



okta
Certification

Examity® Users Guide

For Okta Certification Exams

Registering for an exam

The first time you register for an Okta Certification exam, you will need to:

- ✓ Complete an Examity® user profile and verify that your test-taking computer meets system requirements.
- ✓ Schedule and pay for your exam.

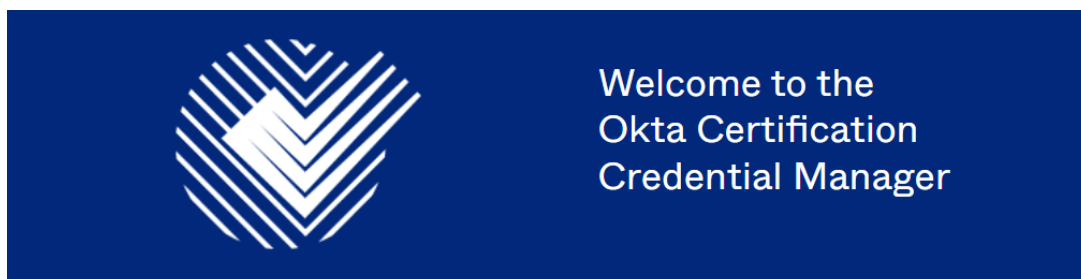


Getting started

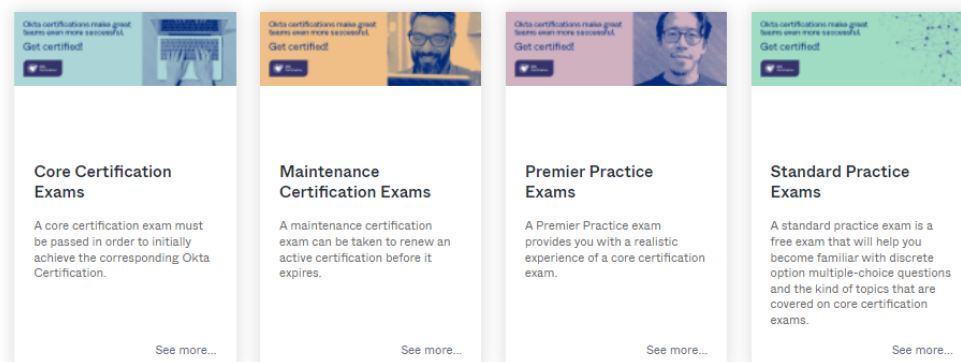
You will need your Examity profile every time you register to take an exam. You only need to set up your profile one time, but be sure to keep the information in your profile current.

Please note, by design, the browser Back button is disabled in Examity. Please use the navigation menu at the top of the screen.

1. To get started, go to <https://certification.okta.com>. From the Okta Certification Credential Manager landing page, you can select the exam you would like to register for. You can also use the Certification Credential Manager to access study guides and other preparation resources, schedule and take exams, and track the status of your certifications.

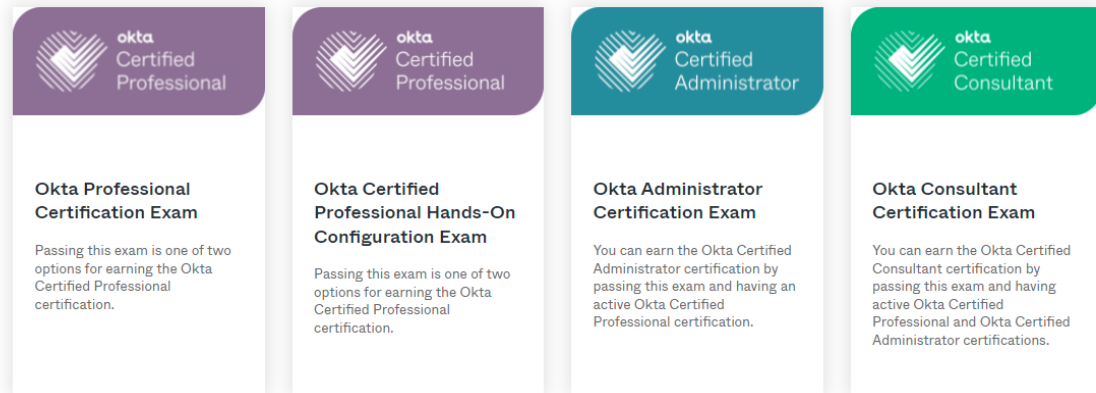


You can access study guides and other preparation resources, schedule and take exams, and track the status of your certifications all from this app.

