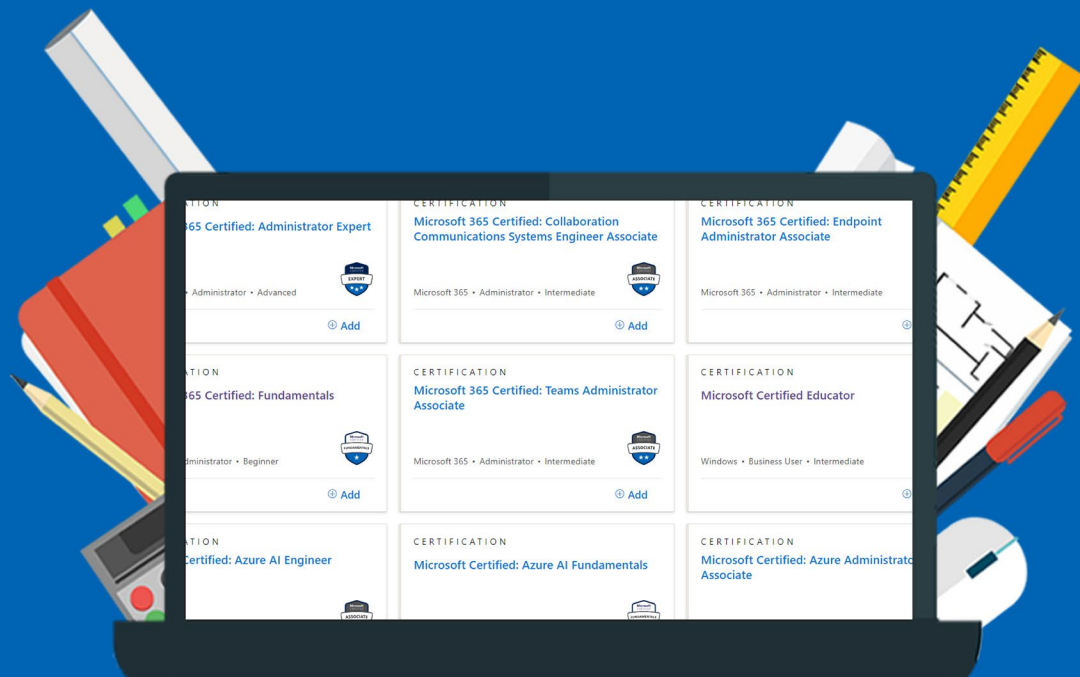


# Installatiehandleiding



## Microsoft Certificering (Examen)

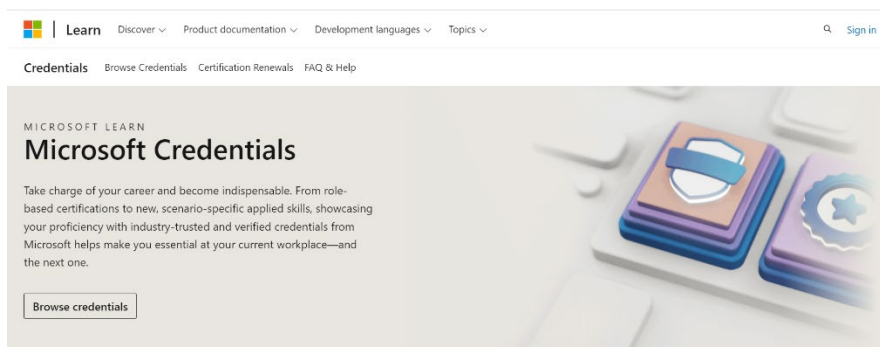
Voor Windows en Mac

**Let op:** Controleer voor je het product aanschaft of het door jou uitgekozen examen in te plannen is met **Pearson VUE**, anders kun je de vouchercode helaas niet inwisselen. [Hier](#) vind je een lijst met alle examens.


