Instruction for requesting discount voucher for “ICND” or “CCNA” exam

About 24 to 48 hours after you have passed the voucher exam (72% or above). You can follow the procedure shown on the following sequence of slides to request and retrieve your exam discount voucher.
Login to your student home page
Click on the link

Please be very carefully about your selection here.

1) You can only pick one of the vouchers but not both of them.

2) If you are going to take the composite CCNA exam and not planning to take “INTRO” and “ICND” exam, you need to pick “Request for CCNA Voucher”.

3) If you have already pass the “INTRO” and/or also plan to take “INTRO” exam, you need to pick “Request for ICND Voucher”
It will take you to the “Request for a Voucher” page.

Scroll down
Selection the “Country” and “Testing Center”

Select “country” and “testing” center. You can choose either “prometric” or “Pearson VUE”.

Your voucher “should” be email to you, but the easiest way is to go into your profile to find it. I will show your how to retrieve your voucher later in this document.
Confirm your selection

Review your selection. This is the last chance you can still change the selection.

Once you have confirm your selection, hit “SUBMIT” button to proceed request for voucher.
Request submitted

Click “OK” to acknowledge the confirmation.
Register for Alumni:
It allows you to have access to curriculum after your class is over.

Click the “Alumni Home” link. It takes you into the registration page for Alumni. If you have already registered as an alumni, you will not be prompted for registration again.
Click on “My Profile” to retrieve your voucher information.
1. This is the information that you need to register for exam.

2. When you register for exam, they may also need your academy connection ID. To locate the academy connection ID, you need to scroll the page back up to the top.
Retrieve your “Academy Connection ID”

1. This is the information that you need to register for exam.
2. When you register for exam, they may also need your academy connection ID.
Another Information also needed before calling registration center:

“CISCO TEST ID”

1) If this is the 1st time you are taking the Cisco exam, you will not have a Cisco test ID. You can skip this section.
If this is not the 1st time you are taking Cisco exam, you will have a Cisco test ID. You should always provide this information when you register for exam.
Cisco test ID is how they track your progress on all Cisco exams.
The following slides will show you how to retrieve your Cisco Test ID.
Another Information also needed before call registration center: “CISCO TEST ID”

1. Go to the website: www.cisco.com/certification
2. Click “certification tracking system”.
Certification Tracking System

Most of you are on this page because you don’t know your Test ID. Click on the link “Forgot Password”. It will help you to retrieve your ID number.

It will take you to this page. Enter your email address and Cisco will send the test ID to you.
Call the testing center:
http://www.vue.com
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Many people have taken the test at NIU test center and have really good feedback on the equipment and environment.
Call the testing center:

- Prometric testing center: www.2test.com
Call the testing center:

http://www.register.prometric.com/Cisco.asp

Cisco Career Certifications Program

Cisco Career Certifications is an industry recognized, multilevel program that trains and certifies network professionals to design, implement, operate and support a Cisco network. Cisco Career Certifications provide a standard by which customers and managers are able to objectively measure the technical expertise and knowledge of Cisco Channel Partners, consultants and employees who work with Cisco network technologies.

The Cisco Career Certification program awards certifications in network design and support to individuals who demonstrate proficiency in proctored exams and, at the highest level, hands-on laboratory work.

For more details on our programs please visit: www.cisco.com/warp/certifications

IMPORTANT NOTE: Before you continue with your registration, if you have taken a Cisco exam before please locate your Cisco ID (e.g.: CSCO00000000) before continuing with your registration to avoid duplicate records and delays in receiving proper credit for your exams.

Cisco Networking Academy Students

In order to register for one of the Cisco Networking Academy exams, you must contact a Prometric Contact Center, http://www.prometric.com/ContactUs/TestTakers/Default.htm. Please ensure that you can provide your Academy Connection ID and Academy Connection username along with either your voucher or promotion code.

Cisco requires this information at the time of registration in order to validate eligibility and results. If you have any questions, please refer to the Academy Connection website or the email you received from the Cisco Networking Academy about your eligibility to take the exam.

Prominent Cisco Certifications:

- CCNA® (Cisco Certified Network Associate)
- CCDA® (Cisco Certified Design Associate)

Please select your exam:

- 840-324 — INTRO
Call the testing center:

Eventually, you will reach the page shown the “Available Test Sites”. The easiest way to find the testing site is to use find feature and locate “630” keyword.
Good Luck!

Send me an email after you pass the exam.