How to Access and Redeem Cisco Certification Exam Discount Vouchers

Step-by-Step Guide

February 2017

cisco
Cisco Networking Academy
Mind Wide Open

How to Access and Redeem a Cisco Certification Exam Discount Voucher

1. Establish your eligibility and ensure that your data is accurate

A Receive Discount Voucher Eligibility email notification

B Request Voucher link appears on your homepage

C Verify that your name and email address in NetSpace profile are accurate

48 hours

2. Request your discount

D Click **Request Voucher** link, confirm name and email address

E Enter your mailing address & click Submit

F Return to your homepage. Request link has disappeared

G Track your Request Status through your profile

8 days

3. Verify your data and process your discount request

H Check data in email verification and click the link to verify your email address

I Receive Cisco certification tracking system login email (no action required)

J Receive Cisco exam discount information and authorization to test email

2-4 days

4. Register for your exam and redeem your discount

K Go to Pearson VUE site & follow prompts to register for exam

L As needed, create web account and receive Pearson VUE username and password. Ensure that all account data matches data in your exam discount email

M Schedule your exam, enter your promotion code & pay remaining balance

N Receive testing date confirmation & exam day information

Discount Voucher Eligibility Criteria

Discount Vouchers are only available for
the following Cisco certification exams:

ICND1
ICND2
CCNA Composite
CCNA Security IINS

To qualify for a discount voucher you must meet the following criteria:

75% or higher on <u>first attempt</u> of qualifying course final exam + **"Complete" in the NetSpace grade book** = **Certification Exam Discount Voucher**

Tips to Receive Your Voucher Without Delay

- After scoring 75% or higher on your final course exam, ensure your instructor passes you in the grade book. Your request voucher link will appear on your homepage up to 48 hours after you are marked as complete in the grade book.

- Make sure the data in your NetSpace Profile is up-to-date, especially your email address. It may take up to 8 days to get your email validation notice. Track your status via your NetSpace profile.

- Do not register with Pearson VUE until you have received your voucher discount details – this may take up to 3 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.

- Reach out for support when you need it. You can find more details within the Voucher FAQs.

Voucher 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 your discount before the expiration date.**

- Discount vouchers **may not be sold** and 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 certifications discount vouchers or promotional codes that are fraudulent or otherwise obtained from an unauthorized source (including legitimate vouchers 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 vouchers** or vouchers obtained from an unauthorized source.
- Exam **discounts must be used in the same region** where you completed your Networking Academy training.
- Exam discounts must be used and you must take your exam by the expiration date. **No extensions, exchanges or refunds will be given.**
- Cisco **cannot make changes** to discount requests after they have been submitted.
- The exam discount is **valid for one use only**. Students who fail the certification exam will not be issued a second exam discount.
- Exam discount promotions 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 voucher 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.

Step A

A Receive Discount Voucher Eligibility email notification

From: Networking Academy Admin
Sent: Friday, November 09, 2012 5:11 PM
To: Kenneth Nguyen
Subject: Eligibility for Certification Exam Discount Voucher!

Congratulations! You have qualified to receive a discount on the price of your Cisco certification exam.

To request your discount voucher and schedule your exam, click the Request Voucher link on your NetSpace Home page and follow the prompts. Please make sure all your data in your NetSpace profile is accurate, especially your email address.

Please access the Certifications and Vouchers help page should you need any additional information:
https://www.netacad.com/group/offerings/all-resources/-/document_library_display/PKecjqM38xNC/view/11378635?

We wish you the best of luck as you advance your career opportunities by getting your Cisco Certification!

Cisco Networking Academy Team

Steps B and C

C Verify that your name and email address in NetAcad profile are accurate

B Click Voucher Available button appears on I'm Learning page

Optional Step D

Get Voucher

Vouchers gives you a discount on the certification exam fee. For more information on CCNA certification exams, please visit the **CCNA Routing and Switching Certification** page.

CCNA Composite

If you pass the CCNA Routing and Switching exam, you achieve the CCNA certification. The CCNA exam is a composite of both ICND1 and ICND2 exams.

