



 OneStream™ Global Education Services

OneStream Certification Exam Registration Process

A Step-by-Step Guide

December 2023

For questions, please submit a case form to the Certification team via the [ServiceNow Support Portal](#)

Exam Registration Overview

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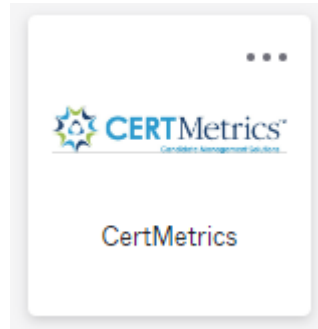
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• Login to CertMetrics

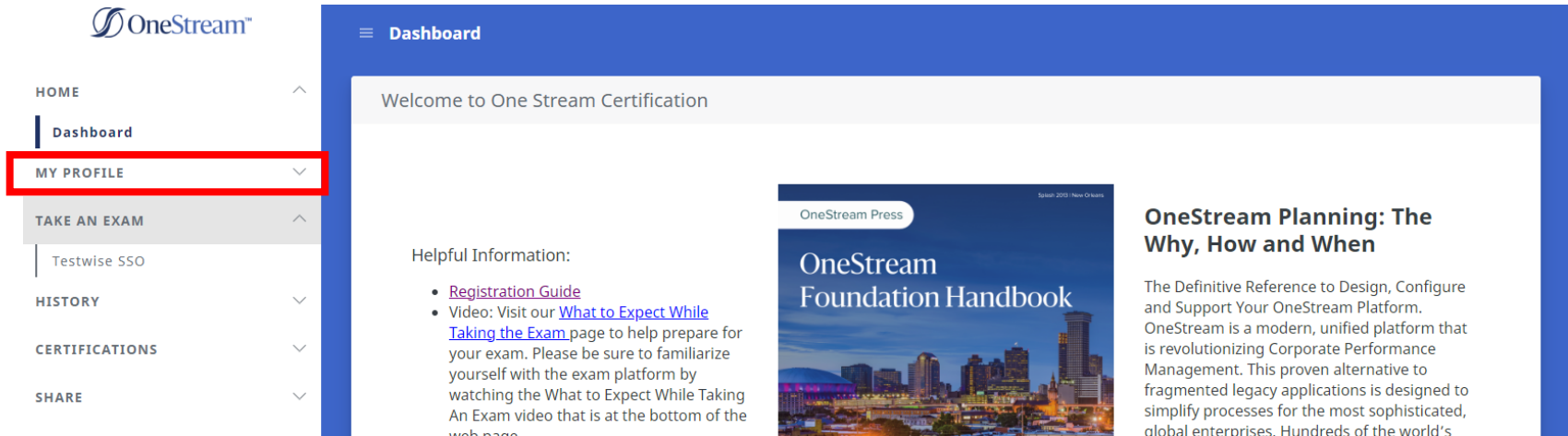
- ✓ Click on CertMetrics in your OneStream Portal



- ✓ If you do not have this option in your OneStream Portal, submit a case form or have a member of your team submit a case form to Account Maintenance via the [ServiceNow Support Portal](#)

Confirm Your CertMetrics Profile

From the CertMetrics home page click on the My Profile link



The screenshot shows the OneStream CertMetrics dashboard. On the left is a navigation menu with the following items: HOME, Dashboard, MY PROFILE (highlighted with a red box), TAKE AN EXAM, Testwise SSO, HISTORY, CERTIFICATIONS, and SHARE. The main content area is titled 'Dashboard' and contains a 'Welcome to One Stream Certification' message. Below this, there is a 'Helpful Information:' section with a list of links: 'Registration Guide' and a video link 'What to Expect While Taking the Exam'. To the right of the text is a promotional banner for the 'OneStream Foundation Handbook' by OneStream Press, featuring a city skyline at night. Further right is a section titled 'OneStream Planning: The Why, How and When' with a descriptive paragraph.

Confirm Your CertMetrics Profile

OneStream™

HOME

MY PROFILE

My Information

Addresses

Options

Settings

HISTORY

CERTIFICATIONS

SHARE

My Information

Review and update your demographic information. Below are the different IDs assigned to your account including Testing IDs and System IDs.

