

How to upload an ID in Scheduler?

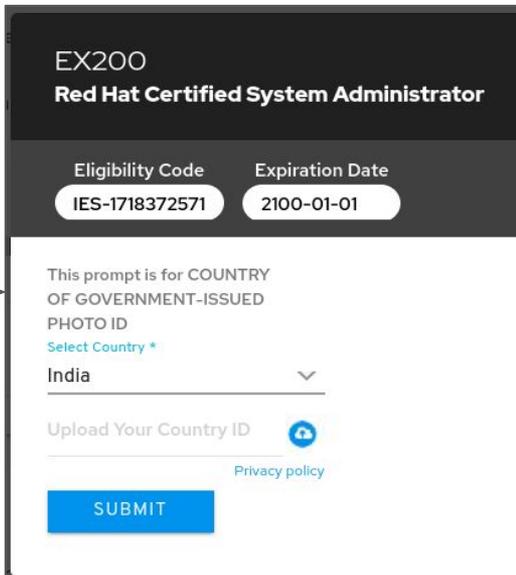


EX200
Red Hat Certified System Administrator

Eligibility Code: IES-1718372571
Expiration Date: 2100-01-01

This prompt is for COUNTRY OF GOVERNMENT-ISSUED PHOTO ID

Select Country *



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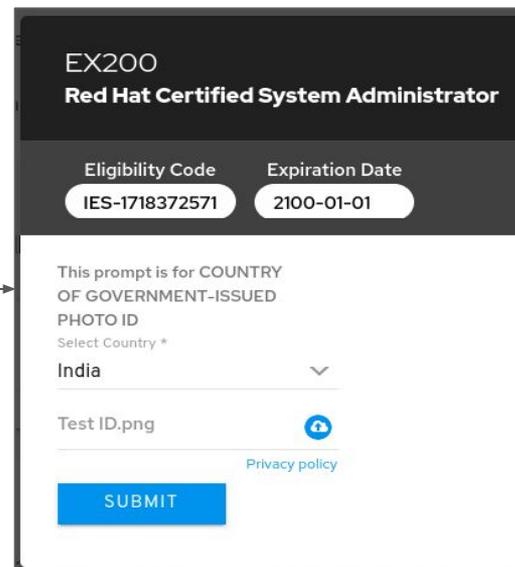
This prompt is for COUNTRY OF GOVERNMENT-ISSUED PHOTO ID

Select Country *
India

Upload Your Country ID

Privacy policy

SUBMIT



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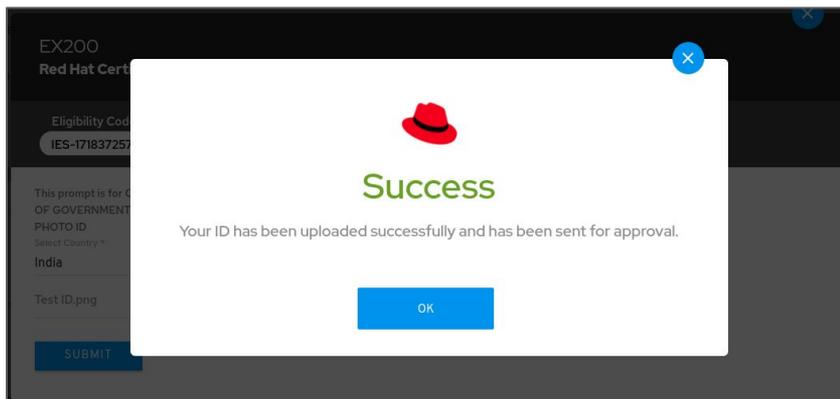
Select Country *
India

Test ID.png

Privacy policy

SUBMIT

- Step 1 : Log into [Scheduler](#)
- Step 2 : Select the exam that you would like to schedule
- Step 3: Select your country
- Step 4: Click on the icon  to upload your ID (both sides with clear photo of ID and your picture) as a jpg or pdf or png or jpeg format file.
- Step 5: Wait for Approval or Rejection



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This prompt is for COUNTRY OF GOVERNMENT-ISSUED PHOTO ID

Select Country *
India

Test ID.png

SUBMIT

Success

Your ID has been uploaded successfully and has been sent for approval.