*V2.0 Exam Vouchers must be requested before **August 2, 2016**. V3.0 Exam Vouchers must be requested on or after **August 3, 2016**.*

Request CCNA Composite

OR

ICND 1

If you pass the ICND1 exam, you achieve the CCENT certification. If you choose this voucher, you will be ineligible for CCNA Composite.

*V2.0 Exam Vouchers must be requested before **August 2, 2016**. V3.0 Exam Vouchers must be requested on or after **August 3, 2016**.*

Request ICND 1

ICND 2

If you have the CCENT certification and pass the ICND2 exam, you achieve the CCNA certification. If you choose this voucher, you will be ineligible for CCNA Composite.

*V2.0 Exam Vouchers must be requested before **September 2, 2016**. V3.0 Exam Vouchers must be requested on or after **September 3, 2016**.*

Request ICND 2

Step E

This is how your name will appear on your certification certificate if you pass the exam. If this is not correct or you would like to change it to match your ID, please update your user profile by clicking on your name at the top of the screen.

You must complete this prior to submitting your discount request for the change to appear on your certificate.

It is critical for your email address be an account you will have access to until after you take your certification exam, since this is how exam details are communicated to you.

We will verify this address by sending an email after you submit this request. Please click the link in the email to complete the verification process. **Your discount will not be processed until you complete this step.**

1

Confirm Your Discount Information

Discount voucher 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 changes of passing.

Academy: Mission College
Instructor: Walter Mitty

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

First name

Last name

Name as it would appear on the certification certificate:

Firstname Lastname
Academy Connection ID: 20023402

2. Ensure your email address is correct.

jane.student@email.com

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

Address line 1

Address line 2

Address line 3

City

State

Postal Code

Country / Region ▼

Cancel   Submit

Confirm your name

Enter your mailing address

Click Submit

Note your Academy Connection ID # and verify your email

E

Enter your mailing address & click Submit

Step F

F Return to your Vouchers page for status.

Step G

My NetAcad   News & Events   Support   Resources

G Track your Request Status through your Vouchers page

My Profile

Upload Photo

Jane Student
Academy Connection ID: 43240038
Email: jane.student@email.com

My Profile   Certifications and Letters   **Discount Vouchers**

Discount Vouchers (7)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Vouchers FAQ

COURSE NAME	DISCOUNT	EXPIRATION DATE	STATUS		
CCNA Composite	75%	12/31/2015	• Eligible	Vouchers available, choose from CCNA Composite or ICND 1 and/or ICND 2	Request Composite
ICND 1	75%	12/31/2015	• Pending		
ICND 2	75%	12/31/2015	• Eligible		Request ICND 2
CCNA Security IINS	75%	05/18/2016	• Eligible	Voucher available	Request Security IINS
ICND 1	58%	05/18/2016	• Pending	Verification email confirmation not yet sent	
ICND 2	75%	05/18/2016	• Pending	Verification email sent on 04/08/16 Resend Email	
ICND 2	75%	05/18/2016	• Pending	Confirmation in progress, email verified on 04/12/16	
CCNA Security IINS	100%	05/18/2016	• Approved	Cisco ID: Cisco6249 Promo Code: 481wfav5	Voucher Details
ICND 1	75%	12/31/2015	• Expired		

• **Pending**   Verification email confirmation not yet sent

• **Pending**   Verification email sent on 04/08/16   **Resend Email**

Status message 2: after verification email sent

If you need to resend your verification email, you may do so by clicking here

Before proceeding with the next steps, you must wait 24 hours to receive your information verification email

8 days

If you do not receive the email in this time frame you can retrigger the email verification in your profile.

Step H

exam-promotions@cisco.com   Add to contacts
To testinglizzy20@hotmail.com
12:09 AM
Reply

Verification email sent from exam-promotions@cisco.com

Please do not reply to this email

Hello NAlrname Samantha Larson-Morgan,

You are receiving this email because you are eligible for an exam opportunity with Cisco Test Delivery Partner. B

Registration Details:

Candidate Name: NAlrname Samantha La

Cisco Networking Academy ID: 8059146

Exam Name: ICND1

Exam Code: 640-822

By clicking the URL below you are:

- Validating your email address
- Validating your information for an exam opportunity with Cisco Test Delivery Partner

Important: If your name or the registration information above is incorrect, please do not click the URL below. Instead, contact the person who registered you for this course to make the correction.