Personal Information

First Name
Your First Name

Last Name
Your Last Name

Email Address*
Your Email Address

Company Name
OneStream Software

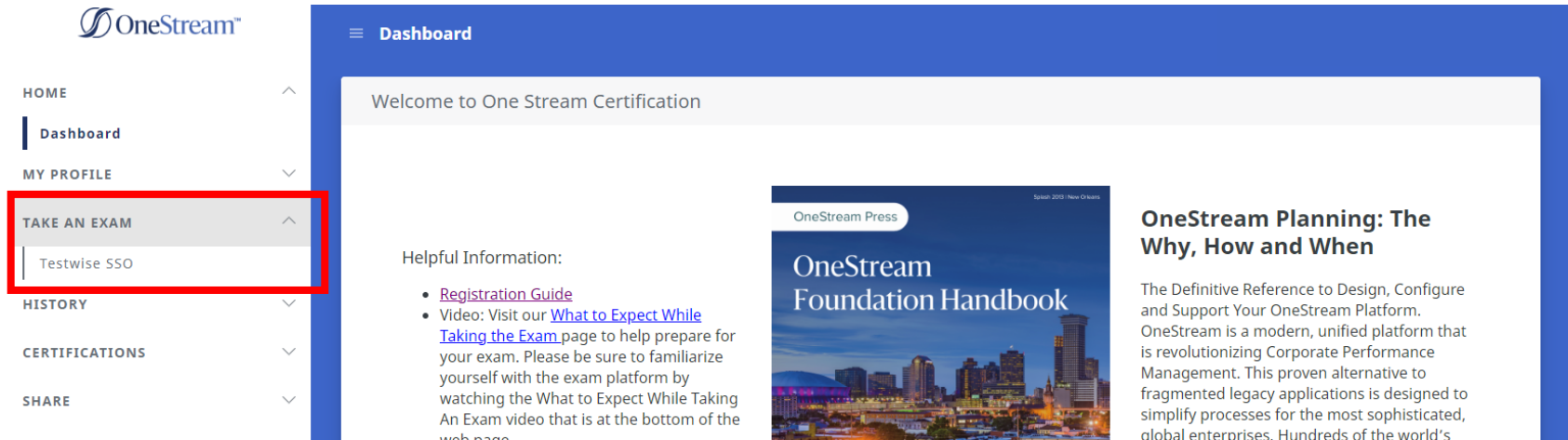
UPDATE INFORMATION

Confirm that your profile information is correct

- ☑ If your name in CertMetrics does not match your government-issued ID, submit a case form to the Certification team via the [ServiceNow Support Portal](#)
- ☑ 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 homepage, expand “Take an Exam” on the left
- ✓ Click “TestWise SSO” to register for an exam



The screenshot displays the OneStream Certification dashboard. On the left, a navigation menu is visible with the following items: HOME, Dashboard, MY PROFILE, TAKE AN EXAM (highlighted with a red box), HISTORY, CERTIFICATIONS, and SHARE. Under the 'TAKE AN EXAM' menu, the 'Testwise SSO' option is listed. The main content area of the dashboard is titled 'Dashboard' and includes a welcome message: 'Welcome to One Stream Certification'. Below this, there is a section for 'Helpful Information:' which contains two bullet points: a link to the 'Registration Guide' and a video link titled 'What to Expect While Taking the Exam'. To the right of the text is a promotional banner for the 'OneStream Foundation Handbook' by OneStream Press, featuring a cityscape image. Further right, there is a section titled 'OneStream Planning: The Why, How and When' with a sub-header 'The Definitive Reference to Design, Configure and Support Your OneStream Platform.' and a paragraph describing the platform's benefits for corporate performance management.

Register for an Exam

- ✓ When the page reloads, click “Continue to TestWise”



- HOME
- MY PROFILE
- TAKE AN EXAM
 - Testwise SSO
- HISTORY
- CERTIFICATIONS
- SHARE

Click the button below to continue to TestWise.

Note that on your first visit ONLY, you must complete your profile by:

- Selecting your time zone. This is the time zone where the exam is scheduled and delivered.
- Entering a valid phone number.
- Selecting country and state
- Verifying or entering a recovery email address
- Setting a password

Then, click SAVE.