OK

Approved or Rejected?

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Select Country *
India

Test ID.png

Pending Approval ⓘ | Privacy policy

SUBMIT

Scheduler will display the status as "Pending Approval"

If Rejected, you will receive an email with reason and you will need to re-upload your ID again for approval
If Approved, you can schedule your exam

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This prompt is for COUNTRY OF GOVERNMENT-ISSUED PHOTO ID
Select Country *
India

Upload Your Country ID

Rejected ⓘ | Privacy policy

SUBMIT

R noreply@redhat.com
to rhie-support ▾

Dear RedHat Certification,

Your Uploaded ID has been rejected.

Reason:
Kindly upload non-expired, valid, original, government issued with a recent and recognizable photo.

Please address this concern, then upload your ID by clicking the notification icon on scheduling application.

Thanks,
www.redhat.com

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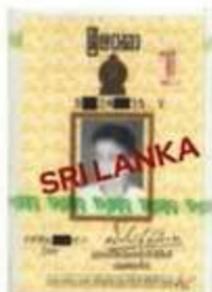
ID Status | Inbox x | RHIE-Support x

Dear RedHat Certification:

Your Uploaded ID has been approved. You can now continue scheduling your exam.

Thanks,
www.redhat.com

ID Cards Allowed - India, Nepal, Sri Lanka, Bangladesh, and Maldives



Accepted ID Cards for Approval:

- Passport
- National ID
- Driving License (plastic card)
- PAN Card (plastic card)
- Election Card
- Aadhar ID (plastic card)

Complete Process



Sign In using your Red Hat ID

Go to **Account Details**

First & Last Name must match to **Govt ID**

SAVE

Go to **Scheduler**

Log in to your Red Hat account

Red Hat login or email

Next

Register for a Red Hat account →

Forgot your password?

Your information

Personal

Login & password

Phone address

Your preferences

Language & location

Group notifications

Personal information

Greeting:

* First name:

* Last name:

Email address:

Job title:

Phone numbers

* Phone number:

Fax number:

Save

Cancel

Select your exam

Approved

Select Exam type and choose a version
Select Time Zone & Country
Select available time slot (24 hours format!)
Add your phone number

Rejected -
Re-upload your
ID again.

Upload your ID

Click **Reserve**

* 2-4 business day for ID Approval once request is submitted by its list time or post rejection



How to upload an ID in Scheduler?

- Candidate logs into scheduler.
- Select the exam he would like to book.
- Select the country → Upload your Country ID
- Candidate should upload both sides of the ID. (pdf or jpg)
- Once ID is uploaded and candidate gets an pop with "sent for approval"
- Approval will take around 2-4 business days.

Things to remember before uploading the ID:

- Your registered name on redhat.com portal must match with your name on ID.
- ID should be valid (non expired), original, government issued with your **recent and recognizable photo**.
- ID should not have your childhood or very young age photo.
- The ID uploaded should be clear
- It can be uploaded either as JPG or PDF format.
- Both sides of IDs, front and back, should be uploaded for the approval process.

The image displays four screenshots from the Red Hat Scheduler portal illustrating the ID upload process:

- My Profile:** Shows user details such as First Name, Last Name, and Email. Below, the 'My Exams' section lists 'EX999V8K Red Hat Certified Test Exam V8' and 'EX999V72K Red Hat Certified Test Exam v72'.
- Country Selection:** A form titled 'EX999V8K Red Hat Certified Test Exam V8' prompts the user to select their country. 'India' is selected in the dropdown menu. A 'SUBMIT' button is visible at the bottom.
- File Upload:** The same form now shows a file upload field for 'Test ID Card.png'. A 'SUBMIT' button is present below the field.
- Success Message:** A confirmation pop-up with a red hat icon and the text 'Success' states: 'Your ID has been uploaded successfully and has been sent for approval.' A blue 'OK' button is at the bottom.