**Stap 1:** Bestel de vouchercode voor de Microsoft Certificering op SURFspot. Binnen enkele minuten ontvang je van ons een aantal mailtjes met je bestelgegevens. Je ontvangt ook mail met instructies. De bestelgegevens vind je ook in je account bij “Bestellingen”. Hier vind je ook je vouchercode.

Bestellingen		
06-05-2024		Verzonden
Microsoft Certificering (examen)	<a href="#">Inloggen</a> <a href="#">Toon licentie code</a>	Verzonden

**Stap 2:** Klik in je besteloverzicht op “Inloggen”. Je wordt nu doorgeleid naar de startpagina van Microsoft Learn. Klik rechts bovenin op “Sign In”.



**Stap 3:** Meld je aan met je (persoonlijke) e-mailadres. Klik dan op “Volgende”.




## Aanmelden

E-mailadres, telefoonnummer of Skype-naam

Geen account? [Maak nu een account](#)

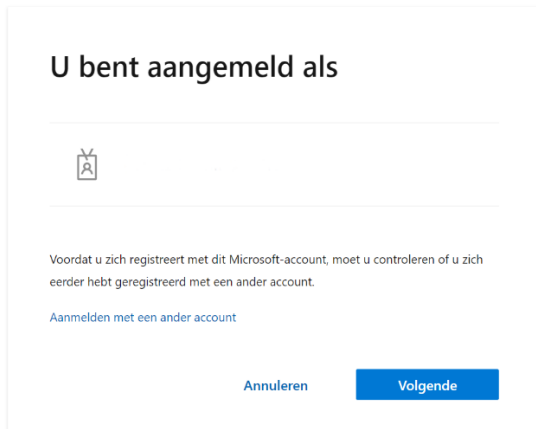
[Hebt u geen toegang tot het account?](#)

Vorige Volgende

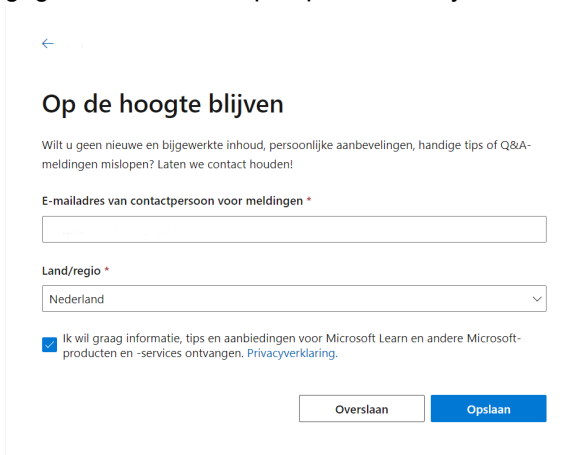
 [Aanmeldingsopties](#)



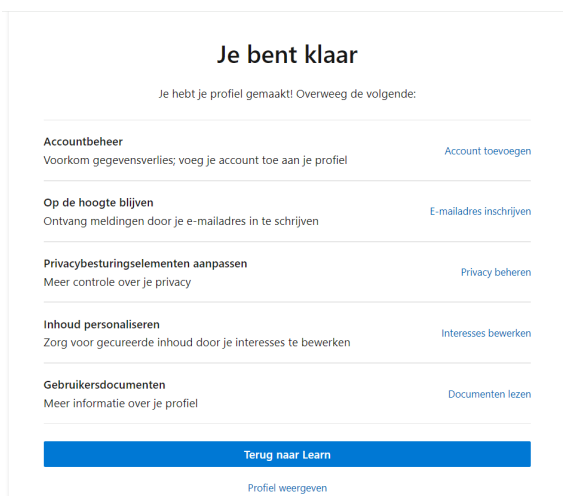
**Stap 4:** Controleer of je bent ingelogd met het juiste e-mailadres en klik daarna op “Volgende”.



**Stap 5:** Als je nieuws en updates van Microsoft Learn wilt ontvangen, vul dan de gevraagde gegevens in en klik op “Opslaan”. Als je dit niet wilt ontvangen, klik dan op “Overslaan”.



