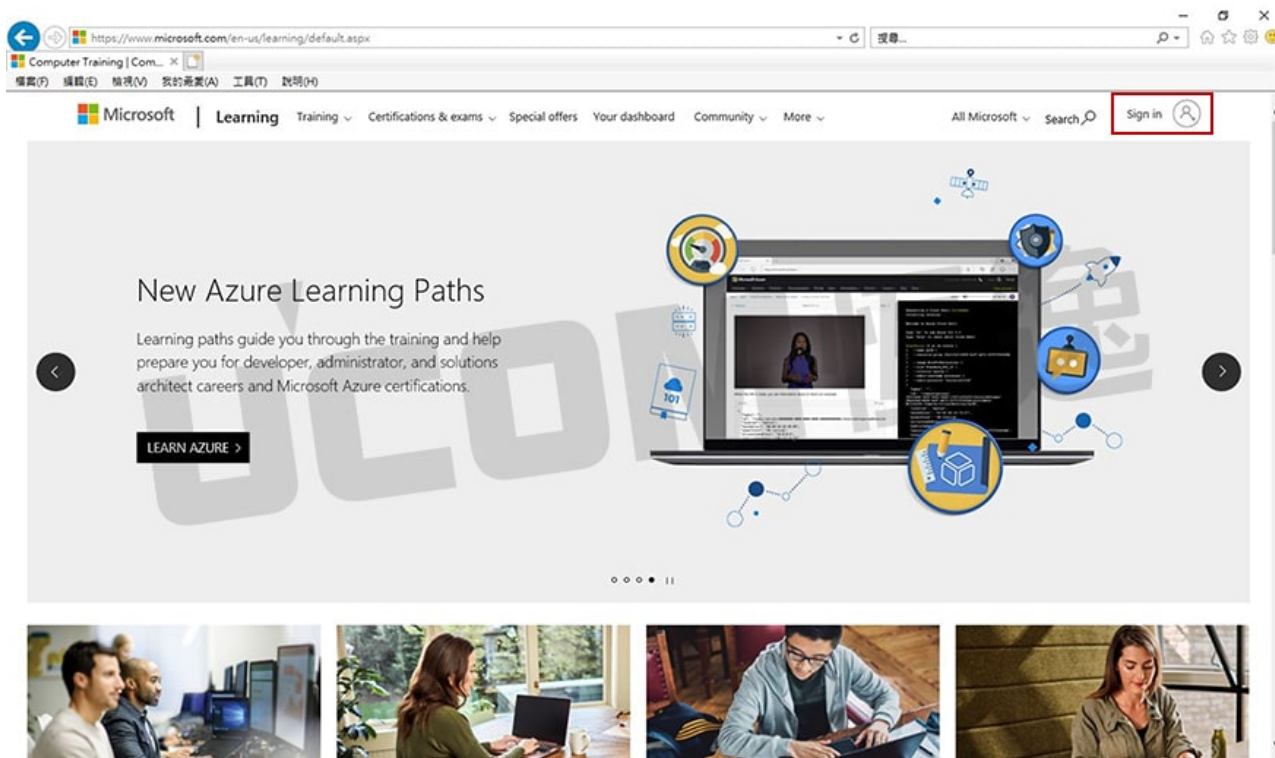


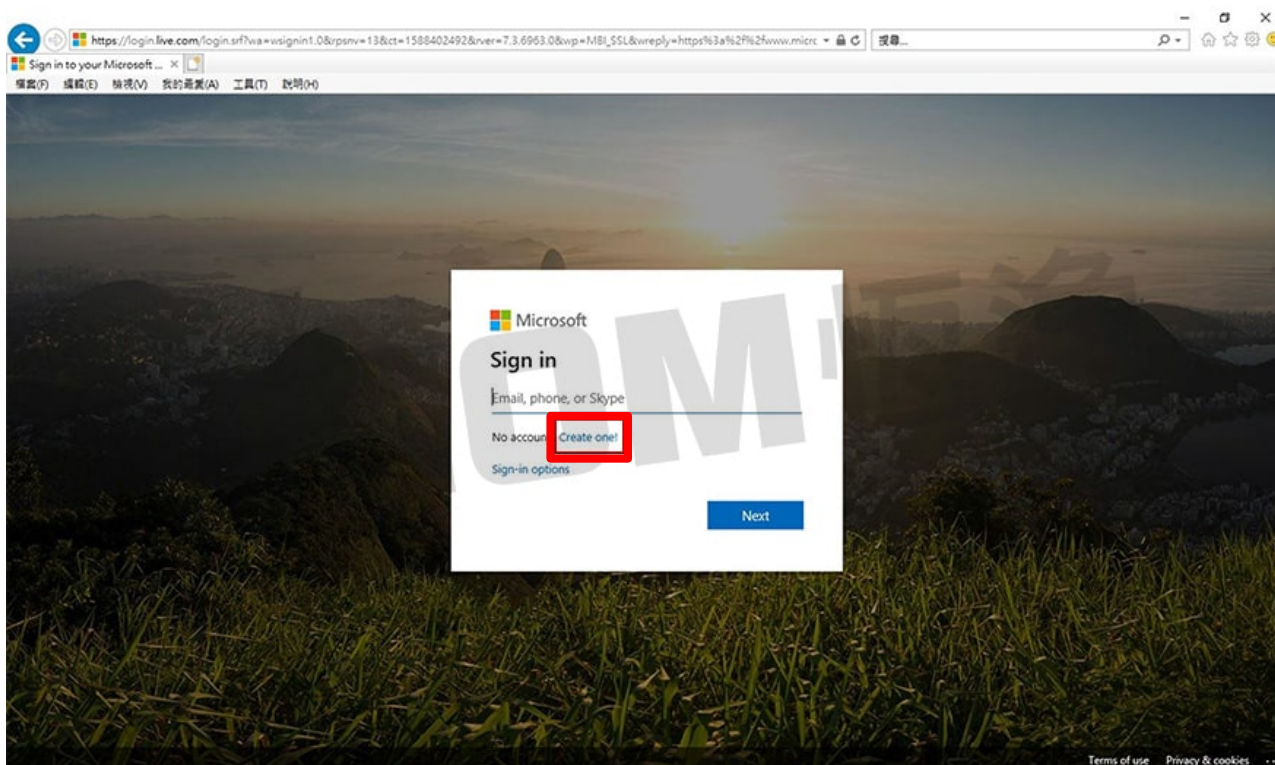
# 微軟考試報名流程教學

## 註冊帳號(帳號建立)

Sept 01: 請至微軟訓練和認證網站(<https://www.microsoft.com/learning>) 點選「sign in」。



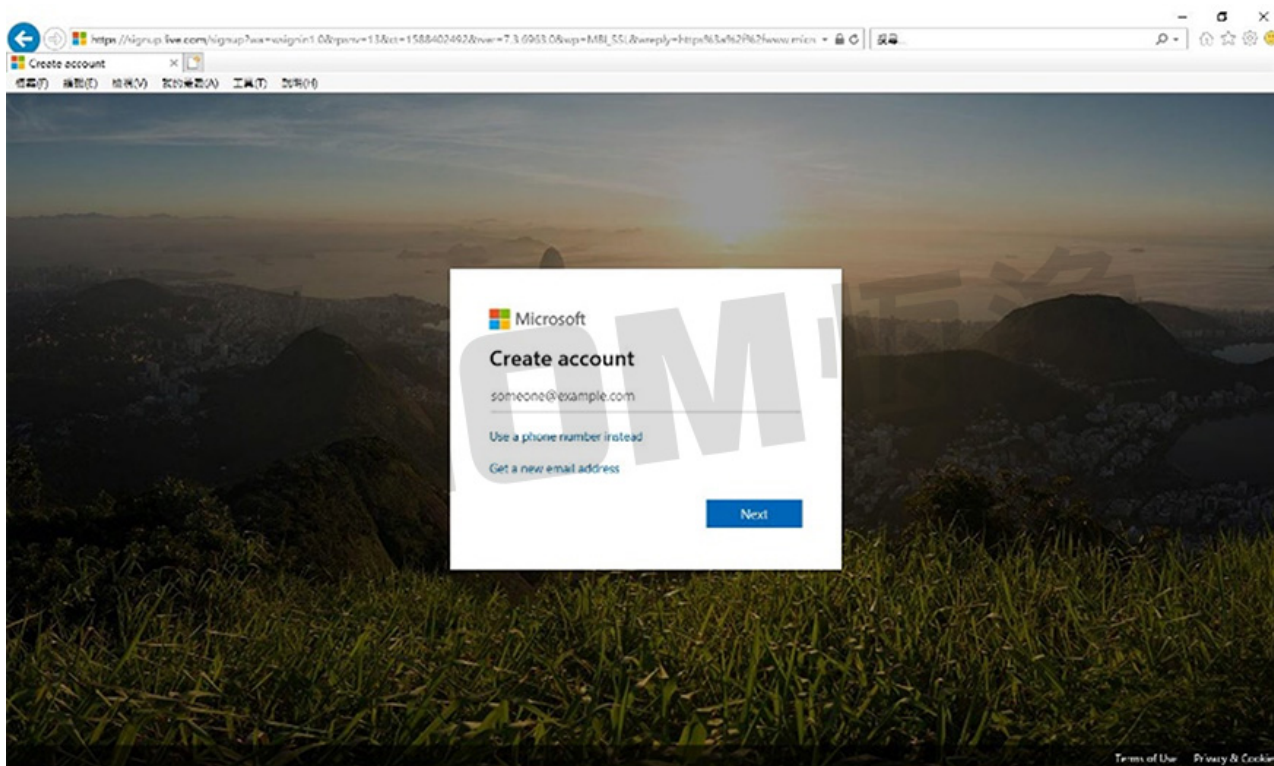
Sept 02: 若您是第一次參加考試，請點選「Create one!」建立帳號。



