



# AWS Certification Exam Vouchers - AWS Programs

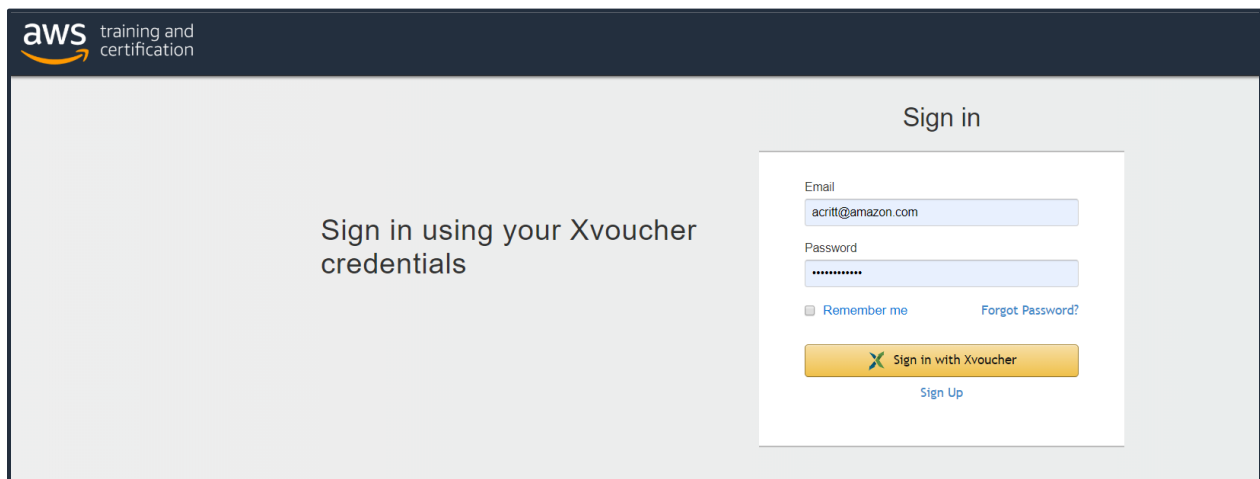
## Distributing vouchers using Xvoucher

**Customer Admin**

# Distributing vouchers to program participants

1. Login to your assigned Xvoucher account [www.xvoucher.com/awslearning](http://www.xvoucher.com/awslearning)

Please select “Forgot Password” in case of forgotten information



The screenshot shows the sign-in interface for Xvoucher. At the top left, the AWS logo is followed by the text "aws training and certification". The main heading is "Sign in". Below this, the text "Sign in using your Xvoucher credentials" is displayed. The sign-in form includes an "Email" field with the value "acritt@amazon.com", a "Password" field with masked characters, a "Remember me" checkbox, and a "Forgot Password?" link. A prominent yellow button with a green 'X' icon is labeled "Sign in with Xvoucher". Below this button is a "Sign Up" link.

## 2. You will be taken to your homepage.

The screenshot shows the AWS Training and Certification dashboard. The top navigation bar includes Home, Purchase, Distribute, Track, and Manage. The main content area features two sections: 'Recent Activity' and 'Inventory Overview'.

**Recent Activity**

Candidate	Product	Xvoucher Number	Converted
aws_academy_studenttest@xvoucher.com	AWS Certification Promoti...	003344f8-8295-4eb6-be24-94609b6469b1	1/20/2020
aws_academy_studenttest@xvoucher.com	AWS Certification Promoti...	a2ebd72a-6fbf-482c-9550-8244891ba81c	1/20/2020
aws_academy_studenttest@xvoucher.com	AWS Certification Promoti...	5de1cdad-f048-4b7a-bb4d-5f14d471387b	1/20/2020
aws_academy_studenttest@xvoucher.com	AWS Certification Promoti...	1a62bbfb-abe6-4ae3-abef-cb1ea937133f	1/20/2020