Otherwise, if the information above is correct, please click the URL below to validate your email address:

http://tools-stage.cisco.com/lcdsp/verify.do?reg=2000038&veri=HRJQNLRZZGLF100733NUJMOXKZZYOB

Thank You,

Learning@Cisco

● Pending   Confirmation in progress, email verified on 04/12/16

Status message 3: after email verification

If your name or email address is not correct, do not click the link to verify. Return to your NetAcad profile and
1. Update your name or email address and save.
2. Review your voucher status in Pending tab
3. Click **resend email**
4. A new verification email will be sent to you with your corrected name or email address.

After verifying your name and email, click the link to accept the exam registration details

Step I

| Compose Message ▾ | Delete | Reply ▾ | Forward | Spam | 🗀 ▾ | Print | ⚙ ▾ | ⬆ |

Inbox 1 ↻

Drafts

Sent

Spam 🗑

Trash 🗑

▸ **Folders** +

▾ **Online Contacts** 〜

▸ **Facebook Friends** 〜

▾ **Applications** ⚙

All My Purchases

New Account Activation

Dear DCTfname96 Ryan,

Your new CSCO ID is: CSCO12084587

Your user login to access the Cisco Certification Tracking System has been created.

To activate your account, please go to http://i7lp.integral7.com/cisco

Your account authorization code is: SoSAlOGw

Please note that the account authorization code will expire on 02/06/2012.

This is a standard system generated email from CiscoTraining-notify@cisco.com. **No action is required (you do not need to activate account).**

Before proceeding with the next steps, you must wait 2-4 days to receive your Exam Discount Information and Authorization to Test email from Cisco.

2–4 days

Step J

J Receive Cisco exam discount information and authorization to test email

Certification Exam Discounts and Vouchers
Certifications and Discounts FAQs

| Pending (1) | + |
| Available (1) | - |

ICND1

CSCO ID	TESTCSCOID
Promo Code	TESTNWA80
Expiration Date	05/16/2013
Discount Percentage	58.0%
Discount status	Complete

| Expired or Cancelled (1) | + |

Status message 4: after exam discount information and authorization to test email sent

Congratulations! Your discount is ready to be used. You can now register with Pearson VUE to take your exam usir

Discount Holder Information
First Name / Given Name: DCTfname91
Last Name / Family Name: Madison
Email Address: naptuser311@hotmail.com
Cisco ID (CSCO): CSCO12084582
Mailing Address: netacad
san jose, ca 99999
Cisco Networking Academy ID (Academy Connection): 8059124
If registering online for the exam, the above information must be entered exactly as shown into the Pearson VUE registration system

Discount Information
Exam Code: 640-822
Exam Name: ICND1
Number of Exam Attempts Authorized: 1
Promotion Code: TESTNWAICND1100
Discount Percentage: 100%
Expiration Date: January 16, 2013
Please note the expiration date of your discount cannot be extended. No exchanges or refunds will be made.

Instructions on How to Register for Your Exam
If the details of your discount information are incorrect, or to contact an agent directly, please contact Pearson VUE.

Please read the instructions to register carefully. It is **critical** that the information you enter on Peason VUE pages is **exactly the same** as the information provided in this email: your name, email address, and Academy Connection ID. If you enter information incorrectly on the Pearson VUE site, you will not receive your discount.

Step K

Go to Pearson VUE site & follow prompts to register for exam

1 Go to www.pearsonvue.com/cisco/ and click **Schedule a Test** on the right panel

Cisco® Testing

Cisco Career Certifications and specialist qualifications are your path to further your professional opportunities. For more details on our programs please visit www.cisco.com/go/certifications.

Test Scheduling
Cisco Certification News
Program Information
Test Preparation

Test Scheduling

Appointments may be made in advance or on the day you wish to test, subject to availability. Pearson VUE offers a variety of scheduling options—

| Schedule Online | Schedule By Phone | Schedule Through Test Center |

cisco CISCO.