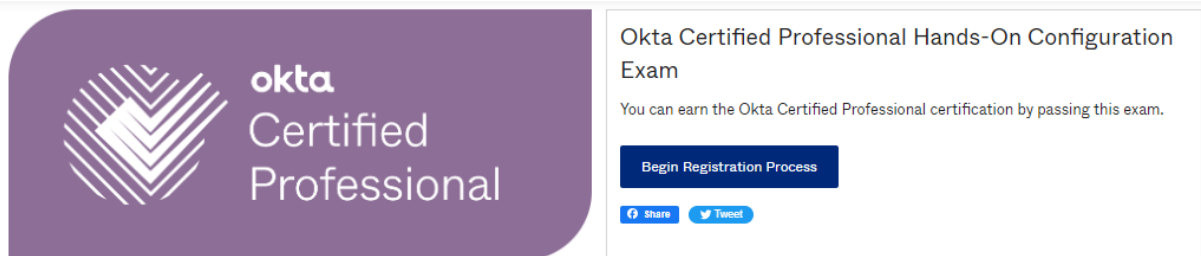


2. Select the type of exam you want to take. Then click the tile for the specific exam you are interested in. You can also click the link for instructions.

To register for an exam, reschedule an exam, cancel an exam, or check your certification records, you must authenticate by signing in. For instructions on how to sign in or register for an exam, please click [here](#).



3. Click the **Begin Registration Process** button to proceed.













A screen with two tabs will appear. The About this course tab provides details about the type of exam, number of items, total time, and pricing. The Preparation Resources tab offers several options you can click for more information. Click the last link in the list of options to begin the exam registration process.

Course Overview




▼ Preparing for the Hands-On Configuration Exam

-  About the Okta Certified Professional Hands-On Configuration Exam Study Guide *optional*

▼ Demonstration Videos on Configurations on the Exam

-  Create and Activate Okta-Sourced Users *optional*
-  Assign Administrative Roles *optional*
-  Create Groups *optional*
-  Configure IdP-Initiated SAML SSO for Org2Org *optional*
-  Configure Lifecycle Management between Okta orgs *optional*
-  Manage Profile Attributes *optional*
-  Set Up Zones *optional*
-  Set Up Multifactor Enrollment *optional*
-  Set Up an Okta Sign-On Policy *optional*
-  Offboarding *optional*

▼ Certification Program Resources

-  Okta Certification Program Handbook *optional*
-  Okta Certification Program Agreement *optional*
-  Examity User Guide *optional*

▼ Exam

-  Taking the Exam *optional*
- ☒ Okta Certified Professional Hands-On Configuration Exam

- To complete a profile, click the link to **Proceed To Exam Provider**.

About the Exam

This is a proctored exam. Select "Proceed to Exam Provider" to complete your profile and schedule your exam. Once your exam is scheduled, please come back here to launch the exam at your scheduled time.

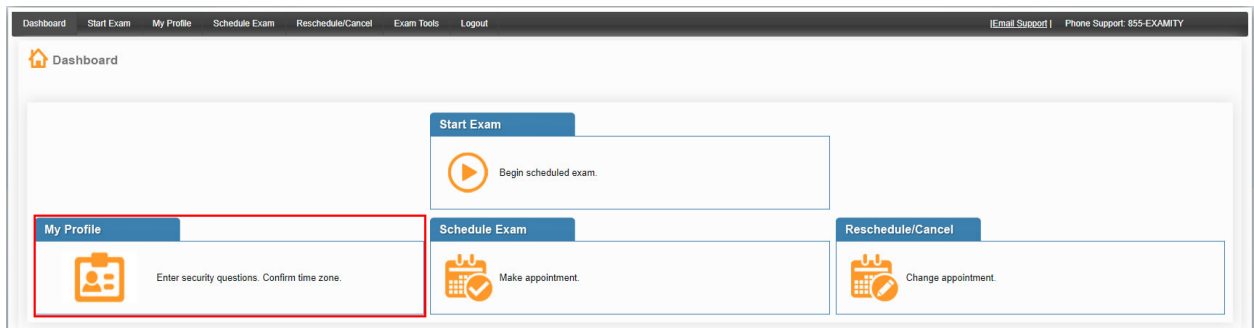
[Proceed To Exam Provider](#)



Completing an Examity user profile

1. Before you can register for an exam, you need to complete an Examity user profile and verify that your test-taking computer meets system requirements. This is a one-time task, so next time you want to schedule an exam, just log in to the Okta Certification Credential Manager.

From the Dashboard, click the **My Profile** tile.



2. Click **Register** to fill in your details to complete your user profile. Click **Save**.


3. Verify that the computer you will use on test day meets system requirements. In the upper right-hand corner of the **My Profile** page, click **Computer Requirements Check**.