**Inventory Overview**

Kit	Available	Assigned	Consumed	Total	Branch-Managed
AWS Certification Promotional Exam Voucher – Professional and Specialty Level - Pearson VUE - 50% Discount- EDUCATOR	9	0	1	10	0
AWS Certification Promotional Exam Voucher – Professional and Specialty Level - Pearson VUE - 50% Discount- STUDENT	9	0	1	10	0
AWS Certification Promotional Exam Voucher – Professional and Specialty Level - PSI - 50% Discount- EDUCATOR	9	0	1	10	0
AWS Certification Promotional Exam Voucher – Professional and Specialty Level - PSI - 50% Discount- STUDENT	9	0	1	10	0

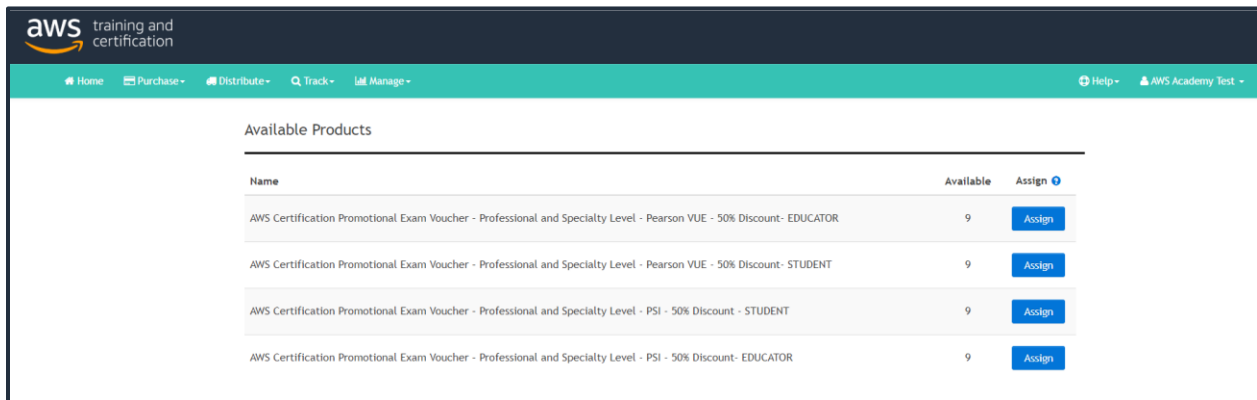
## 3. Select “Distribute” then “Product”

The screenshot shows the AWS Training and Certification dashboard with the 'Distribute' menu open and 'Product' selected. The 'Recent Activity' table is visible below.

**Recent Activity**

Candidate	Product	Xvoucher Number	Converted
aws_academy_studenttest@xvoucher.com	AWS Certification Promoti...	003344f8-8295-4eb6-be24-94609b6469b1	1/20/2020
aws_academy_studenttest@xvoucher.com	AWS Certification Promoti...	a2ebd72a-6fbf-482c-9550-8244891ba81c	1/20/2020
aws_academy_studenttest@xvoucher.com	AWS Certification Promoti...	5de1cdad-f048-4b7a-bb4d-5f14d471387b	1/20/2020
aws_academy_studenttest@xvoucher.com	AWS Certification Promoti...	1a62bbfb-abe6-4ae3-abef-cb1ea937133f	1/20/2020

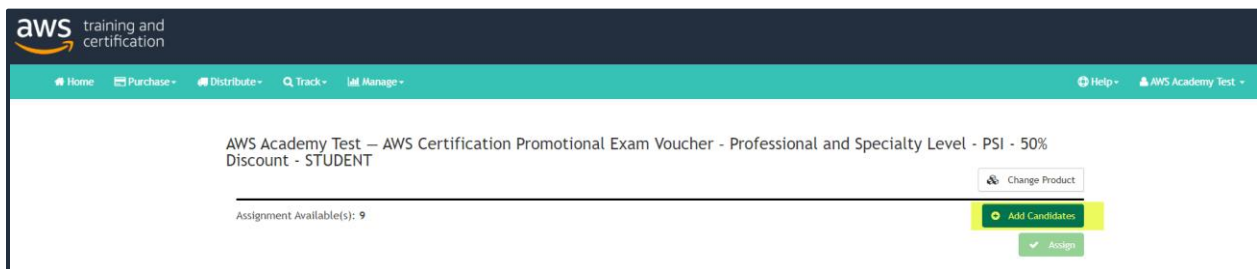
## 4. Select “Assign”