**Stap 6:** Je ziet nu een overzicht van je profiel. Eventueel kun je nog gegevens toevoegen. Als de nodige gegevens zijn ingevuld, klik dan op “Terug naar Learn”.



**Stap 7:** Scroll naar beneden totdat je bij het kopje “Microsoft Certifications” uitkomt. Klik vervolgens op “Browse Certifications”.



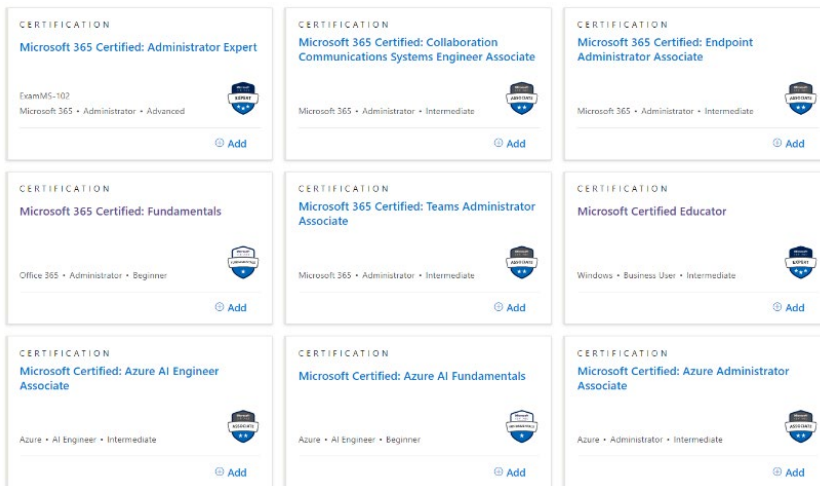
**Microsoft Certifications**

Verified expertise for in-demand job roles. Keep pace with evolving roles and be a credit to your profession. Microsoft Certifications align to the job roles businesses rely on most, enabling them to identify talent like yours and allowing them to remain competitive as technology continues to rapidly change.

- Grow in your role by validating a wide range of skills required to be successful in job roles critical to organizations.
- Earn industry-recognized certifications by passing the required exams that include questions reflecting real world problems faced in a job. Be sure to renew your certification annually if it is eligible to renew.
- Shine brighter by sharing your certification verified by Microsoft, giving organizations full confidence in the authenticity and reliability of your role-based skills.

Browse Certifications

**Stap 8:** Je ziet nu een overzicht met alle certificaten. Klik op het certificaat dat je wilt behalen.



**Stap 9:** Je wordt nu doorgestuurd naar de informatiepagina van het door jou geselecteerde certificaat. Scroll naar beneden en klik bij “Schedule through Pearson Vue” op “Schedule Exam”.

This exam is offered in the following languages:  
English, Japanese, Spanish, German, Chinese (Simplified), French, Korean, Portuguese (Brazil), Arabic (Saudi Arabia), Russian, Chinese (Traditional), Italian

Schedule through Pearson Vue

[Schedule exam >](#)

Schedule through Certipoint if you are a student or an educator

[Schedule exam >](#)