- Locate a Test Center
- Schedule a Test
- Reschedule a Test
- Cancel a Test
- My Account
- View Available Tests
- Customer Service

2 Click on **Career Certifications and Specialization Exams**

Cisco® Testing

Career Certifications and Online Exams

Select a program below to schedule your test appointment:

- Career Certifications and Specialization Exams
- Online Exams

cisco CISCO.

- Locate a Test Center
- Schedule a Test
- Reschedule a Test
- Cancel a Test

3 Sign in or create account

If you have never used our site before, you will need to create a new web account before you can sign in. If you have taken a test before, but do not remember your username or password, please use the links on the right.

Returning users:
If you have previously taken a test with Pearson VUE, but do not remember your username or password, please use the links on the right. Some testing programs require a separate web account. If your existing login is not accepted, it may mean that you have not yet registered with the selected testing program. To do so, follow the link to create a new web account.

Online Services
After you sign in, you can schedule/change your test appointments, view your testing history and view/modify your personal information.

Username:
Password:

Sign In 🔒

I forgot my username.
I forgot my password.
Create a web account

Step L

1

PEARSON
VUE

Home

Create a Web Account: Profile

Test Program > **Profile** > Contact > Additional Information > Usern...

You are about to start the process to create a web account... you have questions about how your personal information may be used, please read our Privacy Policy. In order to use our online registration system, you must provide a valid email address. Your username and password, as well as all confirmation letters, will be sent to this email address.

Fields with * are required.

Name

Please enter your legal name exactly as it appears on the official identification you will present at the test center.

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

* First Name / Given Name:

Middle Name(s):

* Last Name / Surname / Family Name:

Suffix (Example: Jr., Sr., II, III, IV):

Email

Please provide an email address where you would like to receive confirmation letters and information about your exam.

* Email:

* Confirm Email:

* Country of Residence:

Previous Testing History

Please provide the following information.

* Have you tested with ▮ before?

○ No, this will be my first time testing with ▮

○ Yes, I have tested with ▮ before.

Enter your ▮ ID, if available:

«Back   Next»

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Terms of Service | Privacy Policy | Customer Service | Site Map

It is critical that the information you enter on these pages is exactly the same as the information in the Exam Discount Information email (your name, email address, Academy Connection ID). If you enter information incorrectly you will not receive your discount.

Enter your Cisco ID from your Exam Discount Information email

2

PEARSON
VUE

About Us | Contact Us | FAQs

Home | **Test Taker Services** | Test Program Solutions | Become a Test Center

Create a Web Account: Contact

Test Program > **Profile** > **Contact** > Additional Information > Username > Confirmation

Fields with * are required.

3

PEARSON
VUE

About Us | Contact Us | FAQs

Home | **Test Taker Services** | Test Program Solutions | Become a Test Center

Create a Web Account: Additional Information

Test Program > Profile > Contact > **Additional Information** > Username > Confirmation

The following information is being collected on behalf of ▮

Fields with * are required.

* Are you a member of ▮

«Back   Next»

4

PEARSON
VUE

About Us | Contact Us | FAQs

Home | **Test Taker Services** | Test Program Solutions | Become a Test Center

Create a Web Account: Username

Test Program > Profile > Contact > Additional Information > **Username** > Confirmation

Please choose a unique username that you will remember. To check and see if your username is available, please enter your preferred username and click **Check Availability**. This will be your username to access your Pearson VUE account in the future.

Your password will be automatically assigned by Pearson VUE and sent to you via email. You will be able to change your password after you sign into your account.

Fields with * are required.

5

Receive account confirmation email with Pearson VUE username and password

Step M, Steps 1-4 of 7

M Schedule your exam, enter your promotion code & pay remaining balance

PEARSON VUE

1 Visit student homepage on Pearson VUE

Current Activity for DCTfname56 Jacob

Cisco ID: CSCO12081683

- Current Activity
- Schedule Exams
- View History
- Update Profile
- Change Sign In

Details about future exam appointments and appointment activity within testing program requires you to request approval before making an appoint...