The screenshot shows the AWS Training and Certification console interface. At the top, there is a navigation bar with the AWS logo and 'training and certification' text. Below the navigation bar, there are several menu items: Home, Purchase, Distribute, Track, and Manage. On the right side of the navigation bar, there are links for Help and AWS Academy Test. The main content area is titled 'Available Products' and contains a table with the following data:

Name	Available	Assign
AWS Certification Promotional Exam Voucher - Professional and Specialty Level - Pearson VUE - 50% Discount- EDUCATOR	9	<a href="#">Assign</a>
AWS Certification Promotional Exam Voucher - Professional and Specialty Level - Pearson VUE - 50% Discount- STUDENT	9	<a href="#">Assign</a>
AWS Certification Promotional Exam Voucher - Professional and Specialty Level - PSI - 50% Discount - STUDENT	9	<a href="#">Assign</a>
AWS Certification Promotional Exam Voucher - Professional and Specialty Level - PSI - 50% Discount- EDUCATOR	9	<a href="#">Assign</a>

## 5. Select “Add Candidates”



The screenshot shows the AWS Training and Certification console interface. At the top, there is a navigation bar with the AWS logo and 'training and certification' text. Below the navigation bar, there are several menu items: Home, Purchase, Distribute, Track, and Manage. On the right side of the navigation bar, there are links for Help and AWS Academy Test. The main content area is titled 'AWS Academy Test – AWS Certification Promotional Exam Voucher - Professional and Specialty Level - PSI - 50% Discount - STUDENT'. Below the title, there is a 'Change Product' button. The text 'Assignment Available(s): 9' is displayed. Below this text, there are two buttons: 'Add Candidates' (highlighted in yellow) and 'Assign'.

## 6. Import the list of voucher recipients by manually typing the candidate information under “Manual Entry”, or uploading a spreadsheet with the required information under “Upload File”.

Import Candidates

Manual input Upload file

Filter

	A	B	C
1	FirstName	LastName	Email
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Instructions

You can type or copy and paste multiple lines from a Excel file.

Close Save

Import Candidates

Manual input Upload file

Drop a file here or select

Select

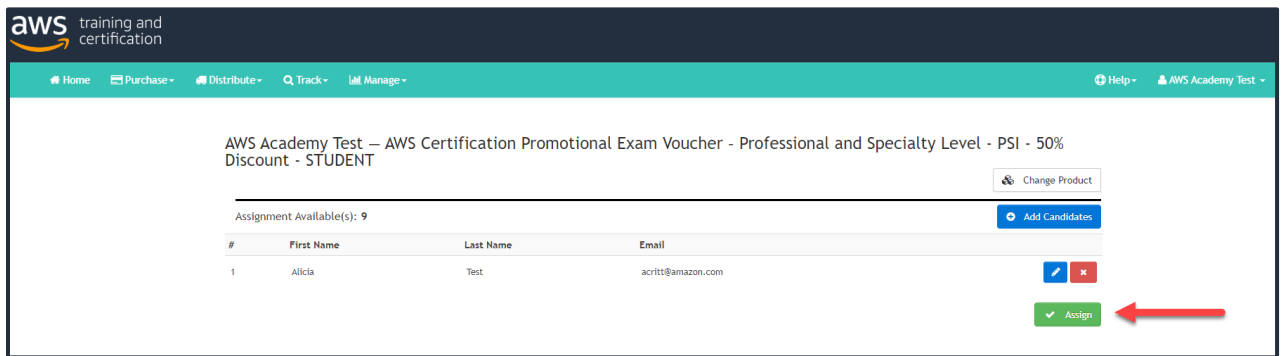
Instructions

This page enables user to assign many XVouchers of the same type at the same time, by uploading a XLSX, XLS or CSV file with candidate information.

The file must conform to **this format** (see new file). The first three columns per record (first name, last name, email address) are mandatory.