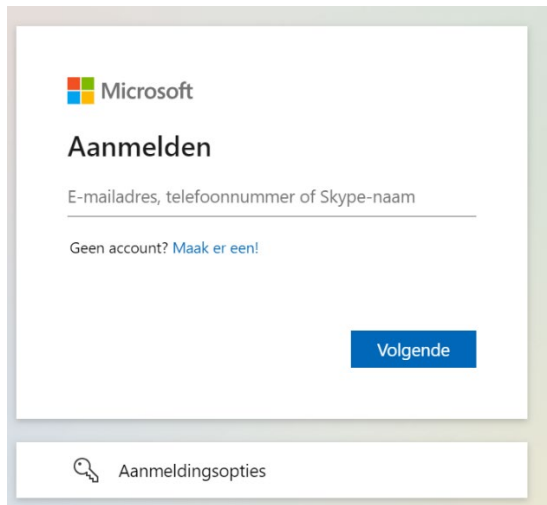
Netherlands

**€99 EUR\***

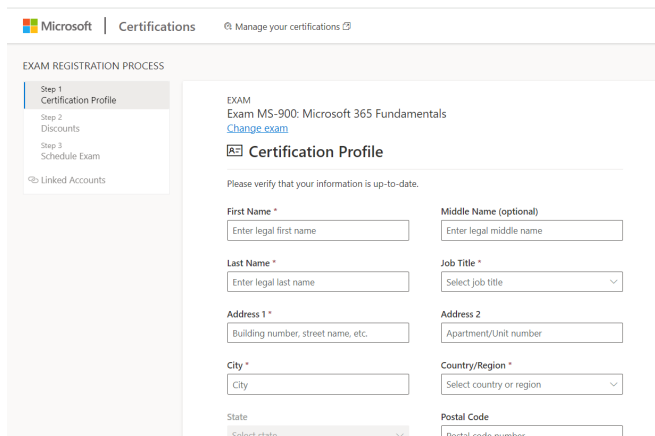
Price based on the country or region in which the exam is proctored.



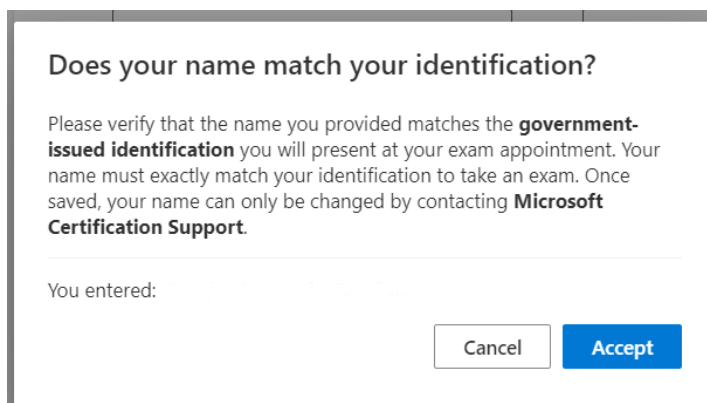
**Stap 10:** Meld je nu opnieuw aan met je Microsoft account en klik op “Volgende”.



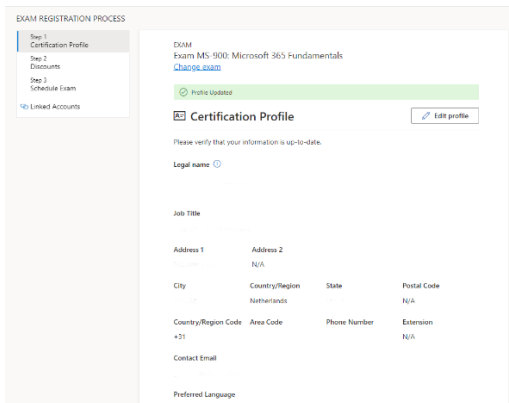
**Stap 11:** Vul de gevraagde gegevens in en klik op “Save”.



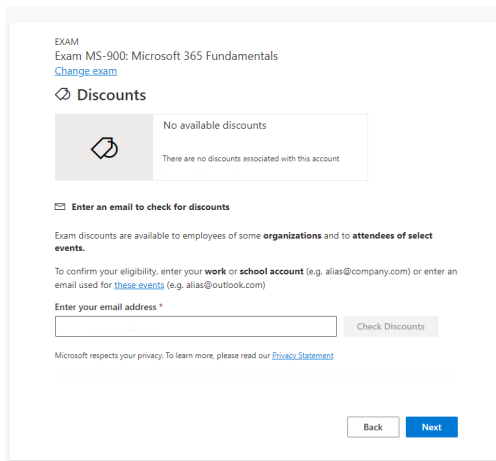
**Stap 12:** Controleer voor de zekerheid of de naam die je bij de vorige stap hebt ingevuld overeenkomt met de naam die op je identiteitsbewijs staat. Deze wordt namelijk gecontroleerd voor je deelname aan het examen. Als de gegevens kloppen, klik dan op “Accept”.



