OneStream Exam Registration Process

A step-by-step guide on how to register for a OneStream exam

For questions, please contact certification@onestreamsoftware.com
Exam Registration Overview

1. Login to CertMetrics
2. Confirm your CertMetrics profile
3. Register for an Exam
4. Confirm your TESTWise Profile
5. Schedule Your Exam
6. Operating System Requirements
Login to CertMetrics

☑️ Click on the CertMetrics chiclet on your Okta dashboard.

☑️ If you do not have this option in Okta, please contact certification@onestreamsoftware.com.
Confirm Your CertMetrics Profile

From the CertMetrics home page click on the My Profile link.

Confirm that your profile information is correct.

✔️ If your name in CertMetrics does not match your government-issued ID, contact certification@onestreamsoftware.com to update.

✔️ If your name in CertMetrics does not match your government-issued ID, you might NOT be able to sit for your exam and you will forfeit your exam fee.
Register for an Exam

On the CertMetrics home page, click the “Submit Exam Registration Form” link to register for an exam.

- Fully complete the registration form.
- A member of the Certification Team will set up your TESTWise account and follow up with you within 5 business days with instructions for scheduling your exam.
Confirm your TESTWise Profile

- Use the link and login instructions provided to you by the Certification Team to access your TESTWise account.
- Verify the information in your profile is correct.
  - You will be unable to change your name or email address on file. Contact certification@onestreamsoftware.com to update that information.
  - Confirm your first and last name match what is on your legal ID.
  - Ensure your time zone is correct as that will be what time zone your exam is scheduled in.
- Change your account password.
  - Set Password option.
Schedule an Exam

✔ Click Schedule Proctor to schedule your exam.

✔ You will be taken to Examity, the proctoring service, to pay for and schedule your exam.

✔ Note, all exams are delivered virtually. We currently do not offer exams in test centers.
Schedule an Exam

- Click Make appointment.
- Select the exam you wish to take from the dropdown list.
- Select the date you’d like to take your exam.
- Select the time you’d like to take your exam.
  - Your scheduled time will be the time zone in your profile information.
- Click the Schedule button to continue scheduling.
- Click Yes in the exam schedule confirmation pop up message.
Confirmation of your Exam Appointment

- After scheduling and paying, you will receive a confirmation message on the screen.

- When you are done scheduling your proctor, close the Examity web browser tab. The TESTWise screen will automatically update to show your scheduled appointment date. If not, click “Refresh Exam List”.

- An email with your appointment details will be sent to you from Examity.
  - Consider adding donotreply@examity.com to your safe senders list.

- Retain this email until after your appointment date; it is the ONLY communication you will receive regarding your scheduled appointment and appointment URL.
Reschedule/Cancel your Exam Appointment

- Login to CMS TESTWise using the link provided in the confirmation email.
- On the dashboard, click Reschedule or Cancel Exam.
- The Examity proctoring portal will open in a new web browser tab.
- Click "Change Appointment".
- Follow the on-screen instructions.
- Confirmation will be displayed on the screen regarding your scheduled appointment.

**NOTE:**
- Candidates can reschedule or cancel an exam up to 24 hours before a scheduled exam without a fee/penalty.
- Rescheduling or canceling an exam within 24 hours of an existing appointment will result in a $5 late fee (payable the next time you schedule a proctor).
- Candidates who do not appear for a scheduled exam, or who attempt to cancel or reschedule after their appointment begins, will forfeit the entire exam fee.
Operating System Requirements

There are several systems that work together to deliver OneStream’s certification exams. It is essential that you test requirements of each system PRIOR to your scheduled reservation to avoid issues on test day.

- Perform an Examity system requirements check for remote proctoring.
- Verify both GoToMeeting and Zoom run by using these sample meetings.
  - Verify your sound, camera, and microphone all function in both sample meetings.
- Use a supported browser: Chrome, Firefox, or Edge. (NOTE: Safari and Internet Explorer are unsupported.)
- Turn off your popup blocker.
- Verify you can complete this 5-question quiz PRIOR to exam day.
  - For best results, test on a non-work computer. There may be security configurations on your work computer that could affect exam performance.
  - If you experience issues using a company computer or sitting at work, ask your IT department to following the instructions in this guide, which may resolve the issues.
- To launch your exam:
  - Refer to your confirmation email from Examity.
    - Sent from donotreply@examity.com
  - Click the “Begin Scheduled Exam” button, which will open the Examity proctoring portal in a new web browser tab.
  - Click the “Connect to Proctoring” link in the Examity proctoring portal to automatically connect to your proctor.
OneStream Certification Team

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certification@onestreamsoftware.com