Close Save

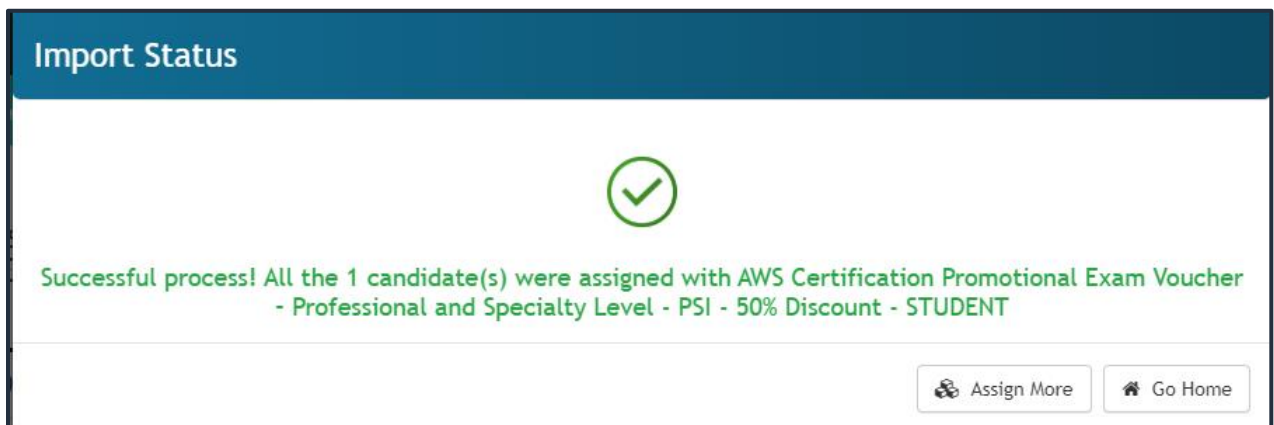
## 7. Verify the candidate information then select “Assign Candidates”. You will then receive a confirmation message.



The screenshot shows the AWS Academy Test interface. At the top, there is a navigation bar with 'Home', 'Purchase', 'Distribute', 'Track', and 'Manage' options. The main content area displays the title 'AWS Academy Test — AWS Certification Promotional Exam Voucher - Professional and Specialty Level - PSI - 50% Discount - STUDENT'. Below the title, there is a 'Change Product' button and an 'Add Candidates' button. A table lists the available candidates:

#	First Name	Last Name	Email
1	Alicia	Test	acritt@amazon.com

Below the table, there are two buttons: a blue 'Add' button and a red 'Remove' button. A green 'Assign' button is located below the table, and a red arrow points to it.



The screenshot shows the 'Import Status' confirmation message. At the top, there is a dark blue header with the text 'Import Status'. Below the header, there is a large green checkmark icon. The main content area displays the message: 'Successful process! All the 1 candidate(s) were assigned with AWS Certification Promotional Exam Voucher - Professional and Specialty Level - PSI - 50% Discount - STUDENT'. At the bottom, there are two buttons: 'Assign More' and 'Go Home'.

## 8. Candidates will receive one email containing the exam code specific to the requested delivery provider.

Dear Alicia Crittendon,

Please find the PSI exam voucher number(s) for your exam(s) below, as well as instructions for redeeming them.

Vouchers may only be redeemed for the AWS Certification exams for which they were purchased. Exams must be taken on or before the expiration dates of the vouchers as indicated below.

<b>Voucher Number</b>	<b>Product Name</b>	<b>Expiration mm/dd/yyyy</b>
af62d756-b41c-4187-a63d-5ef9dd8db4f1	AWS Certification Promotional Exam Voucher – Professional and Specialty Level - PSI - 50% Discount - STUDENT	10/10/2020

**Instructions for Redeeming Your AWS Certification exam vouchers**

Step 1: Sign-in or create an account

- Go to <https://aws.training/>
- Select “Sign in” (located on the far right of the top navigation bar) to sign in or create a new account.

Step 2: Register for your exam

Once you are signed in to your account, follow these instructions:

*To register at a PSI testing center:*

- Select “Certification” in the top navigation bar
- Select the “GO TO YOUR ACCOUNT” button
- Select the “Manage PSI Exams” button.


