner to avoid being affected by any changes.

Discount eligibility indicates success with a Network Academy course. It does not guarantee a passing score in the Certification exam. Cisco encourages you to prepare well for the Certification Exam to maximize your chances of passing.