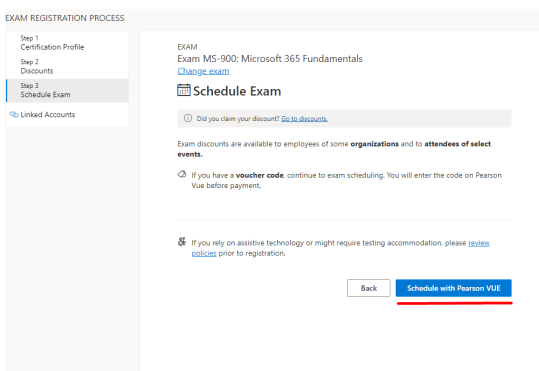
**Stap 13:** Je ziet nu een overzicht van de gegevens die je hebt ingevuld. Klik op “Next”.



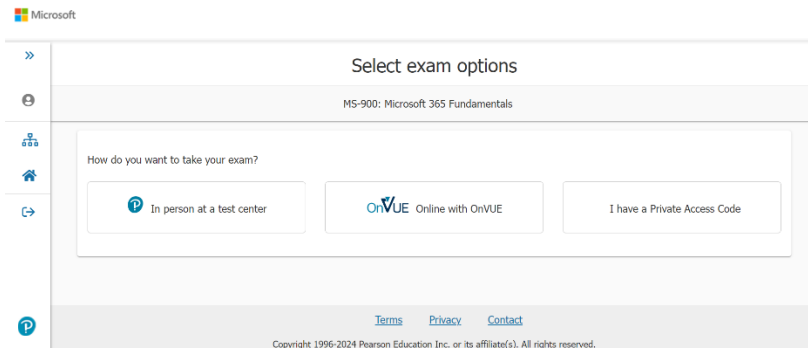
**Stap 14:** In het volgende scherm kun je zien of je recht hebt op korting. Dit scherm kun je overslaan. Klik op “Next”.



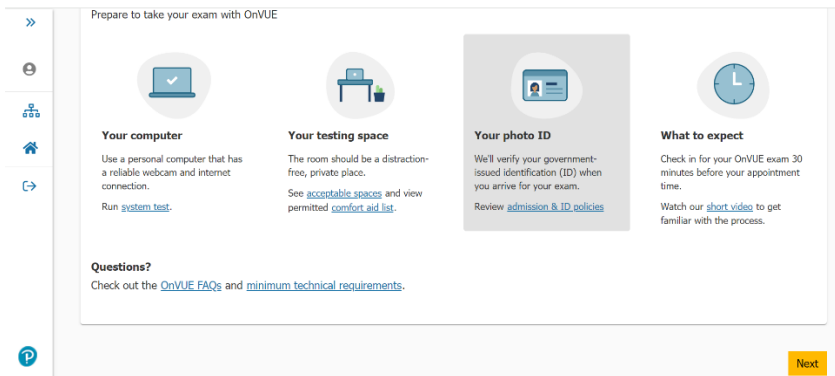
**Stap 15:** Je krijgt nu een overzicht te zien van het examen dat je kunt inplannen. Klik op “Schedule with Pearson VUE”.