You will be redirected to the PSI scheduling page, where you will select an exam, testing center, and testing date and time. Follow the prompts to purchase the exam, and use this exam voucher code as payment. A confirmation will be emailed to you once the exam has been scheduled.

For questions about the AWS Certification program, please visit <https://www.aws.training/faq>.

Have questions about your voucher code? Please contact [Xvoucher Support](#).

Good luck on your AWS Certification exam!

The AWS Training and Certification Team

 training and certification

## 9. To retrieve details regarding assigned vouchers, from the hompage select "Track" > "Candidate" > "Exam Voucher".

The screenshot shows the AWS Training and Certification dashboard. The navigation menu includes Home, Purchase, Distribute, Track, and Manage. The 'Track' menu is open, showing options like Inventory, Orders, Xwallet, Candidates, Progress, My Reports, and Exam Voucher. The 'Exam Voucher' option is highlighted. Below the navigation, there is a table with columns: Candidate, Xvoucher Number, and Converted. The table contains several rows of voucher data.

Candidate	Xvoucher Number	Converted
acriff@amazon.com	AWS Certification Promoti... 25ce45a8-4e0e-47a9-88e1-b261818bf58f	1/22/2020
aws_academy_studenttest@xvoucher.com	AWS Certification Promoti... 003344f8-8295-4eb6-be24-94609b8469b1	1/20/2020
aws_academy_studenttest@xvoucher.com	AWS Certification Promoti... a2ebd72a-5fbf-482c-9550-8244891ba81c	1/20/2020
aws_academy_studenttest@xvoucher.com	AWS Certification Promoti... 5de1cdad-048-4b7a-bb4d-5f14d471387b	1/20/2020
aws_academy_studenttest@xvoucher.com	AWS Certification Promoti... 1a62bfbf-abe3-4ae3-abef-cb1ea937133f	1/20/2020

## 10. To export this report, please select the "X" on the right side of the page. The date fields may be adjusted

The data in the Supplier Voucher columns is the actual voucher code data that should be used for exam registration.

The screenshot shows the 'Candidate Exam Vouchers' report. The report includes a table with columns: Assigned Date, Expiration Date, Kit, First Name, Last Name, Email Address, Xvoucher, Xvoucher Kit Id, Status, Supplier Voucher, Supplier Voucher Expiration Date, and Unit Cost. A red arrow points to the 'X' icon in the top right corner of the table, indicating the export option.

Assigned Date	Expiration Date	Kit	First Name	Last Name	Email Address	Xvoucher	Xvoucher Kit Id	Status	Supplier Voucher	Supplier Voucher Expiration Date	Unit Cost
1/22/2020 4:00:04 PM	1/21/2021	AWS Certification Promotional Exam Voucher - Professional and Specialty Level - PSI - 50% Discount - STUDENT	Alicia	Crittendon	acriff@amazon.com	25ce45a8-4e0e-47a9-88e1-b261818bf58f	365848	Voucher Issued	a952d756-b41c-4187-a535-5ef9d88db411	10/10/2020	\$0.00
1/20/2020 11:32:49 AM	1/19/2021	AWS Certification Promotional Exam Voucher - Professional and Specialty Level - PSI - 50% Discount - EDUCATOR	AWS Academy	Student	aws_academy_studenttest@xvoucher.com	003344f8-8295-4eb6-be24-94609b8469b1	365857	Voucher Issued	4341bb2f-49b4-4b69-8cad-90eb9484803d	10/10/2020	\$0.00
1/20/2020 11:32:27	1/19/2021	AWS Certification	AWS Academy	Student	aws_academy_studenttest@xvoucher.com	a2ebd72a-5fbf-	365847	Voucher Issued	ce0491156385-	10/10/2020	\$0.00

**Have questions? Please visit the following webpages for more information:**

**<https://aws.amazon.com/certification/bulk-voucher/>**

**<https://info.xvoucher.com/help-aws>**

**For Customer Support, please contact Xvoucher directly at [aws@xvoucher.com](mailto:aws@xvoucher.com)**

## **AWS Certification exam voucher contacts:**

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Alicia Crittendon  
acritt@amazon.com