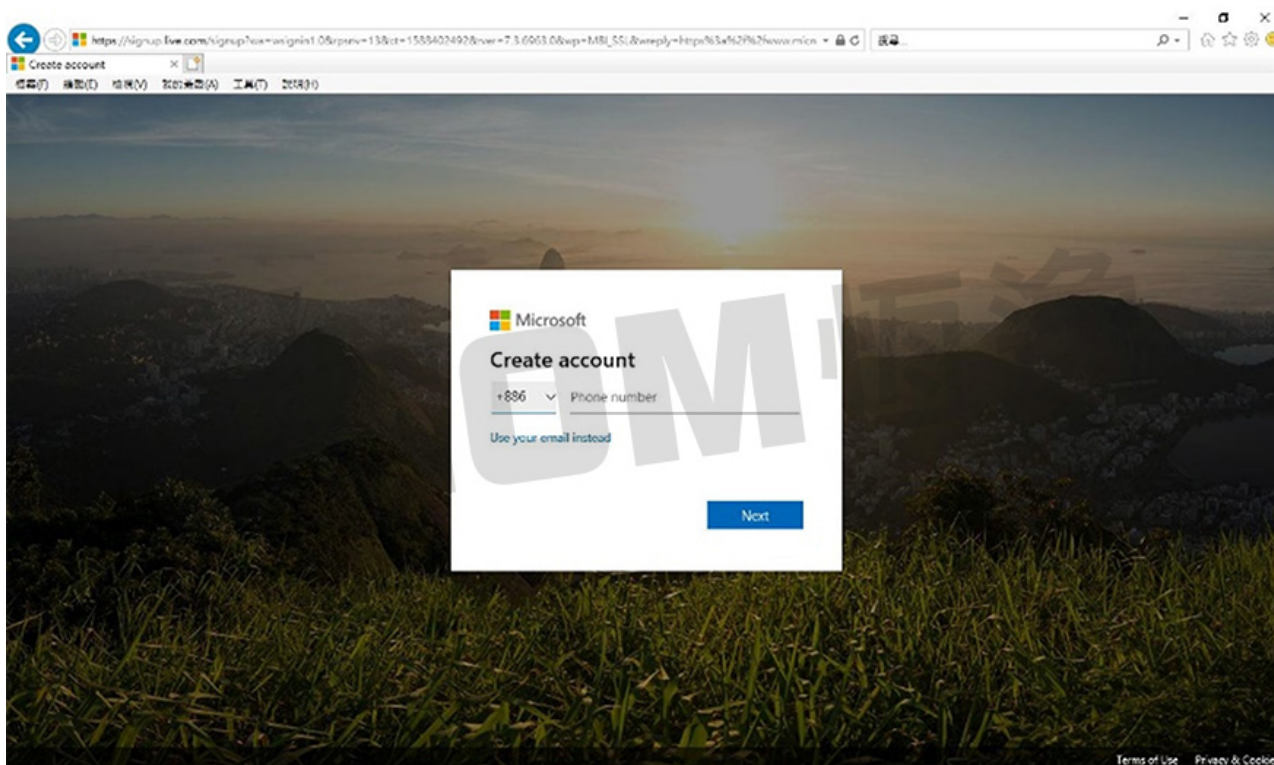
若您有參加過微軟的考試，請點選「Sign in」，相關報名方式可由 Step 08 繼續報名考試。

帳號建立的方式分為電子郵件、電話號碼以及建立新的郵件地址三種方式。

- 電子郵件。輸入您的電子郵件，輸入完畢請點選”Next”。

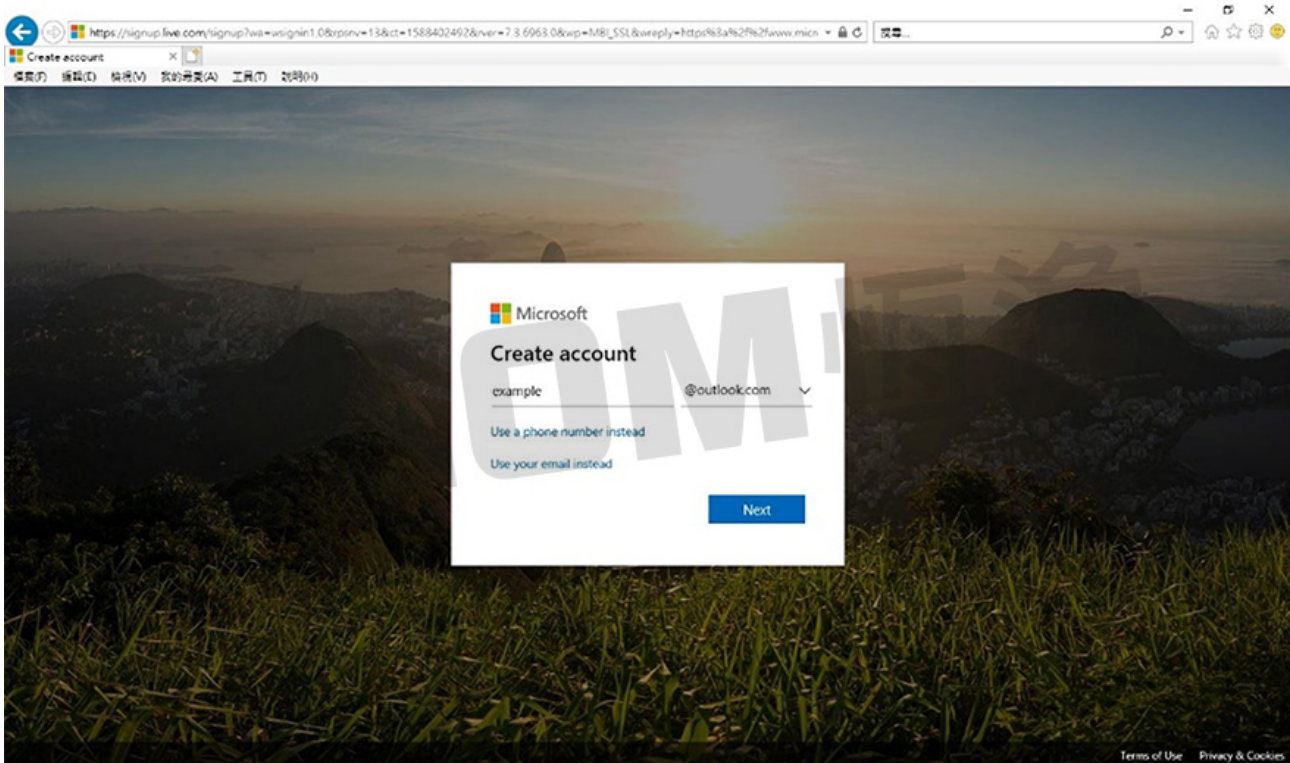


- 電話號碼。輸入您的行動電話號碼，輸入完畢請點選”Next”。

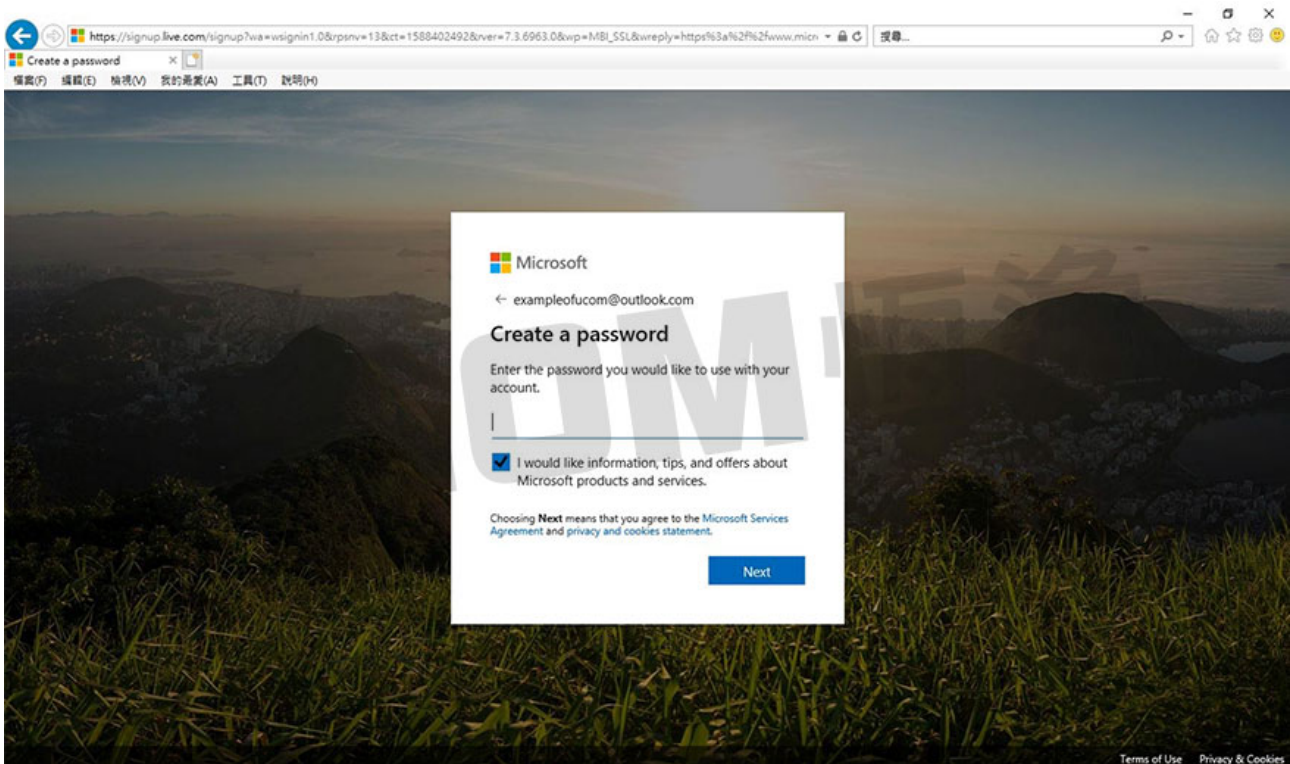




- 建立新的郵件地址。輸入您想要的 Email 名稱，輸入完畢請點選”Next”。



Sept 03: 請設定您的密碼。輸入完畢請點選”Next”。



Sept 04: 請填入您的名字。請留意，這些資料將應用在您的考試報名、相關通知及通過考試後的證照上，請務必使用正確資料，依考試中心規定，考試報到時會進行身分證驗證，必須出示註冊相同的英文名字證件(護照)，若無法出示則無法進行考試，輸入完「Next」。輸入完畢請點選”Next”。