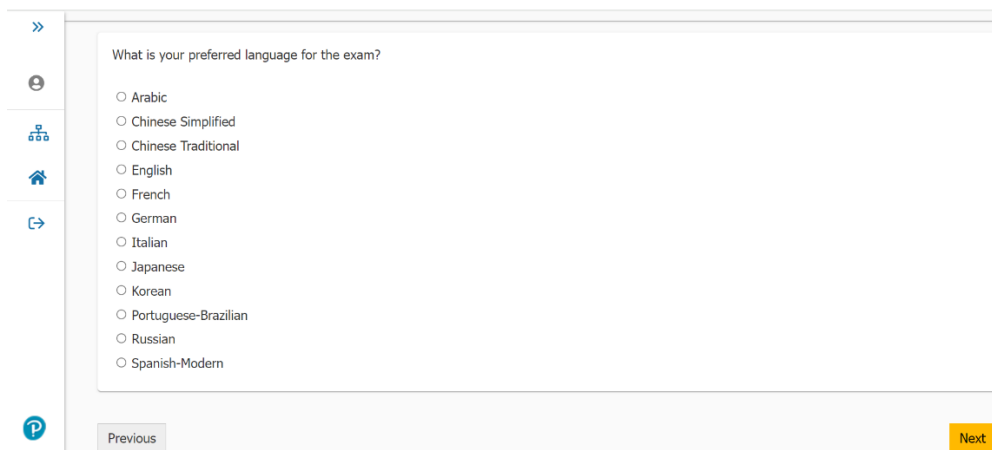
**Stap 16:** Kies nu of je het examen op locatie wilt afnemen of online. Selecteer “In person at a test center” of “Online with OnVUE”.



**Stap 17:** In het volgende scherm zie je de instructies voor het afnemen van het examen. Neem deze instructies goed door en klik op “Next”.



**Stap 18:** Kies de taal waarin je het examen wilt afnemen en klik op “Next”.



**Stap 19:** Lees de aanvullende informatie goed door en selecteer bij alle vakjes “Yes”. Klik vervolgens op “Next”.

Provide additional information

MS-900: Microsoft 365 Fundamentals

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

\*Have you read and do you agree to the Microsoft Candidate Code of Conduct Agreement (Non-Disclosure)? [This link is to the Code of Conduct.](#)  
 Yes

\*Have you read and do you agree to the Microsoft Credentials Program Agreement? [This link is to the Certification Exam Candidate Agreement Terms.](#)  
 Yes

\*By clicking yes, you acknowledge that you have read both agreements. Any violations of these agreements can result in exam revocation or being banned from the Microsoft Credential program.  
 Yes

Please contact [customer service](#) for any information that cannot be updated online.

Previous Next

<https://learn.microsoft.com/en-us/certifications/microsoft-exam-agreement...>

**Stap 20:** Lees de voorwaarden door en vink alle vakjes aan. Klik daarna op “Agree”.

Online exam policies

By checking the boxes below, you agree to each term as described. To take this exam in an online environment, please agree to the following terms and conditions.

By accessing this website you understand and agree to the terms set forth in this Candidate Agreement (“Agreement”). This Agreement is entered into by and between you as a test taker, Pearson VUE, a business of NCS Pearson, Inc., and your testing program owner (“Test Sponsor”). This Agreement represents your understanding and acceptance of Pearson VUE’s [Privacy and Cookies Policy](#) (“Privacy Policy”), [Terms and Conditions](#), and use of cookies to support your testing experience. You also understand, acknowledge and agree that the testing program sponsor has its own, possibly different, privacy policy.

OnVUE Data Processing

By providing your personal information, as described in our [Privacy and Cookies Policy](#), you acknowledge and agree to the video and audio recording of your entire testing session and you agree to the processing of such personal information and test data by Pearson VUE and to the transfer of such data to Pearson VUE’s hub server, located in the USA, as the data processor, its authorized third parties, if any, both in the capacity as data processors for the processing of your personal information and test data on behalf of the testing program sponsor, as the data controller, located in the USA or elsewhere. Pearson VUE and other data processing entities, if any, are the recipients of your personal information and test data; however, Pearson VUE will enter into reasonable data transfer agreements with each entity for the purpose of communicating and following the instructions of your testing program sponsor and for establishing reasonable security measures to protect the confidentiality and integrity of your personal information and test data.