Reason: Approval

Verification Process:

1. Verify the name on the image and Candidate name in the scheduler. **Name Policy*** will checked and followed
2. Check points on the Uploaded ID image:
 - a. **If Passport** → Clear photo, name match, DoB and non-expiry ID (valid)
 - b. **If National ID** → Clear photo, name match, DoB and for some countries there is expiry date too.
 - c. **If Aadhar** → Non-laminated, Clear photo, name match, DoB and other checkpoint that team will check during the approval process
 - d. **If Driving License** → Non-laminated, Clear photo, name match, DoB, non-expiry ID (valid) and other checkpoint that team will check during the approval process.
 - e. **If PAN Card:** → Non-Laminated, Clear photo, name match, DoB and other checkpoint that team will check during the approval process.
 - f. **Election ID** → Clear photo, name match, DoB and other checkpoint that team will check during the approval process. Only for election ID - we will accept laminated which is with white background and hologram.

Name Policy:

- Candidate name should match with name updated at Red Hat Portal (website) Account Settings or Scheduler and while uploading the ID for Approval.
- No Short name will be accepted while approving the ID.
- If you do not have last name in the ID, just leave the "last name" field blank or place "."
- Do not update your name in local language. It should be in English as per the ID.

Photo:

- Should be current and recognizable photo in the ID.

Possible Reason: Rejection

ID Rejection -

- Any ID such as letter/paper forms/ laminated/ downloaded/ digital / electronic formats or photocopies
- Only one side of the ID is uploaded
- Name mismatch
- Photo not clear or young age photo or non-recognizable photo.
- Expired
- Non-Government issued ID uploaded
- ID Design (e.g., Missing hologram, signature, VID, Damage)
 - Aadhar ((logo, QR code, design, VID)
 - Pan Card - Sign missing, e.g., laminated, hologram.
- Laminated Copies - exception Nepal and Bangladesh.



Approved or Rejected?

The approval process of ID will take around 2-4 business days.

Candidate will receive an email whether approved or reject with the reason mentioned.

ID Approved - Candidate can schedule the exam

ID Rejected - Candidate will not be able to schedule the exam.

Candidate will receive an **email with the reason for rejection**. He/She needs to follow the same and upload the ID again.

Important: Once your ID is approved, it is valid for 1 year and you can schedule the exams. For all your future exams you do not need to follow the ID approval process again.

Important: Candidate should bring the same original pre-approved ID during the exam.

Please note that if candidates bring a different ID, he/she will not be allowed to take the exam.

EX999V72K
Red Hat Certified Test Exam v7.2

Eligibility Code: IES-1645479970 | Expiration Date: 2000-01-01

This prompt is for COUNTRY OF GOVERNMENT-ISSUED PHOTO ID: India

Select exam type: *
This prompt is for the EXAM

Select Exam *

Upload Your Country ID

Approved Pending

SUBMIT

A large red 'Approved' stamp is overlaid on the right side of the form.

EX999VBK
Red Hat Certified Test Exam VB

Eligibility Code: IES-1645479853 | Expiration Date: 2000-01-01

This prompt is for COUNTRY OF GOVERNMENT-ISSUED PHOTO ID: India

Select exam type: *

Select Exam *

Upload Your Country ID

Test ID: Cand.png

Rejected Pending

SUBMIT

A large red 'Rejected' stamp is overlaid on the right side of the form.

FAQ?

If I do not have original ID, then what should I do, as government takes its own time for issuing a duplicate or original IDs?

- You can always upload any other Valid Government issued IDs which has your current and recognizable photo.

My exam is going to expire in 2 days and what will happen?

- Without ID approved, you will not be able to schedule your exam. We will always recommend not to wait for last minute to schedule the exam.

Do I need to upload ID every time, I book or schedule the exam?

- **No**, Once your ID is approved, It is valid for 1 year unless its validity is expiring within a year.

If I forget to carry the same original ID during the exam?

- You will not be allowed to take the exam without the original ID.

Will there be any exception approval, if it is urgent requirement?

- No, there will not be any exception approval of IDs, as we may see large number of IDs, being uploaded for approval in the initial months.

I have already scheduled my exam, do I need to re-upload my ID for approval?

- No, If you have scheduled your exam before 1st Oct and you do not plan to reschedule or cancel the exam. Then you will need to carry your original ID for the exam.

Best Practice:

Upload the ID at least 1 month before you plan to schedule your exam, as there will be a rush during the quarter end and also slot availability.