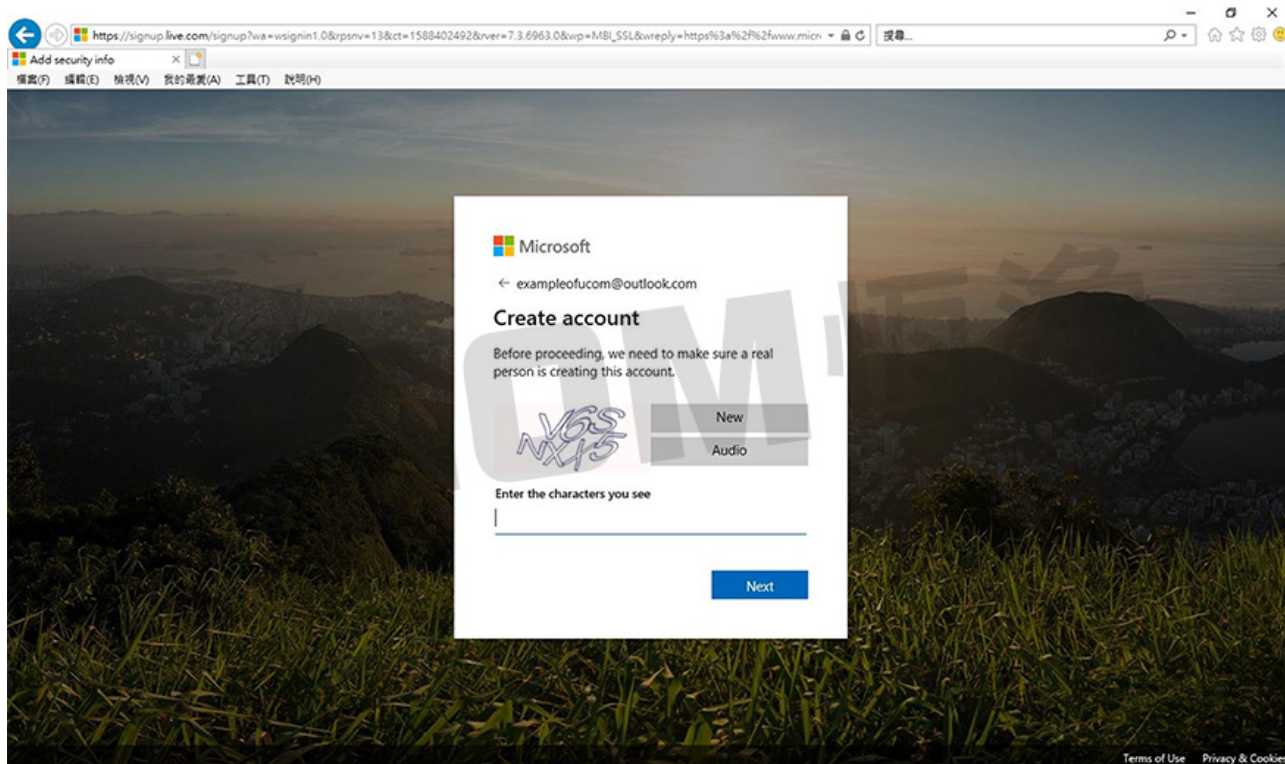
The screenshot shows a web browser window with the URL [https://signup.live.com/signup?wa=wsignin1.0&rpsnv=13&ct=1588402492&rver=7.3.6963.0&wp=MBI\\_SSL&wreply=https%3a%2f%2fwww.micr...](https://signup.live.com/signup?wa=wsignin1.0&rpsnv=13&ct=1588402492&rver=7.3.6963.0&wp=MBI_SSL&wreply=https%3a%2f%2fwww.micr...). The page title is "What's your name?". The Microsoft logo is at the top left. Below it, the email address "exampleofucom@outlook.com" is displayed. The main heading is "What's your name?". Below this, a message states: "We need just a little more info to set up your account." There are two input fields: "First name" and "Last name". A blue "Next" button is at the bottom right. The background is a scenic view of a mountain range at sunset. At the bottom right, there are links for "Terms of Use" and "Privacy & Cookies".

Sept 05: 請填入您的國家及出生年月日。輸入完畢請點選”Next”。

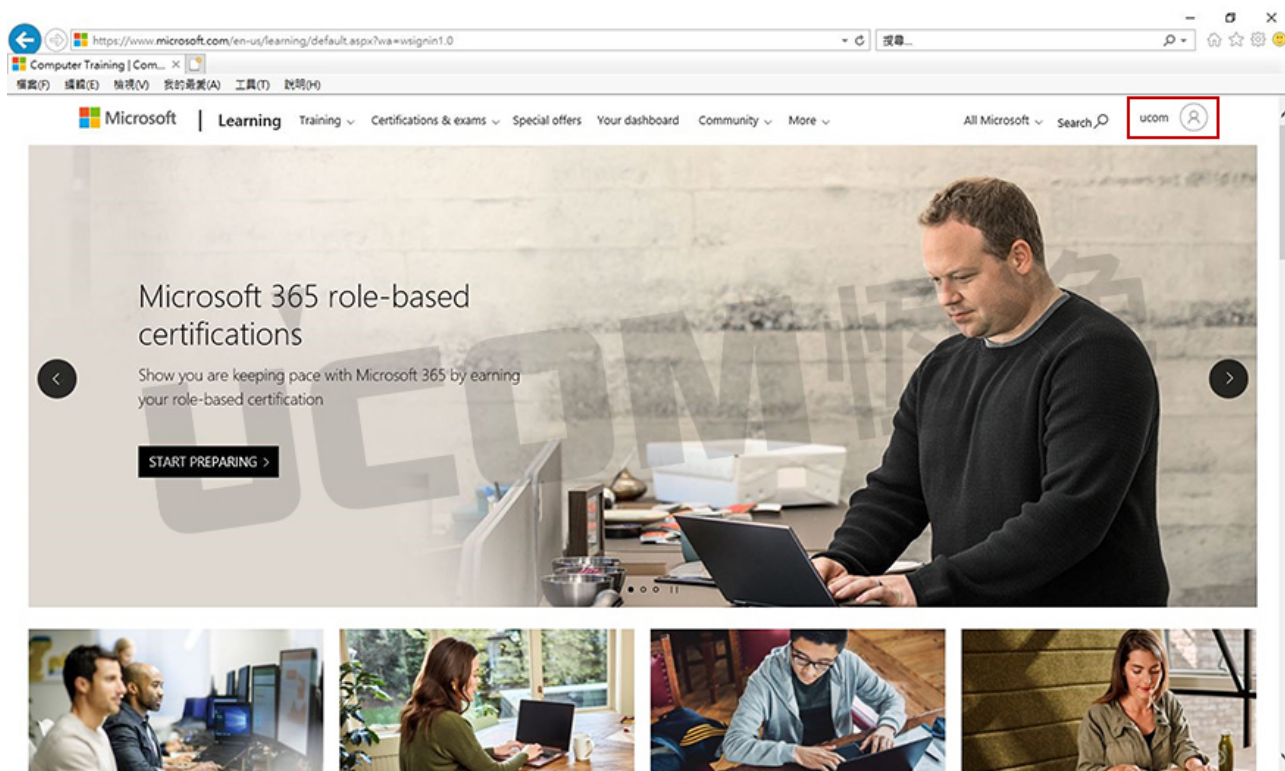
The screenshot shows the same web browser window as the previous one, but the page title is "What's your birth date?". The Microsoft logo and email address "exampleofucom@outlook.com" are still present. The main heading is "What's your birth date?". Below this, a message states: "We need just a little more info to set up your account." There is a dropdown menu for "Country/region" with "Taiwan" selected. Below this are three dropdown menus for "Birthdate": "Month", "Day", and "Year". A blue "Next" button is at the bottom right. The background is the same scenic view of a mountain range at sunset. At the bottom right, there are links for "Terms of Use" and "Privacy & Cookies".