2 Click Schedule Exams

...ew your current account activity, update your profile and sche

3 Select your exam

PEARSON VUE

Schedule Exam(s): Select Exam(s)

Testing Program > Exam > Test Center > Appointment > Review > Payment > Confirm > Receipt

1. Select the exams that you wish to schedule.
   To change the way the list is sorted, click the column heading.
   represents online exams.

- Current Activity
- Schedule Exams
- View History
- Update Profile
- Change Sign In
- Sign Out

Exam Code	Exam Name
☐ 350-001	Routing and Switching written
☐ 350-018	CCIE Security written
☐ 350-029	CCIE Service Provider written

4 Select your testing center

PEARSON VUE

Schedule Exam(s): Find a Test Center

Testing Program > Exam > Test Center > Appointment > Review > Payment > Confirm > Receipt

1. Locate a test center near you by defining the search criteria below and then click Search. View Search Tips

- Current Activity
- Schedule Exams
- View History
- Update Profile
- Change Sign In
- Sign Out

Find the closest:	5 centers
* Country:	United States
Address:	325 e tasman drive
City:	Hermonassal
State/Province:	California
ZIP/Postal Code:	97697

Search

Step M, Steps 5-7 of 7

M — Schedule your exam, enter your promotion code & pay remaining balance

5 — Enter exam promotion code

6 — Promotion code is accepted and discount is applied

7 — Review your appointment details

Step N

N

Receive testing date confirmation & exam day information

Your testing date confirmation email will include:
- Your name and contact information
- Your order confirmation number
- Location and directions to the testing center
- Instructions on what to bring
- Important policies related to taking the exam

Please read the email carefully.

Email Example
Order Confirmation
Order Number: 0005-0677-7993
Exam Registration:
Exam: Troubleshooting and Maintaining Cisco IP Networks
Quantity: 1
Price: $US 200.00
Candidate:
          Kelly Lee
          100 Tasman dr.,
          San Jose, CA 95134
          USA
          Phone: 6335115345
Appointment Time: 31 Oct 2011 at 1200 (1200 PM)
Duration: 185 Minutes
Location:
          Education Plus
          SCO-529 , 3rd Floor,
          Santa Clara
          CA
          USA
          Phone: 4089345678
Accommodation Granted:
          Cisco Systems, Inc. - Automatic English Time Extension
Direction: Education Plus is located in the main commercial complex of SCO Business Plaza
Exam Policies
Admission Policy: For *Troubleshooting and Maintaining Cisco IP Networks* :
We ask that you arrive at the testing center 15 minutes before your scheduled appointment time so that you have time to complete the
picture ID.

If you arrive more than 15 minutes late for an exam and are refused admission, payments are due for the exam and delivery fees.
All Cisco exams are "closed book." You are not allowed to take books, calculators, or backpacks into the testing center area. All cell p

Upon exam completion, the proctor will escort you out of the testing room. You need to surrender your laminated marker board at this

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

Reschedule Policy: For *Troubleshooting and Maintaining Cisco IP Networks* :
If you wish to reschedule your exam, you must contact Pearson VUE one business day prior to your exam appointment. If you reschedule an exam less than 24 hours in advance, you will incur the forfeit-exam fee. Exam fees are als

Cancel Policy: For *Troubleshooting and Maintaining Cisco IP Networks* :
If you wish to cancel your exam, you must contact Pearson VUE one business day prior to your exam appointment. If you cancel an exam less than 24 hours in advance, you will incur the forfeit-exam fee. Exam fees are also due for

Additional Information: For *Troubleshooting and Maintaining Cisco IP Networks* :
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

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) cale
sooner than the following Monday. For more information on Cisco's exam policies, visit www.cisco.com/go/exampolicy.

Pearson VUE will not be held responsible for expenses incurred beyond the cost of the exam, including but not limited to travel expenses 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 comme

Congratulations, you have completed the process to access and redeem your exam certification discount

We wish you the best of luck with your studies and exam.

Thank you.

Cisco Networking Academy
Mind Wide Open