



OneStream Virtual Proctored 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 Review/Update your CertMetrics profile.

3 Review/Update Your Examiy Profile and Schedule Your Exam

1 Login to CertMetrics

Login using the same credentials you use to sign into OneStream Support or OneStream Academy

✓ If you do not already have a OneStream account, contact certification@onestreamsoftware.com

Forgot your password?

✓ Click the *Need help signing in?* link on the login page

2 Review/Update Your CertMetrics Profile

From the [CertMetrics home page](#) click on the *My Profile* link

Confirm that your profile information is correct

- ✔ Be sure that your first and last names exactly match the first and last names on the government-issued ID that you will present for identification verification on exam day.
- ✔ If your name in CertMetrics does not match your government-issued ID, contact certification@onestreamsoftware.com to update.
- ✔ The email address you use in you CertMetrics profile **MUST** be the same as the email address in your OneStream profile. If you change your email address in CertMetrics, it could potentially revert without notice based on an automated process. This would cause you to lose access to your certification details and history.



Welcome to OneStream Certification

From here you may:

- Review 'My Profile' to ensure First & Last Name match your ID. This enables OneStream Certification for changes.
- Watch video: What to Expect While Taking the Exam
- Schedule or Take an Exam with Eximity
- Track your certification status
- Check your fulfillment status
- Manage your transcripts

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

We use cookies that improve your experience with the website, keep statistics to optimize performance, and allow for interaction with other platforms. For more information please view our [Privacy Statement](#).

OK

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

Security

Password must be between 12 and 50 characters and must be a mixture of letters and non-letters.
Password may not repeat the same character more than twice sequentially.
Password may not contain your loginID or name.

New password

Retype new password

Password hint

Password phrase

Mailing address

Address Type Other Business

Address Line 1 *

3

Review/Update Your Examiy Profile and Schedule Your Exam

On the CertMetrics home page, click the link to *Schedule or Take an Exam*

✓ We recommend that you watch the [What to Expect While Taking the Exam](#) video.

Home My Profile History Certifications Transcripts Login to Credly

OneStream™

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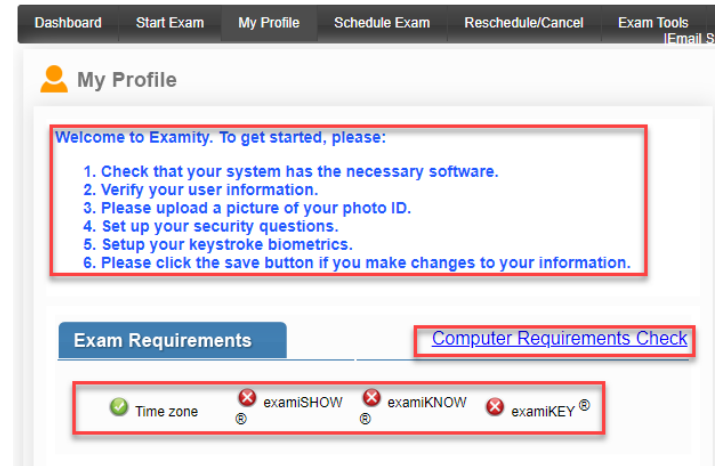
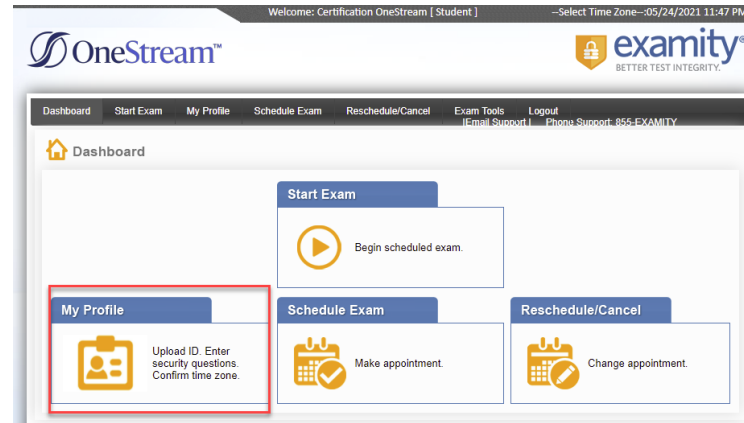
[LEARN MORE](#)