Sept 06: 按照提示輸入驗證碼，輸入完畢請點選”Next”。

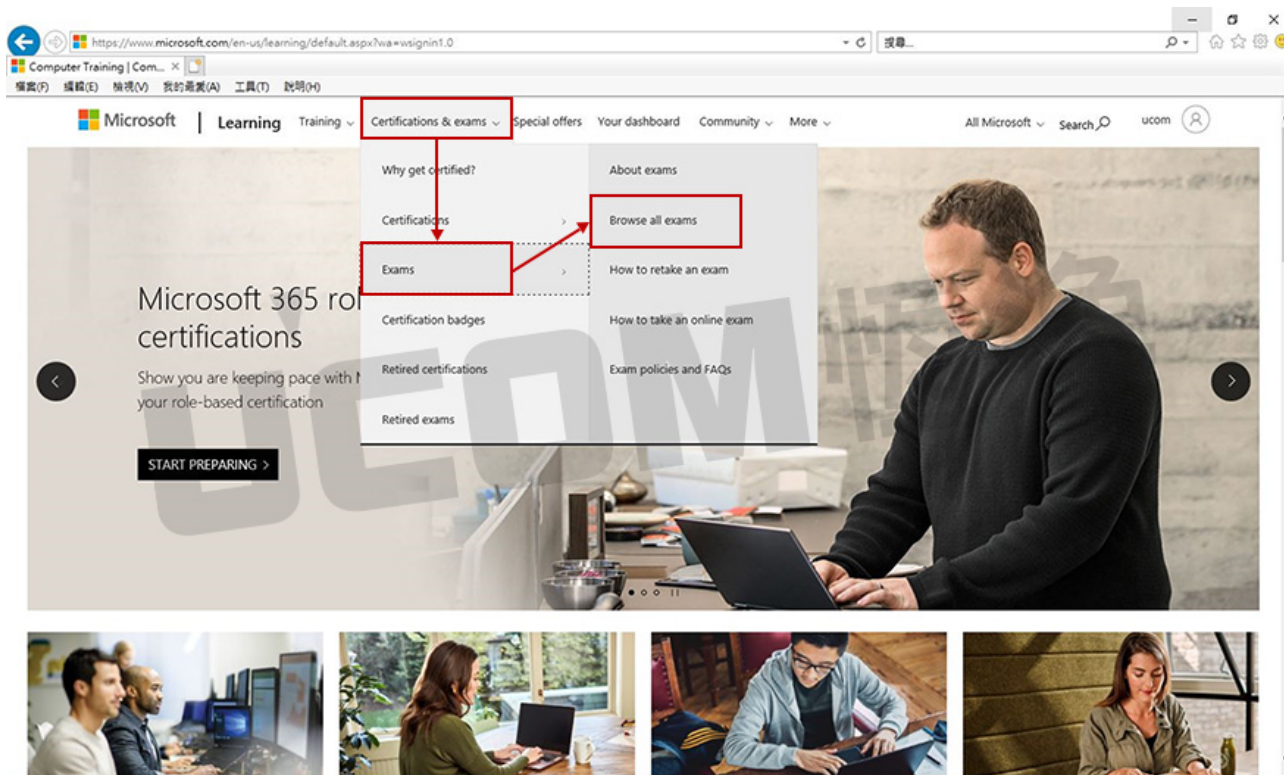


Sept 07: 在視窗右上方若有您登入的帳號，代表您已完成帳號建立。

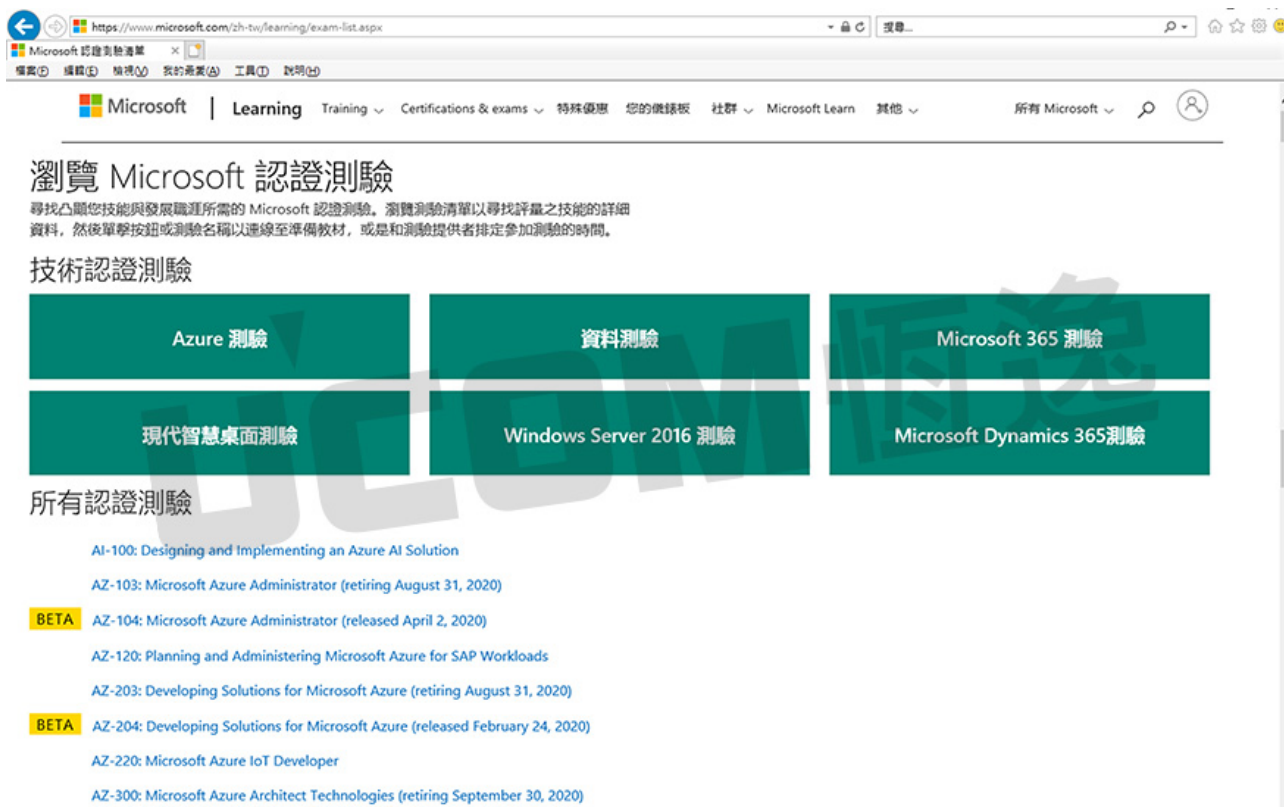


# 考試報名

Sept 01: 請點選 Certification & exams→Exams→Browse all exams

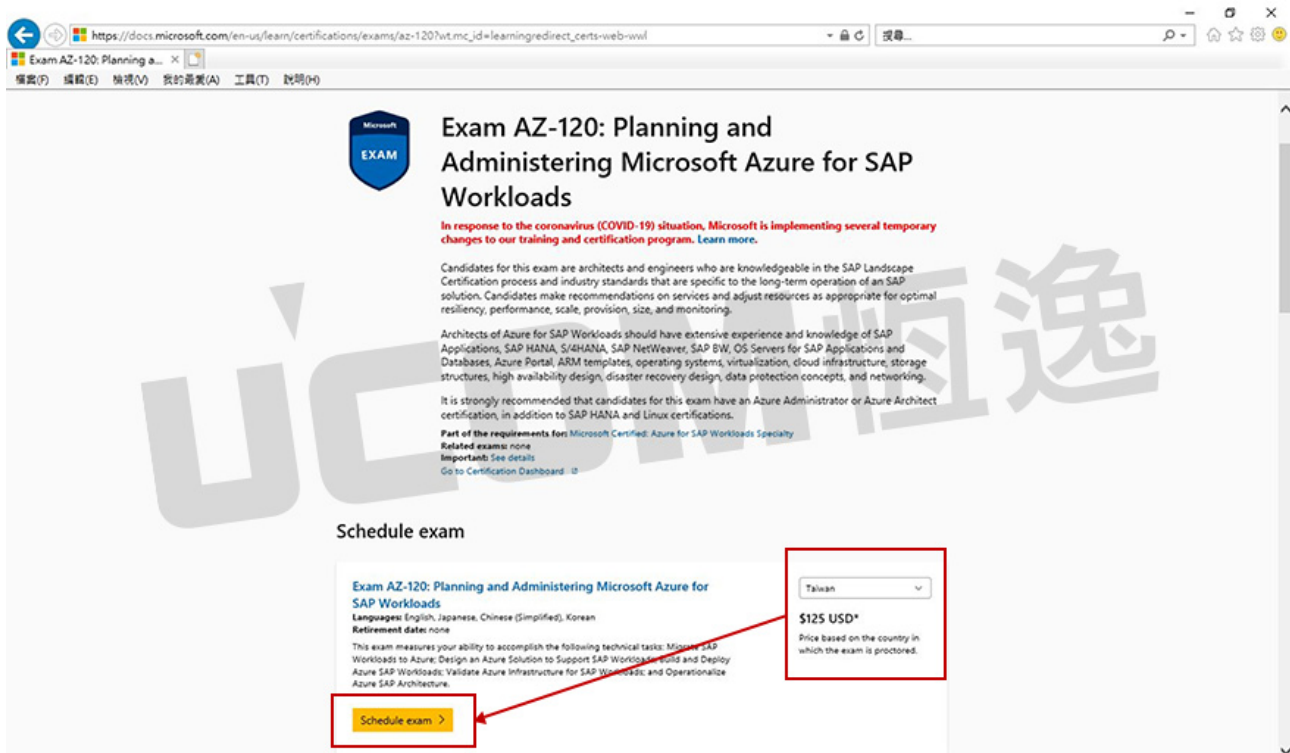
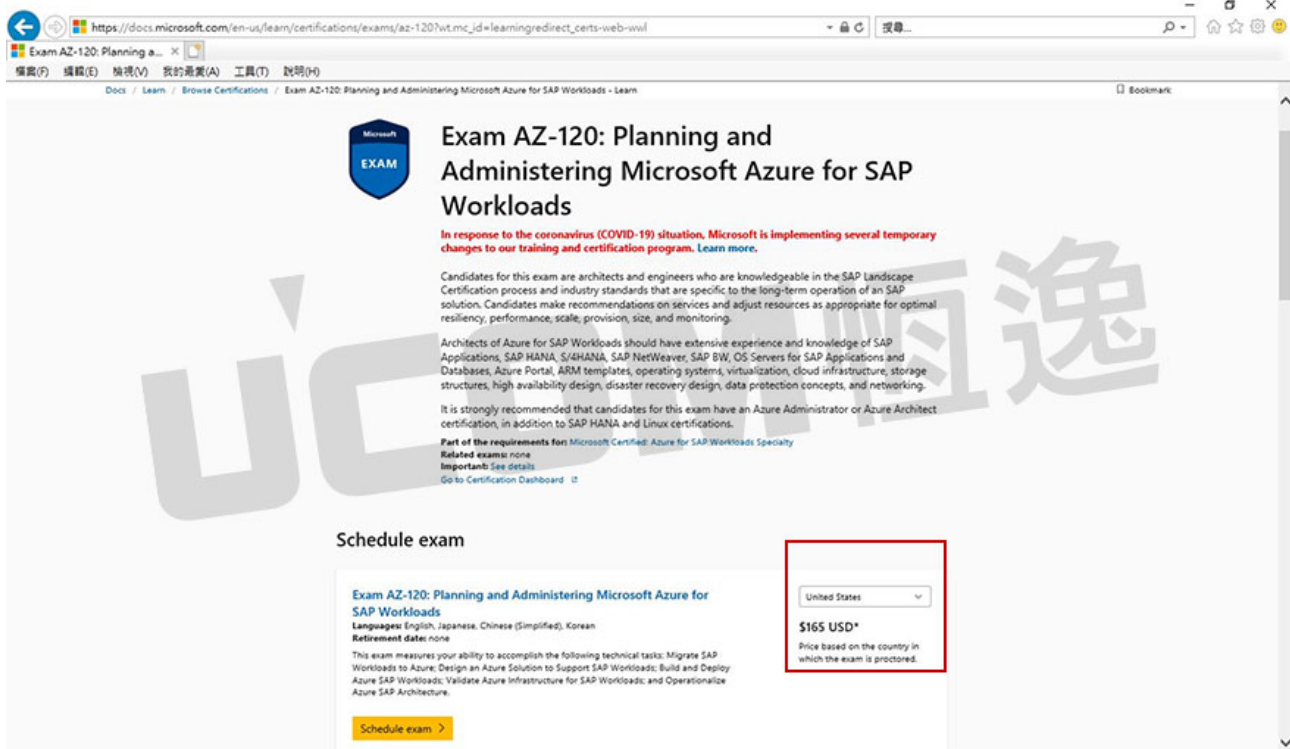


Sept 02: 選擇您要參加的考試科目。





Sept 03: 因各個國家考試金額皆不同，若您要在台灣考試，請將「United States」更改為「Taiwan」即會顯示台灣考試金額。確認金額無誤後請再點選「Schedule exam」。



