

# OneStream Exam Registration Process

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

For questions, please contact [certification@onestreamsoftware.com](mailto:certification@onestreamsoftware.com)

# Exam Registration Overview

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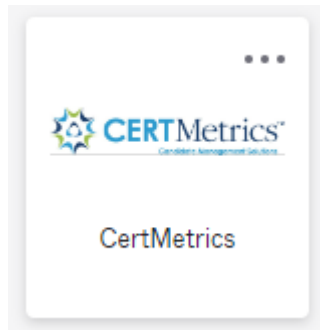
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# • Login to CertMetrics

- ✓ Click on the CertMetrics chiclet on your Okta dashboard.



- ✓ If you do not have this option in Okta, please contact [certification@onestreamsoftware.com](mailto: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](mailto: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.

OneStream™

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### Welcome to OneStream Certification

**SUBMIT EXAM REGISTRATION FORM**

Helpful Information:

- Registration Guide (updated guide coming soon)
- Video: What to Expect While Taking the Exam Video (updated video coming soon)
- Lead Architect Exam Study Guide
- Administration Exam Study Guide
- OneStream Certification Corner

### OneStream Foundation Handbook

The Definitive Reference to Design, Configure and Support Your OneStream Platform. OneStream is a modern, unified platform that is revolutionizing Corporate Performance Management. This proven alternative to fragmented legacy applications is designed to simplify processes for the most sophisticated, global enterprises. Hundreds of the world's leading companies are turning to OneStream to help with reporting and understanding financial data.

[LEARN MORE](#)

Buy this book and get a 50% discount on the OneStream Lead Architect Exam. [See here for terms and conditions.]

### General

First name \*

Last name \*

Email address \*

Company name

Opt out of OneStream Software Certification emails including system notices from CertMetrics and all certification notices and communications

# 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.

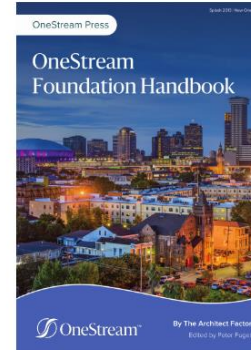


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## OneStream Foundation Handbook

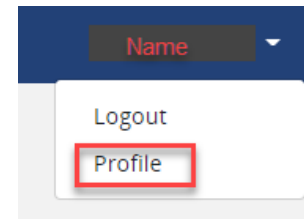
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[LEARN MORE](#)

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# → 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](mailto: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.

A screenshot of the "Edit Profile" form. The form is titled "Edit Profile" and has two tabs: "Candidate Profile" (selected) and "Payment Profile". The form contains several fields: "First Name \*", "Last Name\*", "Email Address\*", "Phone", "Phone Type" (with a dropdown menu set to "Mobile"), "Country\*" (with a dropdown menu set to "United States of America"), "Time zone\*" (with a dropdown menu set to "(UTC-05:00) Eastern Time (US & Canada)"), "Address 1", "Address 2", "City", "State\*" (with a dropdown menu), and "Zip". There is also a "Recovery Email Address\*" field with a "Copy Email" button. At the bottom of the form, there is a "Set Password" button highlighted with a red rectangular border, and "Save Profile" and "Cancel" buttons.

# → Schedule an Exam

- ✓ Click Schedule Proctor to schedule your exam.

Eligible Registrations Exam History

OneStream Certified Associate (OCA) in Administration Remove Exam

Examination Window: Beginning Jan 11, 2023 12:00 am EST  
Appointment Date: Not Scheduled (Click the button below to schedule a proctor time)

Scheduling Guide **Schedule Proctor**

Show all Exams Refresh Exam List

- ✓ You will be taken to Examy, 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.

**Navigating to Examy**

You are about to be logged into Examy to schedule a proctor. When you are done with this task, close the Examy web browser tab.

**Okay** Cancel

Checkout

The credit card information input here is transmitted securely and IS NOT stored in our system.