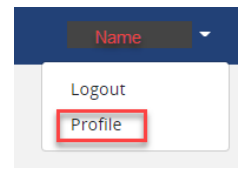
CONTINUE TO TESTWISE

Complete your TESTWise Profile

- ✓ Verify the information in your profile is correct

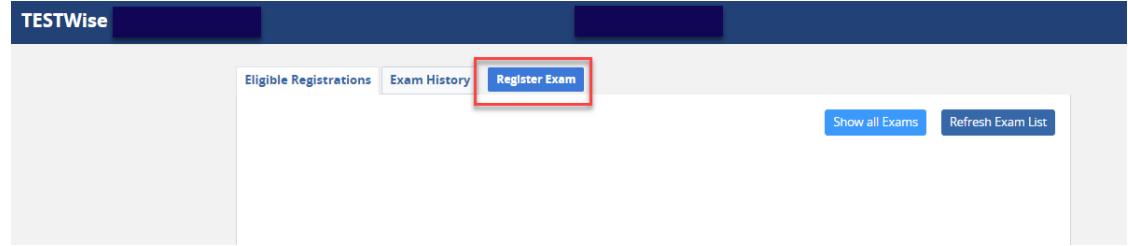
Note: This is only done the first time you visit TestWise

- ✓ You will be unable to change your name or email address on file. Submit a case form to the Certification team via the [ServiceNow Support Portal](#) to update that information
- ✓ Confirm your first and last name match what is on your legal ID
- ✓ Ensure the following is present:
 - ✓ Your time zone is correct
 - ✓ This is the time zone your exam is scheduled in
 - ✓ A valid phone number
 - ✓ Country
 - ✓ State
 - ✓ Set your recovery Email Address
- ✓ Click “Set Password” to set a TestWise password
- ✓ Click **Save Profile**

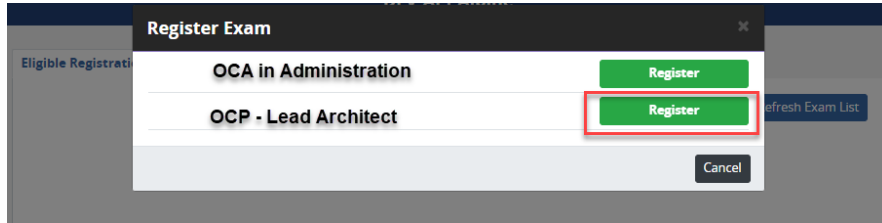
A screenshot of the "Edit Profile" form. The form is titled "Edit Profile" and has two tabs: "Candidate Profile" (selected) and "Payment Profile". The form contains several input fields and dropdown menus. Red boxes highlight the following fields: "Phone" (with a "Phone Type" dropdown set to "Mobile"), "Country" (set to "United States of America"), "Time Zone" (set to "(UTC-05:00) Eastern Time (US & Canada)"), "State", "Recovery Email Address" (containing "-"), and the "Set Password" button. At the bottom of the form, there are "Save Profile" and "Cancel" buttons.