If you choose to take the test through our online-proctoring platform, which is not mandatory in the event that there are other ways of taking the test as determined by the testing program sponsor, you and your computer will be monitored during your entire testing session in real time so that your face, voice, desk, and workspace will be captured and possibly recorded for the purposes of test quality, test security, and the integrity of the testing process. You understand, acknowledge and agree that you will be monitored at your location through audio, technology and video means so all activity at your location will be detectable by test proctors. By accessing this website you signify your acknowledgement and agreement that any inappropriate

**Stap 21:** Kies nu de taal van de examiner en klik op “Next”.

Select proctor language

MS-900: Microsoft 365 Fundamentals

What is the language you prefer the proctor to speak?

English  
 Japanese

Previous Next





**Stap 22:** Controleer of de juiste tijdzone geregistreerd staat. Klik vervolgens op “Yes, that’s right!”.

Find an appointment

MS-900: Microsoft 365 Fundamentals

1. Confirm your preferred time zone

**Is this your preferred time zone?**

Europe/Amsterdam-CEST

**Stap 23:** Kies de datum waarop je het examen wilt afnemen.

2. Select your date

Select a date from the calendar. Only dates with appointment availability can be selected.

< **May 2024** >

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

[Why can't I find an available appointment?](#)

**Stap 24:** Kies vervolgens het tijdstip waarop je het examen wilt afnemen. Als het juiste tijdstip is geselecteerd, klik dan op “Book this appointment”.

3. Select your appointment start time

**How would you like times displayed?**

12 hr (e.g., 2:00 PM)
  24 hr (e.g., 14:00)

**Recommended time:**

Wednesday, May 22, 2024  
**8:15 AM - 9:20 AM Europe/Amsterdam-CEST**  
 Your check-in time will be 7:45 AM Europe/Amsterdam-CEST

**Stap 25:** Controleer nu de gegevens van je examen en klik op “Proceed to Checkout”.

Cart

[Review and confirm](#) contact information to avoid issues on test day.

Description	Details	Price	Actions
Exam MS-900: Microsoft 365 Fundamentals Language: English Length: 65 minutes	Appointment Wednesday, May 22, 2024 Check-in time: 7:45 AM Europe/Amsterdam - CEST Start time: 8:15 AM Europe/Amsterdam - CEST <a href="#">Change Appointment</a>	99,00	Remove

Available Products

In addition to scheduling your exam, you might be interested in the following products.

**measureup** Microsoft Practice Test powered by MeasureUp - 30 day online access  
 Get a discount on available Microsoft Practice Test for Microsoft certification exams (Fundamentals, Role-based, or Specialty) 30-day online access. EUR 74,00

ESTIMATED TOTAL DUE: EUR 119,79



**Stap 26:** Klik op “Add Voucher or Promo Code”. Vul de code in die je bij je bestelling hebt ontvangen en klik op “Apply”.

Enter payment and billing

Order Total

Subtotal:	99.00
Estimated Tax:	20.79
<b>ESTIMATED TOTAL DUE: EUR 119.79</b>	

[Add Voucher or Promo Code](#) ^  
[What is this?](#)

Voucher/Promotion Code:

Apply

Required information is marked with an asterisk (\*). Enter information on this page in the single byte alphanumeric characters.

**Stap 27:** Het totaalbedrag komt nu uit op €0,-. Klik op “Next”.

Enter payment and billing

Order Total

Subtotal:	99.00
Estimated Tax:	0.00
Voucher:	-99.00 MCP VL 100% 30pk PUR 2014 - Academic 91 EUR <span style="float: right; font-size: x-small; color: #ccc;">Remove</span>
<b>ESTIMATED TOTAL DUE: EUR 0.00</b>	

Required information is marked with an asterisk (\*). Enter information on this page in the single byte alphanumeric characters.

Previous
Next

**Stap 28:** Je examen staat nu ingepland. Veel succes!