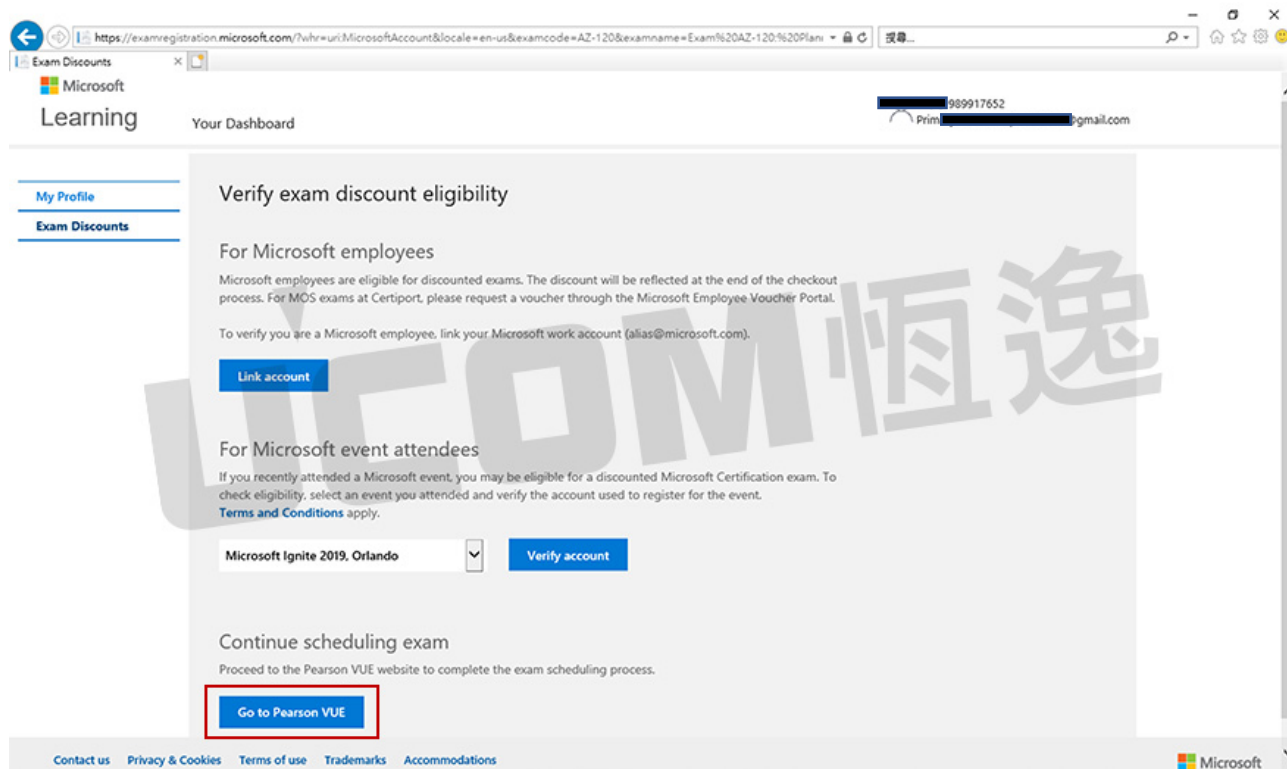
Sept 04: 請逐欄填寫您的資訊，請留意，這些資料將應用在您的考試報名、

相關通知及通過考試後的證照上，請務必使用正確資料，依考試中心規定，考試報到時會進行身分證驗證，必須出示註冊相同的英文名字證件(護照)，若無法出示則無法進行考試，完成後點選「Save & continue」。

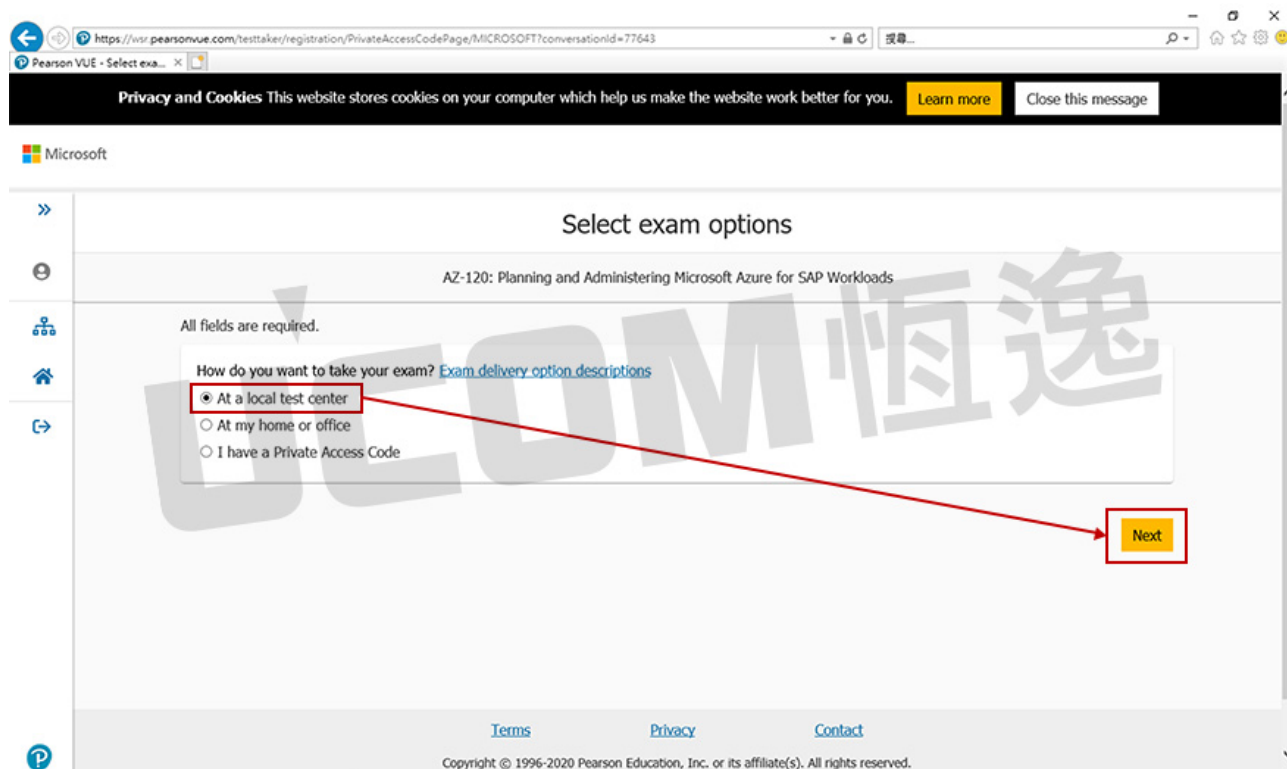
The screenshot shows the Microsoft Certification Profile registration page. The page is titled "Microsoft Certification Profile" and displays the exam details: "Exam AZ-120 | Exam AZ-120: Planning and Administering Microsoft Azure for SAP Workloads". The page includes a "Legal name" field with a warning message: "Important: Please enter your name exactly as it appears on the government-issued identification you will present at your exam appointment. Your name must match your identification to take an exam." Below this are fields for "Title", "First Name", "Middle Initial", "Last Name", "Job Title", "Address 1", "Address 2", "Address 3", "City", "Country", "State", "Postal code", "Country code", "Area code", "Phone number", "Ext", "Contact Email", and "Preferred language". A "Save & continue" button is highlighted with a red box at the bottom.



## Sept 05: 點選「GO to Pearson VUE」



## Sept 06: 請點選「At a local test center」，選擇完畢請按「Next」。



Sept 07: 請選擇考試語言，選擇完成後請按下「Next」。

Privacy and Cookies This website stores cookies on your computer which help us make the website work better for you. [Learn more](#) [Close this message](#)

Microsoft

### Select exam language

AZ-120: Planning and Administering Microsoft Azure for SAP Workloads

What is your preferred language for the exam?

- ☐ Chinese Simplified
- ☐ English
- ☐ Japanese
- ☐ Korean

[Previous](#) [Next](#)

[Terms](#) [Privacy](#) [Contact](#)

Copyright © 1996-2020 Pearson Education, Inc. or its affiliate(s). All rights reserved.

Sept 08: 請確認考試科目、價格、語言，確認無誤後按下「Next」後可進行考場選擇。

Privacy and Cookies This website stores cookies on your computer which help us make the website work better for you. [Learn more](#) [Close this message](#)

Microsoft

### Exam details

AZ-120: Planning and Administering Microsoft Azure for SAP Workloads

Exam:  
AZ-120: Planning and Administering Microsoft Azure for SAP Workloads  
[View Testing Policies](#)

Price\*:  
USD 125.00

Language:  
English

\*Prices listed are based on today's date and do not include local taxes which may be applicable.

[Previous](#) [Next](#)

[Terms](#) [Privacy](#) [Contact](#)



Sept 09: 選擇您要參加的考場，選擇好後請按下「Next」。

【恒逸各分點代號】

· 台北 Systex Corporation，快速搜尋:Fuxing N Rd,Taipei

· 新竹 Systex-SHC，快速搜尋 Guangfu Road,Hsinchu

· 台中 Systex-STC，快速搜尋 Taichung,Taiwan

· 高雄 Systex-SKH，快速搜尋 806,Kaohsiung,Taiwan

Find a test center

AZ-120: Planning and Administering Microsoft Azure for SAP Workloads

14F No.99 Fuxing N Rd Taipei 105 Taiwan Search

MILITARY COMMUNITY looking for on-base test centers, please [click here](#).

You can select up to three test centers to compare availability.

Helpful hints:

- The test center information link may provide directions, parking, wheelchair support or other physical access considerations.
- Distance (mi/km) is a straight line calculated from the center point of your search criteria and does not reflect driving distance.