Schedule an Exam

1 Click Register Exam to schedule your exam

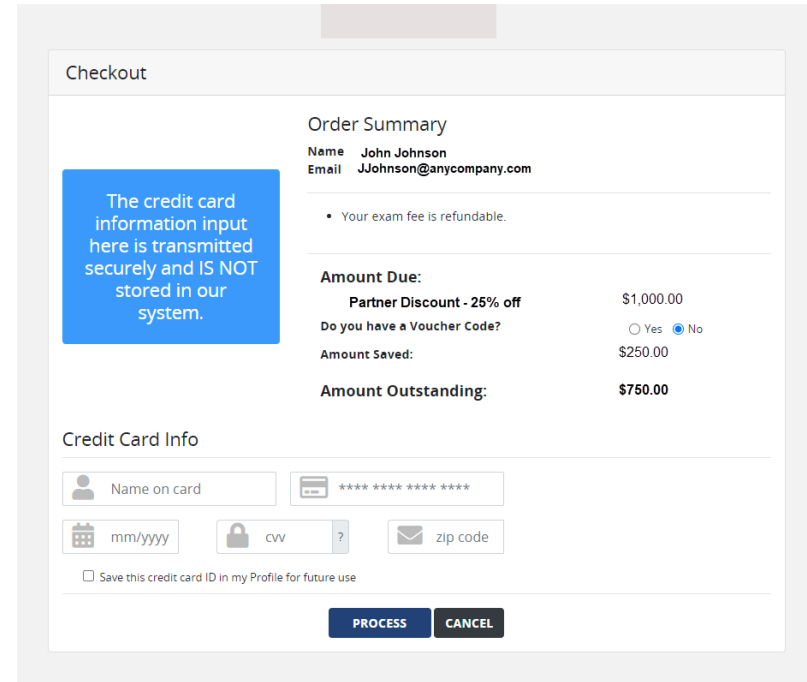


2 Click the "Register" button that corresponds to the desired exam



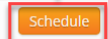
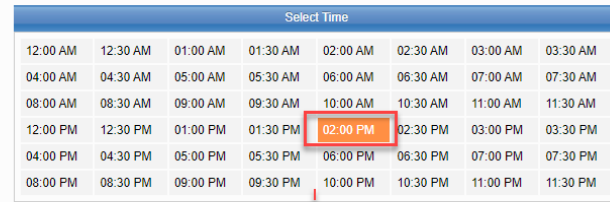
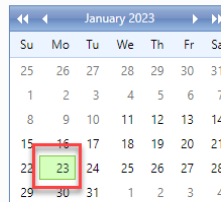
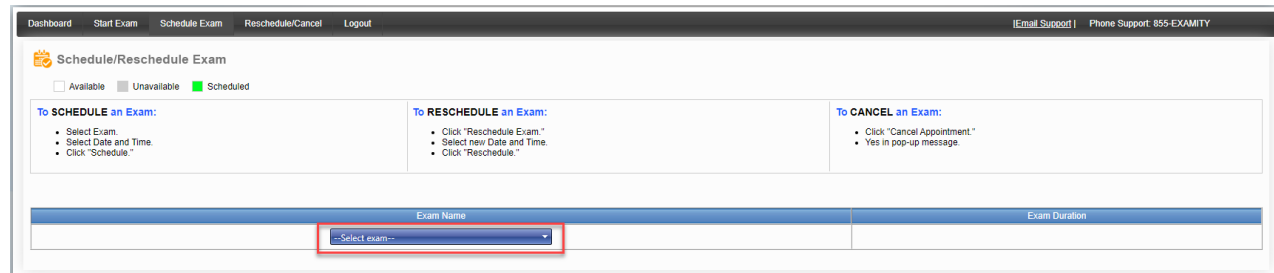
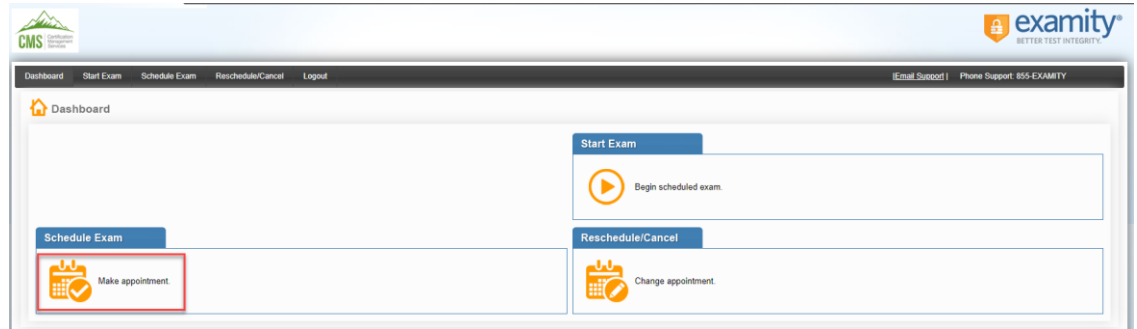
3 After entering payment information, candidates will be redirected to Examity to schedule exam

Note: All exams are delivered virtually; OneStream Certification exams are NOT offered in test centers



→ Schedule an Exam

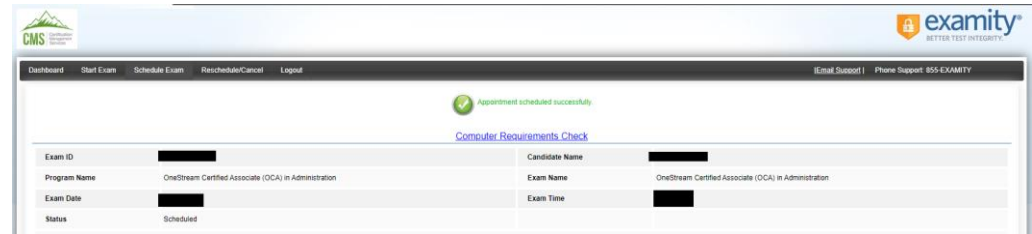
- ✓ Click Make appointment
- ✓ Select the exam you wish to take from the dropdown list
- ✓ Select the date you'd like to take your exam
- ✓ Select the time you'd like to take your exam
 - ✓ Your scheduled time will be the time zone in your profile information
- ✓ Click the Schedule button to continue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