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

Update Examity Profile

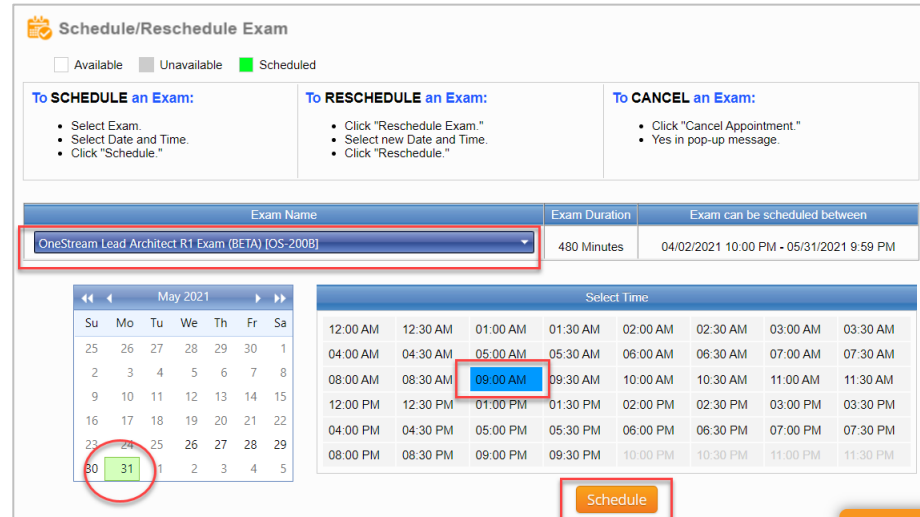
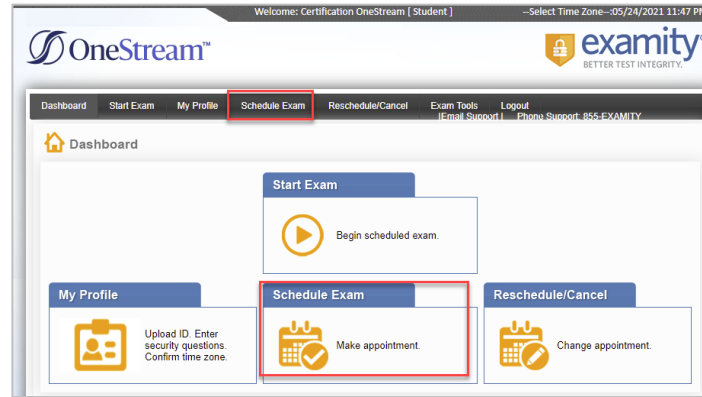
Examity is OneStream Software's online proctoring platform

- ✓ Select *My Profile* to complete your Examity profile prior to registering for an exam.
- ✓ Review items in the *Welcome to Examity* section of the My Profile page.
- ✓ Run the *Computer Requirements Check* to ensure your system has the necessary software and can support online exam delivery.
- ✓ Review profile items that need updates in the Exam Requirements section.
- ✓ Scroll down the page and select Edit/Update to update each section.



Schedule the Exam

- Return to the Dashboard or select Schedule Exam from the top navigation menu.
 - Note: All exams are delivered virtually. We currently do not offer exams in test centers.
- Select the exam you wish to take from the drop-down list.
- Select the date you'd like to take your exam.
- Select time you'd like to take your exam.
- Click the *Schedule* button to continue scheduling.
- Click *Yes* in the exam schedule confirmation pop up message.