Test Center	Distance <a href="#">Show km</a>
<input checked="" type="checkbox"/> <b>Systex Corporation</b> 10595 Taipei 14F, No.99 Fuxing N. Rd., No.99 Fuxing N. Rd., Taiwan, China <a href="#">Test Center Information</a>	0.1 mi
<input type="checkbox"/> <b>Trainocate Taiwan Co. Ltd.</b> 10492 Taipei 9F., No.2, Sec. 1, Fuxing S. Rd., Zhongshan Dist., Taiwan	0.4 mi

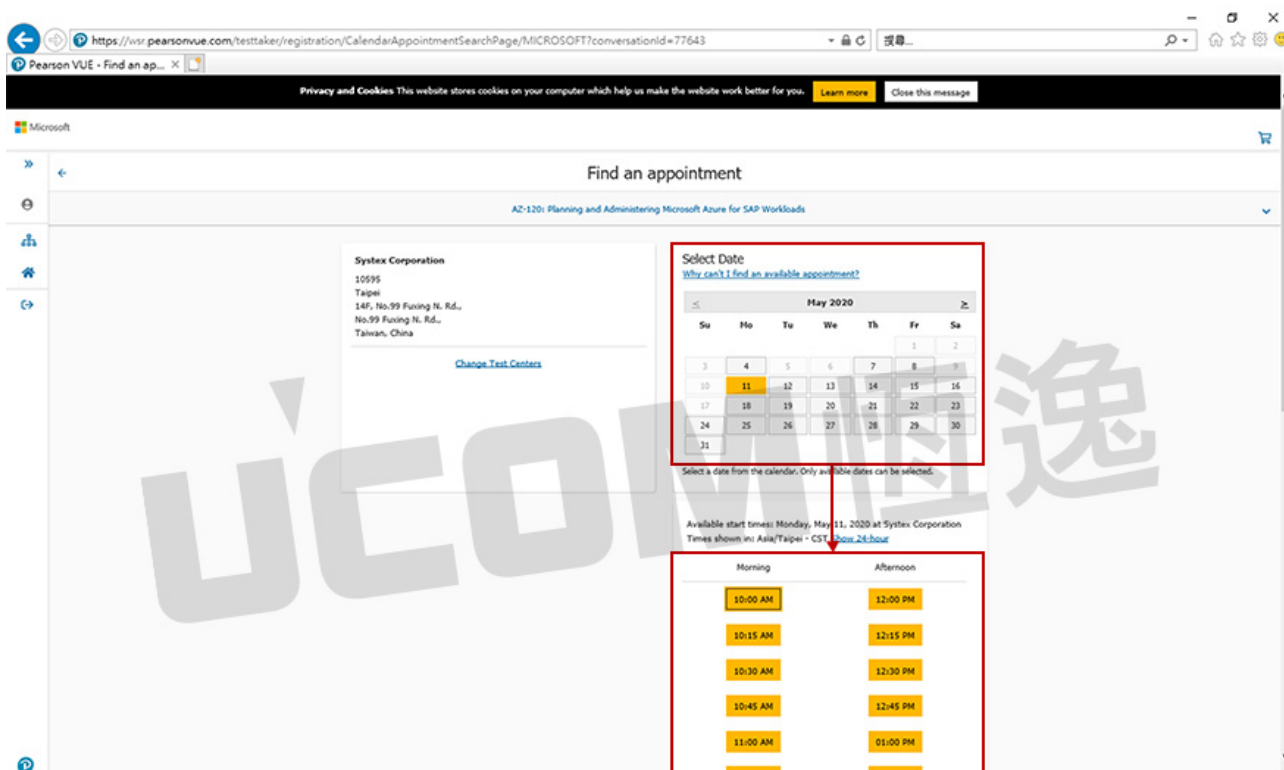
[Show more](#)

[Terms](#) [Privacy](#) [Contact](#)

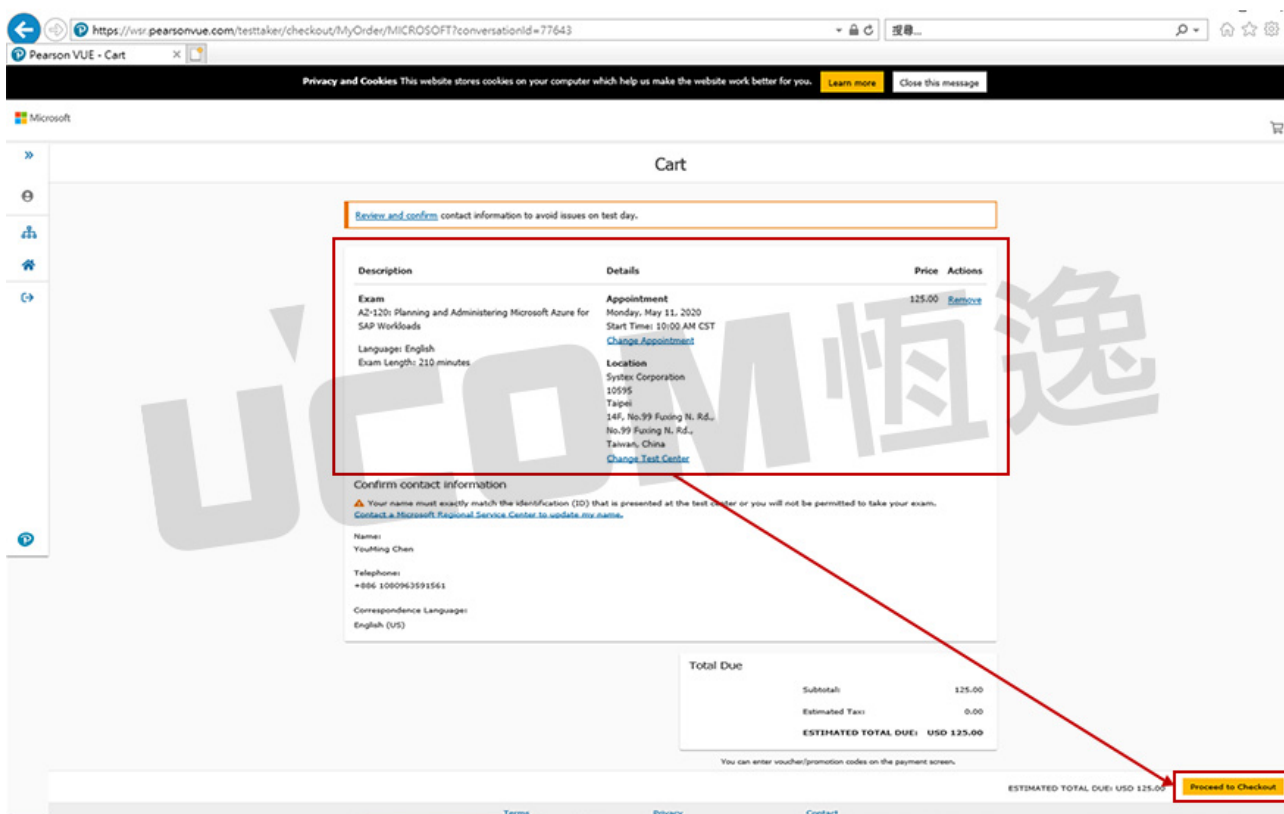
Copyright © 1996-2020 Pearson Education, Inc. or its affiliate(s). All rights reserved.  
Microsoft is a trademark of the Microsoft group of companies.