Confirmation of your Exam Appointment

Confirmation Page

- ✓ 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**



The screenshot shows the Examity web interface. At the top, there's a navigation bar with 'Dashboard', 'Start Exam', 'Schedule Exam', 'Reschedule/Cancel', and 'Logout'. A green checkmark icon and the text 'Appointment scheduled successfully' are displayed. Below this, a 'Computer Requirements Check' section is visible. A table displays the following details:

Exam ID	[REDACTED]	Candidate Name	[REDACTED]
Program Name	OneStream Certified Associate (OCA) in Administration	Exam Name	OneStream Certified Associate (OCA) in Administration
Exam Date	[REDACTED]	Exam Time	[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 :	https://delivery.itemexperts.com/E093F991-54D0-4EE3-88B5-4346F98B8331

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

examity® BETTER TEST INTEGRITY.

Dashboard Start Exam Schedule Exam Reschedule/Cancel Logout

Home Dashboard

Start Exam

Begin scheduled exam.

Schedule Exam

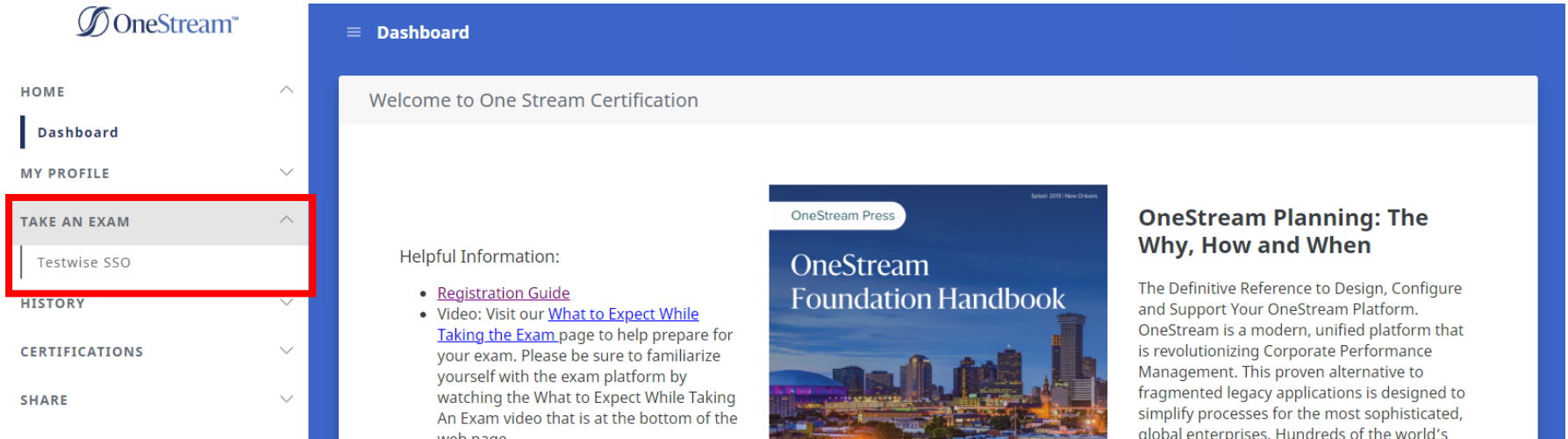
Make appointment.

Reschedule/Cancel

Change appointment.

On Exam Day

- ✓ Log into CertMetrics
- ✓ On the homepage, expand “Take an Exam” on the left
- ✓ Click “TestWise SSO” to navigate to TestWise



The screenshot displays the OneStream user interface. On the left, a navigation sidebar is visible with the following categories: HOME, Dashboard, MY PROFILE, TAKE AN EXAM, HISTORY, CERTIFICATIONS, and SHARE. The 'TAKE AN EXAM' category is expanded, and the 'Testwise SSO' option is highlighted with a red rectangular box. The main content area, titled 'Dashboard', features a 'Welcome to One Stream Certification' message. Below this, there is a 'Helpful Information:' section with two bullet points: a link to the 'Registration Guide' and a video link titled 'What to Expect While Taking the Exam'. To the right of the text is a promotional banner for the 'OneStream Foundation Handbook' with a cityscape background. Further right, a section titled 'OneStream Planning: The Why, How and When' provides a detailed description of the platform as a modern, unified solution for Corporate Performance Management.