Complete Exam Payment

Credit Card or Voucher Code

- ✓ After scheduling the date and time for your exam, you will come to the payment screen.
- ✓ If you have been provided a voucher code, enter the code into the Voucher Code field on this page. Click *Apply*.
- ✓ Click *Next* to review your cart and enter Billing and Payment information (if a balance, remains after voucher is applied)




Important: Chrome and Edge are only recommended browsers for best user experience. Please enable cookies while making payment. Please wait until you see the exam appointment confirmation message and do not hit refresh or reload, close the page while the payment is processing. In case of any issues with scheduling please reach out to support@examity.com or 855-EXAMITY.

Total :	\$ 1000.00
Voucher Code	<input type="text"/> <input type="button" value="Apply"/>
Student Name	Certification OneStream
Course Name	OneStream Lead Architect R1 Exam (BETA)
Exam Name	OneStream Lead Architect R1 Exam (BETA) [OS-200B]
Exam Date	05-31-2021
Exam Time	5:00:00PM
	<input type="button" value="Back"/> <input type="button" value="Next"/>

Review Cart & Enter Billing and Payment Info

- ✓ Review the total to ensure voucher was applied if you entered a voucher code.
- ✓ Enter Billing Information.
- ✓ Enter Credit Card Information.
- ✓ Click *Review Your Order* button.
- ✓ On next screen, review payment details and click *Buy Now* to complete payment and schedule your exam.

 US Dollar ▼

Your Cart Contents

Product Name	Delivery	Unit Price	Quantity	Total
Examiy	electronic	1,000.00 USD	1	1,000.00 USD Remove

Total: 1,000.00 USD
(Sales tax may be applied based on your residence)

Billing Information

* Email:


* First Name: * Last Name:


Company: * Street Address:


* City: * Zip/Postal Code:

* State/Province: ✓ * Country: ✓

Payment Information

Credit Card 

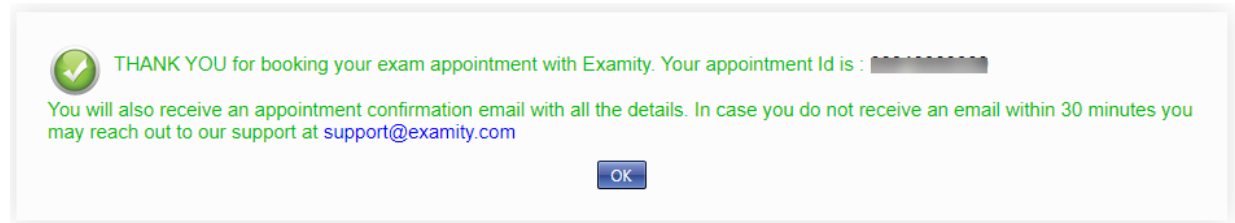
* Credit Card Number: 

* Expiration Date (MM/YY): / * Security Code: 3- or 4-digit number 

[Review Your Order](#)

Confirmation of your Exam appointment

- ✓ After scheduling and paying, you will receive a confirmation message on the screen.
- ✓ Click *OK* to return to the Examity dashboard



Reschedule/Cancel your Exam appointment

If you need to reschedule or cancel an existing exam appointment, you can do so from the in CertMetrics.

- ✓ Login to CertMetrics.
- ✓ Click *Schedule or Take an Exam*.
- ✓ On the Examiity dashboard, click *Reschedule/Cancel*.
- ✓ For the exam appointment you wish to change, click *Reschedule/Cancel*.
- ✓ On the next screen select whether you wish to reschedule or cancel your exam.
- ✓ Select the desired action and confirm.
- ✓ Confirmation will be displayed on the screen

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

Exam ID	Course Name	Exam Name	Exam Date	Start Time	Status	Reschedule/Cancel
30910000344	OneStream Lead Architect R1 Exam (BETA)	OneStream Lead Architect R1 Exam (BETA) [OS-2008]	06/25/2021	6:30 AM	Scheduled	Reschedule or Cancel

Exam Cancellation

ID

Student Name

Course Name OneStream Lead Architect [LIVE]

Exam Name OneStream Lead Architect R1 Exam

Exam Date 03/04/2022

Exam Time 2:30 PM

Appointment cancelled successfully.

OneStream Certification Team



For questions, please contact
certification@onestreamsoftware.com