Next

Sept 10: 選擇您要參加考試的日期與時段，若日期無法選擇則代表該日考場座位已滿，  
若無可選擇的時間則代表該時段考場座位已滿。

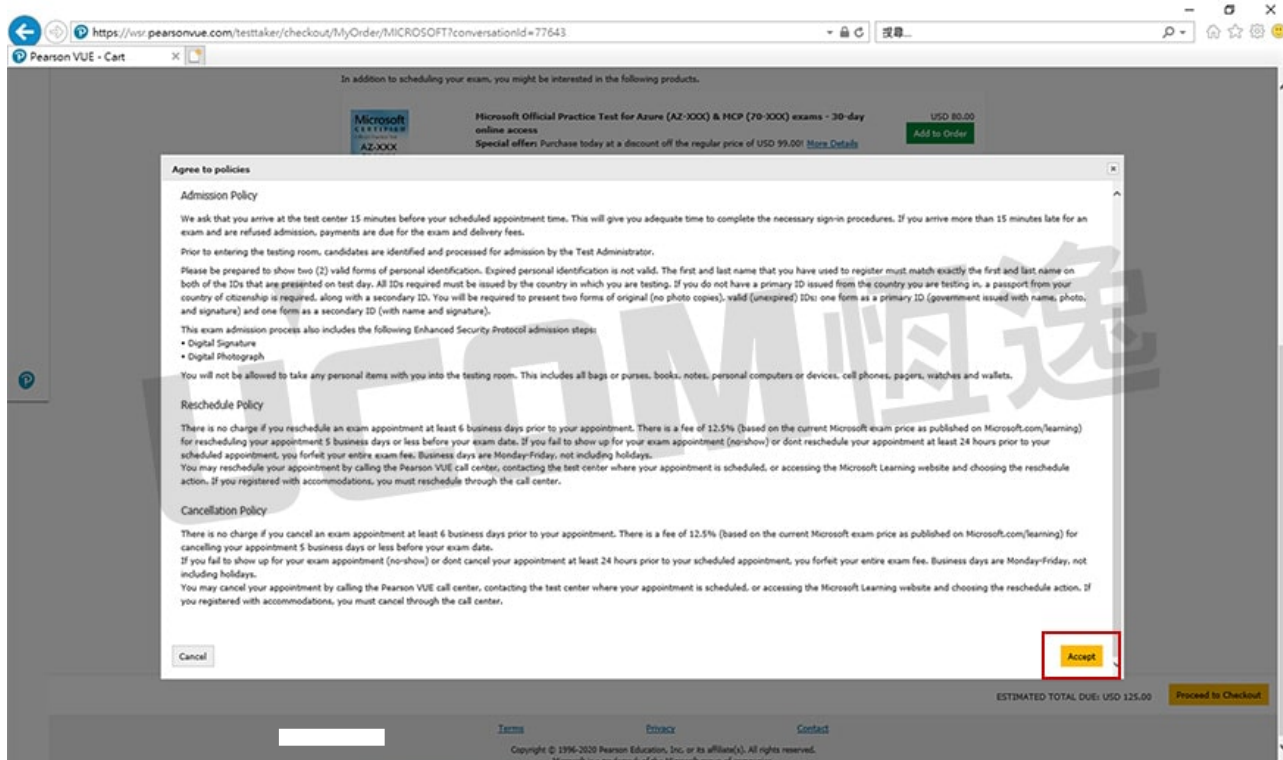


Sept 11: 請再次確認考試資訊，確認無誤請按下「Proceed to Checkout」。



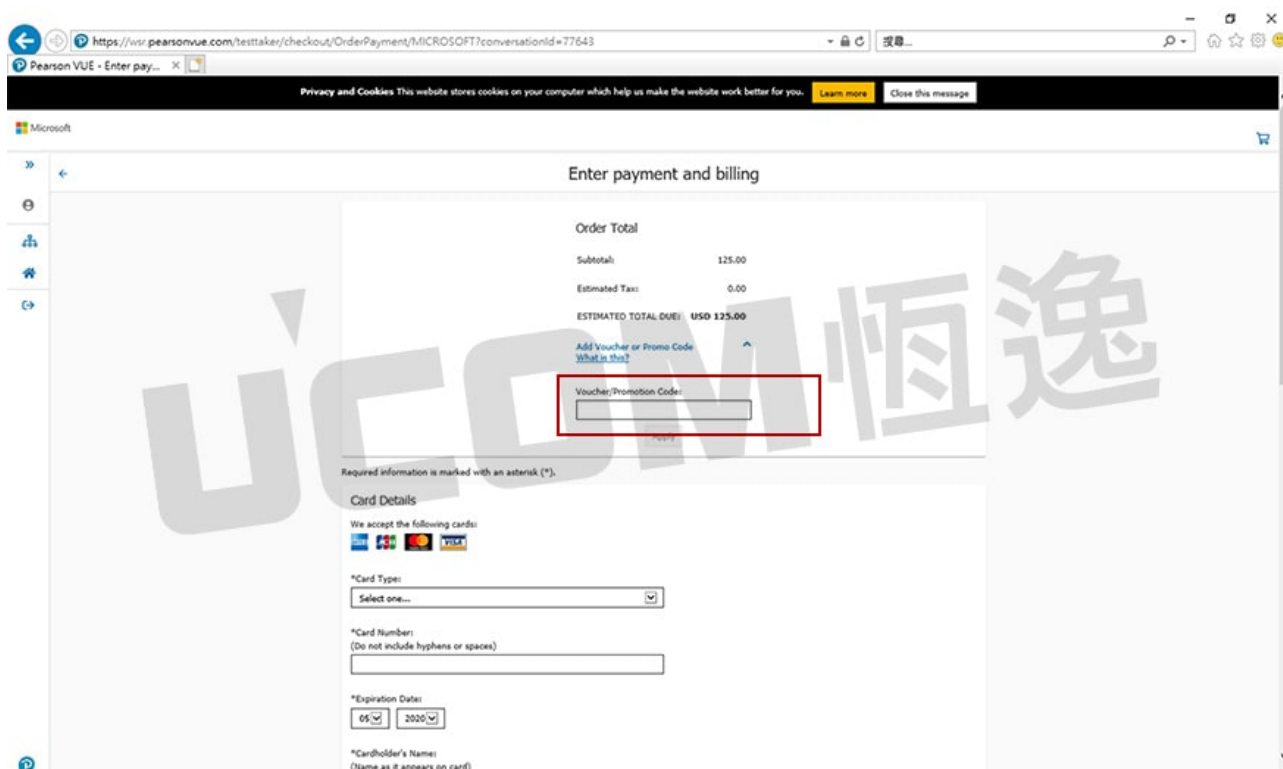


Sept 12: 請詳讀考試相關規定，如確認皆可遵守請點選「Accept」進行付款。



Sept 13: 請選擇付款方式及輸入付款資訊，輸入完畢後請點選「Next」。

若您持有考試券或是優惠代碼，請於「Add Voucher or Promo Code」欄位輸入券號。



Sept 14: 請確認您的付款金額，確認無誤後請點選「Next」。

Enter payment and billing

Order Total	
Subtotal:	125.00
Estimated Tax:	0.00
Voucher:	-125.00 Arvato MCP Commercial 411 <a href="#">Remove</a>
ESTIMATED TOTAL DUE:	USD 0.00

Required information is marked with an asterisk (\*).

[Previous](#) [Next](#)

Terms Privacy Contact

Copyright © 1996-2020 Pearson Education, Inc. or its affiliate(s). All rights reserved.

Sept 15: 請再次確認系統顯示資料是否正確，確認無誤請點選「Submit Order」送出。

Almost there...

Description	Details	Price
<b>Exam</b> AZ-120: Planning and Administering Microsoft Azure for SAP Workloads Language: English Exam Length: 210 minutes	<b>Appointment</b> Tuesday, June 16, 2020 Start Time: 10:00 AM CST  <b>Location</b> Systex Corporation 10595 Taipi 14F, No.99 Fuxing N. Rd., No.99 Fuxing N. Rd., Taiwan, China	125.00

<b>Exams for</b> Name: YouMing Chen MS ID: MS0989917652	<b>Order Total</b> Subtotal: 125.00 Tax: 0.00 Voucher: -125.00 Arvato MCP Commercial 411 TOTAL DUE: USD 0.00 USD 0.00
---------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------

[Previous](#) [Cancel Order](#)

TOTAL DUE: USD 0.00 [Submit Order](#)



Sept 16: 報名完成後，系統會出現提示以及考試相關資訊。您的 email 也會收到來自 Microsoft 的確認信。

The image shows two overlapping screenshots. The top screenshot is a web browser displaying a Pearson VUE booking confirmation page. The page title is "You are booked!" with the order number 0053-8962-3689. It states that an email confirmation has been sent to pices3005@gmail.com. A table lists the exam details: AZ-120: Planning and Administering Microsoft Azure for SAP Workloads, scheduled for Tuesday, June 16, 2020, at 10:00 AM CST. The exam is in English and lasts 210 minutes. The location is Systex Corporation. The price is \$125.00. Below the table, it shows the order total of \$125.00, with a subtotal of \$125.00, tax of \$0.00, and a voucher of -\$125.00, resulting in a total paid of \$0.00. The bottom screenshot is an email from Microsoft titled "PLEASE DO NOT RESPOND TO THIS EMAIL". It contains important information about the Microsoft Certification exam, including the exam name (AZ-120 - Planning and Administering Microsoft Azure for SAP Workloads - English (ENU)), candidate name (YouMing Chen), MS ID (MS0989917652), registration ID (374000401), date (Tuesday, June 16, 2020), time (10:00 AM China Standard Time), and test center location (Systex Corporation, 10595 Taipei, 14F, No. 99 Fuxing II Rd., No. 99 Fuxing II Rd., Taiwan, China).

**You are booked!**  
Order #: 0053-8962-3689

An email confirmation has been sent to: pices3005@gmail.com

[Return to Microsoft](#)

Description	Details	Order Information	Price
<b>Exam</b> AZ-120: Planning and Administering Microsoft Azure for SAP Workloads Language: English Exam Length: 210 minutes	<b>Appointment</b> Tuesday, June 16, 2020 Start Time: 10:00 AM CST <b>Location</b> Systex Corporation <a href="#">Test Center Information</a>	<b>Order Number/Invoice</b> 0053-8962-3689 <b>Registration ID</b> 374000401 <b>Status</b> Scheduled	\$125.00

**Exams for**

Name:	Subtotal:	Tax:	Voucher:	TOTAL PAID:
YouMing Chen	\$125.00	\$0.00	-\$125.00 <i>Arvato MCP Commercial 411</i>	USD 0.00

This is not your official payment receipt. Your official payment receipt will be sent to the email address that you have provided.

**Microsoft Terms and Conditions**

**Important test delivery information pertaining to COVID-19 (coronavirus):**

Please review the specific health conditions and testing requirements for your country on our [Coronavirus Update](#) page before your exam appointment. By scheduling your test appointment, you agree to comply with these requirements. You will be asked to acknowledge these conditions and requirements upon arrival at the test center. If you are sick or if you have been in contact with an ill person, do not go to the test center — please reschedule your exam online for a later date. Before going to your exam, check with your local health protection agency to determine if it is encouraged or required to wear a face mask, which is allowed during testing. Where a mask is required, candidates may be denied testing if they do not have one. You must briefly remove your mask during the check-in process.

**Microsoft**

**"PLEASE DO NOT RESPOND TO THIS EMAIL"**

This e-mail contains important information about the Microsoft Certification 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, [www.pearsonvue.com/contact](http://www.pearsonvue.com/contact)

**Please note:** At the start of your exam, you must read and agree to the Non-Disclosure Agreement (NDA) and General Terms of Use for Microsoft Certification Exams. You will be given 5 minutes to read the NDA prior to beginning your exam. This NDA is posted on the Microsoft Learning web site. We recommend that you review it prior to your exam, please visit <https://www.microsoft.com/en-us/learning/certification-exam-policies.aspx#policies-3>.

**Microsoft Certification Exam Appointment Details:**

Order Number: 0053-8962-3689

<b>Exam:</b>	AZ-120 - Planning and Administering Microsoft Azure for SAP Workloads - English (ENU)
<b>Candidate:</b>	YouMing Chen
<b>MS ID:</b>	MS0989917652
<b>Registration ID:</b>	374000401
<b>Date:</b>	Tuesday, June 16, 2020
<b>Time:</b>	10:00 AM China Standard Time (Time shown is test center local time.)
<b>Appointment Length:</b>	210 Minutes
<b>Test Center Location (Directions shown below)</b>	<b>SYSTEM CORPORATION</b> 10595 TAIPEI 14F, NO. 99 FUXING II RD., NO. 99 FUXING II RD., TAIWAN, CHINA

**Admission Policy**

We ask that you arrive at the test center 15 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. If you arrive more than 15 minutes late for an exam and are refused admission, payments are due for the exam and delivery fees.

Prior to entering the testing room, candidates are identified and processed for admission by the Test Administrator.

Please be prepared to show two (2) valid forms of personal identification. Expired personal identification is not valid. The first and last name that you have used to register must match exactly the first and last name on both of the IDs that are presented on test day. All IDs required must be issued by the country in which you are testing. If you do not have a primary ID issued from the country you are testing in, a passport from your country of citizenship is required, along with a secondary ID. You will be required to present two forms of original (no photo copies), valid (unexpired) IDs, one form as a primary ID (government issued with name, photo, and signature) and one form as a secondary ID (with name and signature).

This exam admission process also includes the following Enhanced Security Protocol admission steps:

- Digital Signature
- Digital Photograph

You will not be allowed to take any personal items with you into the testing room. This includes all bags or purses, books, notes, personal computers or devices, cell phones, pagers, watches and wallets.