On Exam Day

- ✓ When the page reloads, click “Continue to TestWise”



- HOME ▾
- MY PROFILE ▾
- TAKE AN EXAM ▲
 - Testwise SSO
- HISTORY ▾
- CERTIFICATIONS ▾
- SHARE ▾

Click the button below to continue to TestWise.

Note that on your first visit ONLY, you must complete your profile by:

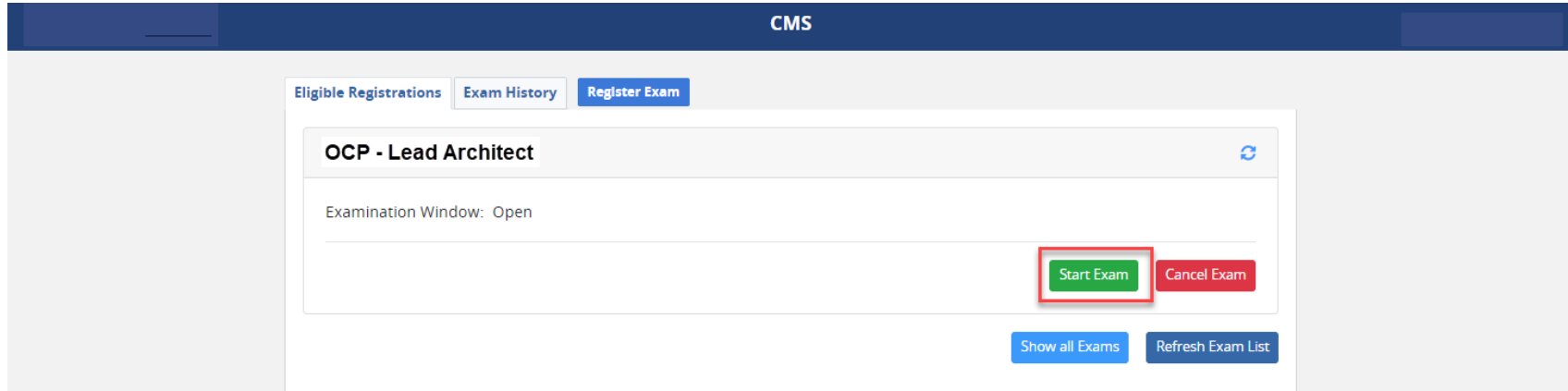
- Selecting your time zone. This is the time zone where the exam is scheduled and delivered.
- Entering a valid phone number.
- Selecting country and state
- Verifying or entering a recovery email address
- Setting a password

Then, click SAVE.

CONTINUE TO TESTWISE

On Exam Day

- ✓ Click the **GREEN** button labeled “Start Exam” to begin your exam appointment.



The screenshot displays the CMS interface. At the top, a dark blue header contains the text "CMS". Below the header, there are three tabs: "Eligible Registrations", "Exam History", and "Register Exam". The "Register Exam" tab is active. The main content area shows a card for "OCP - Lead Architect" with a refresh icon. Below the card title, it says "Examination Window: Open". At the bottom right of the card, there are two buttons: a green "Start Exam" button (highlighted with a red box) and a red "Cancel Exam" button. Below the card, there are two more buttons: "Show all Exams" and "Refresh Exam List".

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

- Confirm that your system meets the [Technical Requirements](#) for taking this exam
- 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
 - All background applications and processes must be disabled, as they could interfere with exam performance
 - If a candidate is unable to test due to interference with background applications and processes, the exam fee will be forfeited, and the candidate will need to reschedule their exam and pay a retake fee
 - 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:
 - Log into CertMetrics
 - Expand the "Take an Exam" menu on the left, and click on "TestWise SSO"
 - Click the "Continue to TestWise to Take an Exam" button.
 - Click the **GREEN** "Start Exam" button to begin your exam appointment.

OneStream Certification Team



For questions, submit a case form to the Certification team via the [ServiceNow Support Portal](#)