Order Summary

Name ██████████  
Email ██████████

Amount Due: ██████████

Credit Card Info

Name on card ██████████

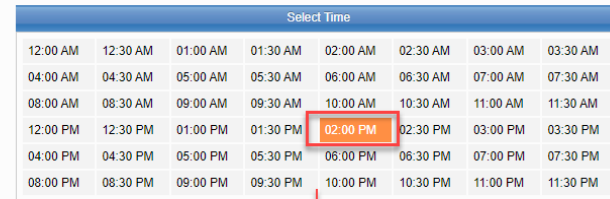
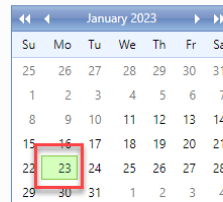
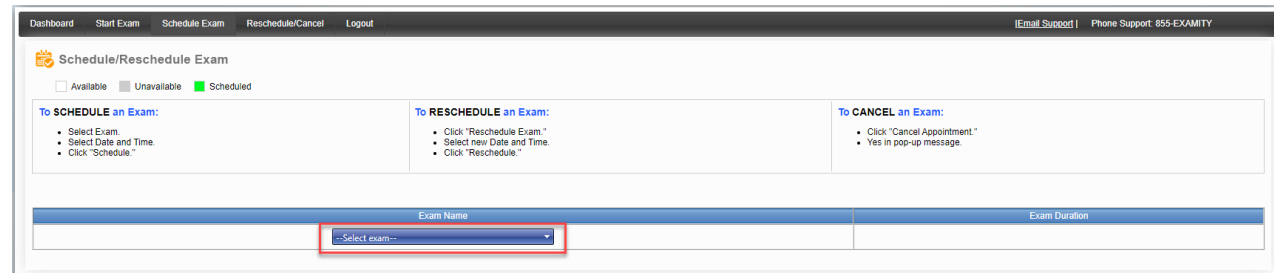
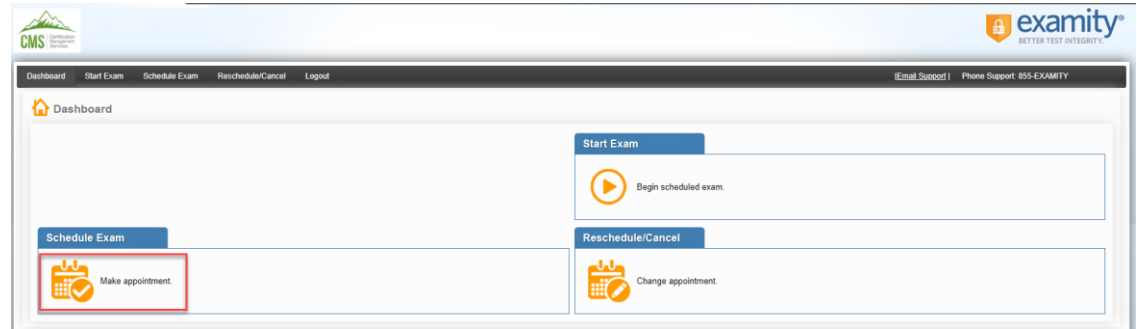
mm/yyyy ██ cvv ██ zip code ██

Save this credit card ID in my Profile for future use

PROCESS CANCEL

# → 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.



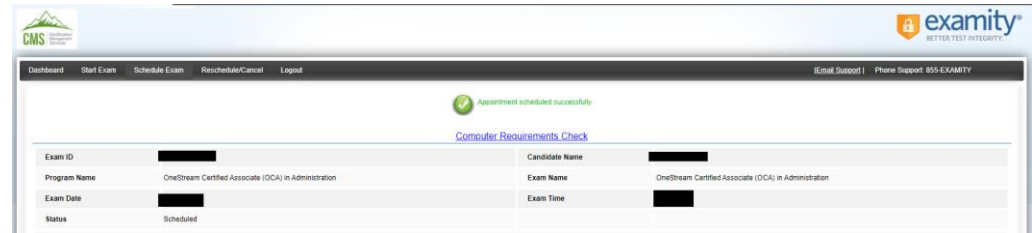
Schedule



# 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.**

## Confirmation Page



The screenshot shows the Examity web interface. At the top, there is a navigation bar with links for Dashboard, Start Exam, Schedule Exam, Reschedule/Cancel, and Logout. On the right, there are links for Email Support and Phone Support (855-EXAMITY). The main content area features a green checkmark icon and the text "Appointment scheduled successfully". Below this, there is a "Computer Requirements Check" section with a table of exam details:

Exam ID	Candidate Name
[REDACTED]	[REDACTED]
Program Name	Exam Name
OneStream Certified Associate (OCA) in Administration	OneStream Certified Associate (OCA) in Administration
Exam Date	Exam Time
[REDACTED]	[REDACTED]
Status	
Scheduled	

## Confirmation Email



Dear [REDACTED]

Congratulations! You have successfully scheduled a proctor for your exam OneStream Certified Associate (OCA) in Administration. The information in this email will be required to launch your exam. This will be the only time this information is shared with you.

Your Appointment Information	
Appointment ID :	[REDACTED]
Exam Name :	OneStream Certified Associate (OCA) in Administration
Appointment Date :	[REDACTED]
Appointment Time :	[REDACTED]
Appointment URL :	<a href="https://delivery.itemexperts.com/E093F991-54D0-4EE3-88B5-4346F98B8331">https://delivery.itemexperts.com/E093F991-54D0-4EE3-88B5-4346F98B8331</a>

# 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.**

Eligible Registrations Exam History

OneStream Certified Associate (OCA) in Administration

Examination Window: [REDACTED]  
Appointment Date: [REDACTED] Preparing for Your Exam

Waiting for Start Time Reschedule Exam Cancel Exam

Hint: Click [Refresh Exam List] 30 minutes prior to your appointment time to enable the [Start Exam] button

Show all Exams Refresh Exam List

CMS Certification Management Services

examiTivity BETTER TEST INTEGRITY.

Dashboard Start Exam Schedule Exam Reschedule/Cancel Logout

Dashboard

Start Exam Begin scheduled exam.

Schedule Exam Make appointment.

Reschedule/Cancel Change appointment.

# 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



For questions, please contact  
[certification@onestreamsoftware.com](mailto:certification@onestreamsoftware.com)