**Reschedule Policy**

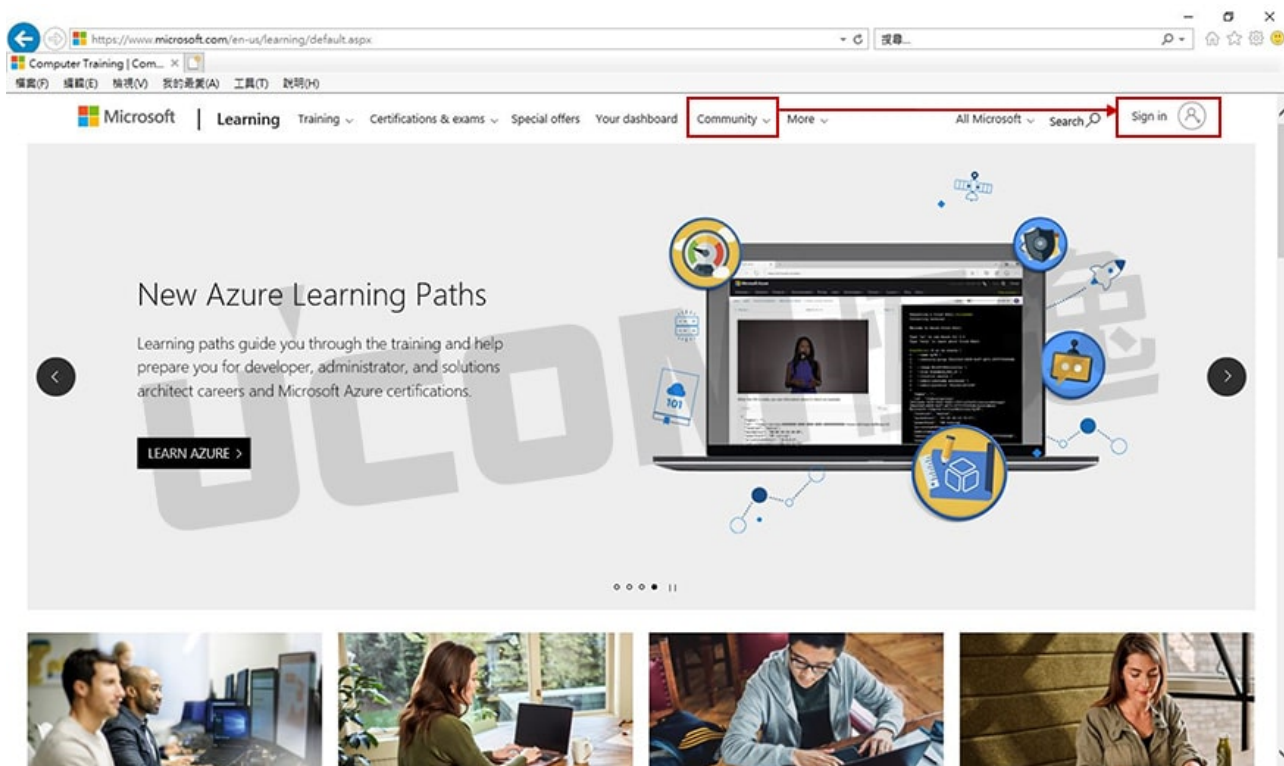
There is no charge if you reschedule an exam appointment at least 6 business days prior to your appointment. There is a fee of 12.5% (based on the current Microsoft exam price as published on Microsoft.com/learning) for rescheduling your appointment 5 business days or less before your exam date. If you fail to show up for your exam appointment (no-show) or don't reschedule your appointment at least 24 hours prior to your scheduled appointment, you forfeit your entire exam fee. Business days are Monday-Friday, not including holidays. You may reschedule your appointment by calling the Pearson VUE call center, contacting the test center where your appointment is scheduled, or accessing the Microsoft Learning website and choosing the reschedule action. If you registered with accommodations, you must reschedule through the call center.

<https://www.microsoft.com/en-us/learning/certification-exam-policies.aspx#policies-3>

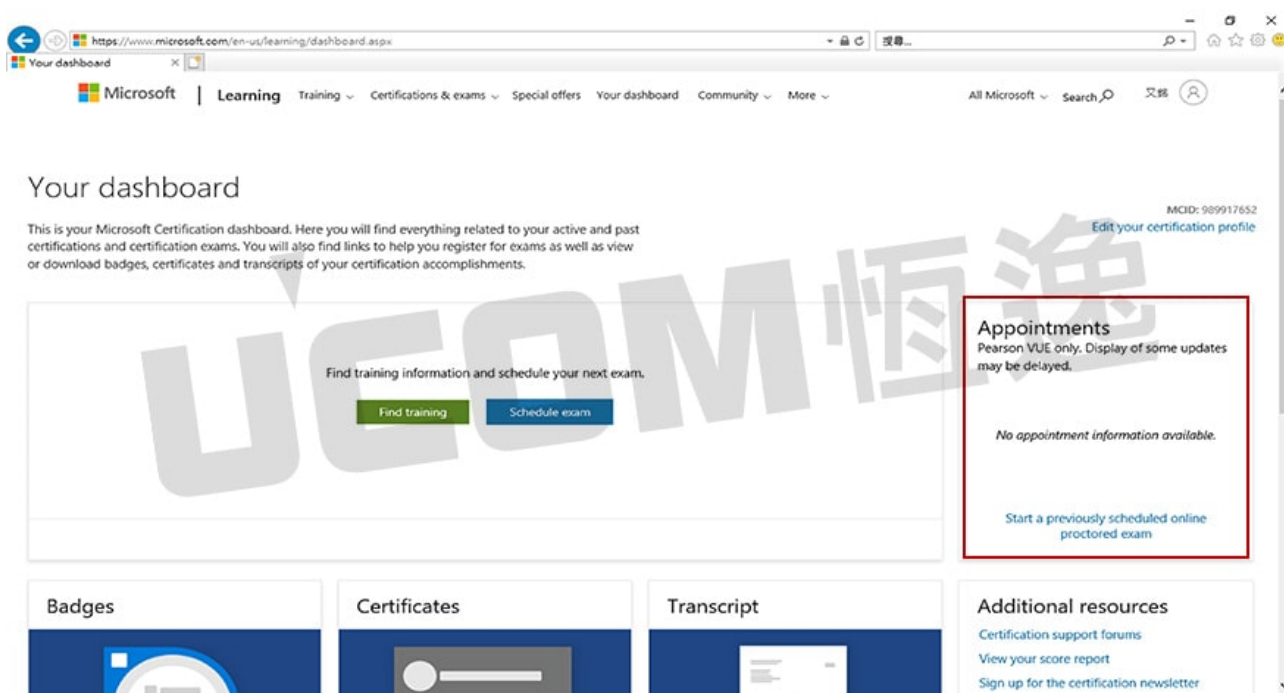
**Cancellation Policy**

# 查詢 Client ID

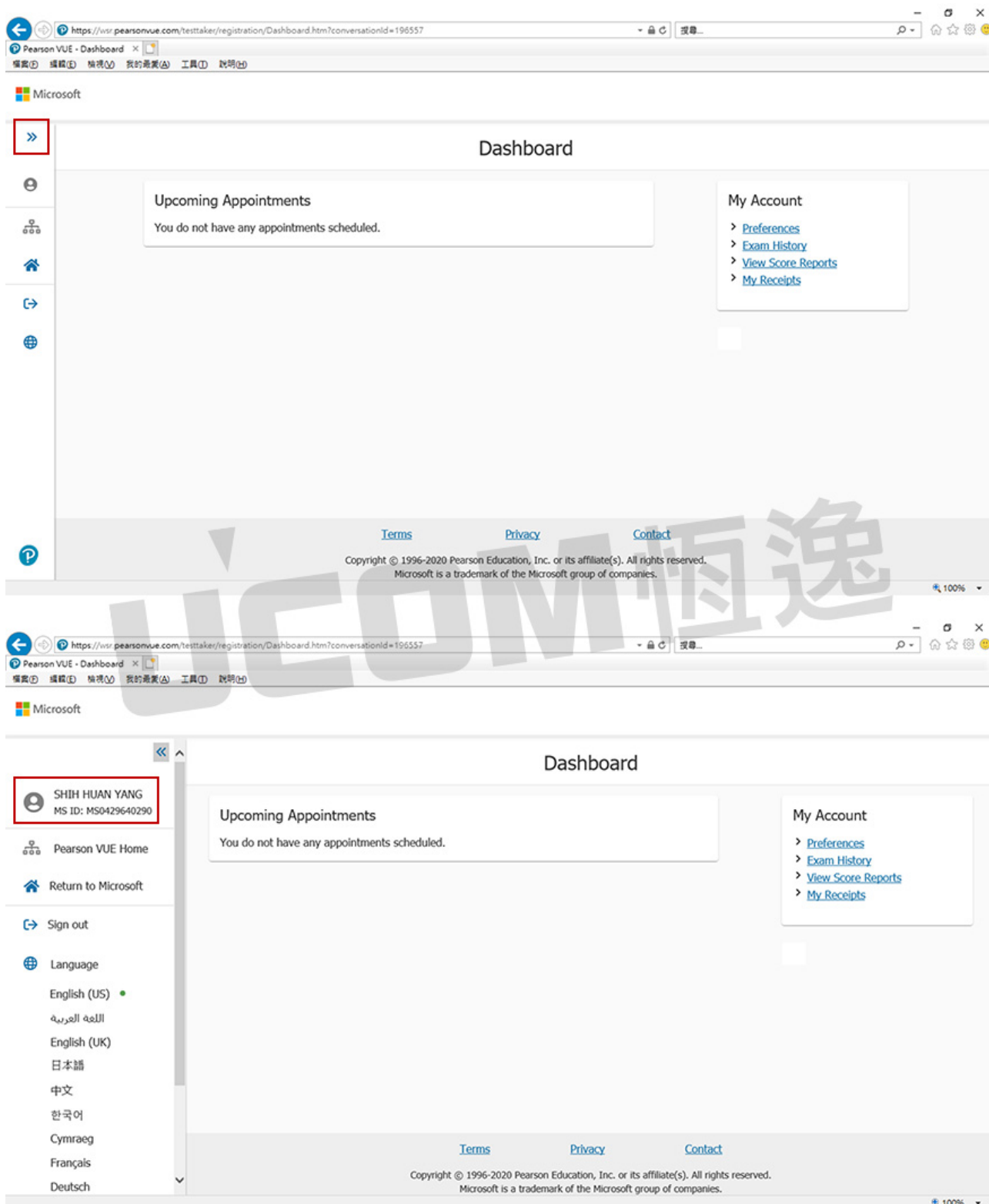
Sept 01: 請至微軟訓練和認證網站(<https://www.microsoft.com/learning>)，請先登入後再點選「Your dashboard」。



Sept 02: 於「Appointments」點選「Start a pervious scheduled online proctored exam」



Step 03: 請點選視窗左上 >>，即會出現您的 Client ID





提醒您：

- 如需透過恆逸安排考試須提供此 MS ID，此 MS ID 編碼方式為 MS+數字組合，若您查詢到的 ID 只有純數字組合(此為 MC ID)，請參考 Step 24 重新查詢。
- 恆逸考試中心僅提供考試場地服務。若您有帳號註冊、資料變更及證照寄送等相關問題，直接上微軟 Microsoft Learning 網站中 MCP 支援論壇 ([trainingsupport.microsoft.com](https://trainingsupport.microsoft.com)) 留言詢問相關事宜。如是考試報名相關問題，請與 VUE 客服中心聯繫(0800-666-022)。