Welcome to Examity. To get started, please:







1. Check that your system has the necessary software.
2. Verify your user information.
3. Set up your security questions.
4. Setup your keystroke biometrics.
5. Please click the save button if you make changes to your information.
6. You will not be allowed to register for an Okta Certification Exam until your profile is complete and all Exam Requirements below have been met.
7. Please review the terms & conditions outlined in the Okta Certification Program Agreement and the policies outlined in the Okta Certification Program Handbook in advance. On test day, you must agree to the Okta Certification Program Agreement before you will be allowed to take your exam.

[Exam Requirements](#) [Computer Requirements Check](#)

4. Wait a few moments for Examity to check your computer. After each element is confirmed, it will be labeled “Ready.”

 **examity**
BETTER TEST INTEGRITY.

Examity will ensure your computer is ready.

 Webcam Ready	 Microphone Ready	 Operating System Windows 10 Ready
 Browser Chrome 97.0.4692.71 Ready	 Internet Speed (Min. Speed - 1.5 Mbps) 	

It may require up to 60 seconds to verify your internet speed.

If any element is labeled “Not Ready”, use the link at the bottom of the screen to contact Examity Support.

5. On the My Profile page, you must complete all sections of your user profile before you may schedule an exam. In the Account Information frame, click **Edit**.

The screenshot shows the 'My Profile' page with three main sections: 'Exam Requirements', 'Account Information', and 'examiSHOW'. The 'Exam Requirements' section has a 'Computer Requirements Check' link and shows status for 'Time zone' (green check), 'examiSHOW' (red X), 'examiKNOW' (red X), and 'examiKEY' (red X). The 'Account Information' section has a green checkmark and a message: 'Account information has been updated successfully.' Below this is a table with fields: First Name (Jackie), Email (smith@examity.com), Last Name (Smith), and Phone Number (5555555555). There is an 'Edit' button. The 'examiSHOW' section has an orange icon of a person with a clipboard and instructions: 'Take a picture of your photo ID using a smartphone, camera or webcam. Save the image of the picture to your PC. Upload the image from your PC to Examity.' There are 'Browse...' and 'Upload' buttons.

6. From the drop-down lists, select your time zone, country, city, state, and enter your company name and phone number. Click **Save**.

The screenshot shows the 'Account Information' form. It has the following fields and labels: First Name (text input), Last Name (text input), Email (text input), Phone Number (text input with a '+' sign and a dropdown for country code, with a hint '(ex: +91-(202)-000-0000)' and a red error message 'Please enter your phone number.'), Time Zone (dropdown menu with 'Coordinated Universal Time (UTC+00:00)' selected), Company Name (text input with a red error message 'Please enter Company Name'), Country (dropdown menu with '--Select Country--' selected and a red error message 'Please select Country Name'), State (dropdown menu with '--Select State--' selected and a red error message 'Please select State Name'), and City (text input with a red error message 'Please enter City Name'). At the bottom are 'Save' and 'Cancel' buttons.

7. In the examiKNOW section, you need to set up three unique security questions. You will be asked to answer one of these three questions during authentication on test day. Click **Edit** to proceed.

examiKNOW®

You will be asked to answer at least one of these questions to authenticate your identity during your certification exam.

Security Question #1	:	N/A
Answer	:	N/A
Security Question #2	:	N/A
Answer	:	N/A
Security Question #3	:	N/A
Answer	:	N/A

Edit

8. Select three different security questions from the drop-down lists and provide an answer to each. Click **Save** to continue.

examiKNOW®

You will be asked to answer at least one of these questions to authenticate your identity during your certification exam.

Security Question #1	:	--Select Security question--
Answer	:	--Select Security question--
Security Question #2	:	In what city or town was your first job?
Answer	:	What was your childhood nickname?
Security Question #3	:	In what city did you meet your spouse/significant other?
Answer	:	What is your mother's maiden name?
	:	What was your high school mascot?
	:	What is your oldest cousin's first name?
	:	What is your favorite flavor of ice cream?

9. Next, enter your keystroke biometric signature. Click **Edit** to open the section. Enter the information requested and click **Save** to continue.

examiKEY[®]

This provides your biometric signature, which will be used to authenticate your identity during your certification exam.

Enter First Name (NO CAPS)	:	<input type="text"/>	(example: john)
Enter Last Name (NO CAPS)	:	<input type="text"/>	(example: smith)
Enter First Name and Last Name (NO CAPS, NO SPACES)	:	<input type="text"/>	(example: johnsmith)
Re-enter First Name and Last Name (NO CAPS, NO SPACES)	:	<input type="text"/>	(example: johnsmith)

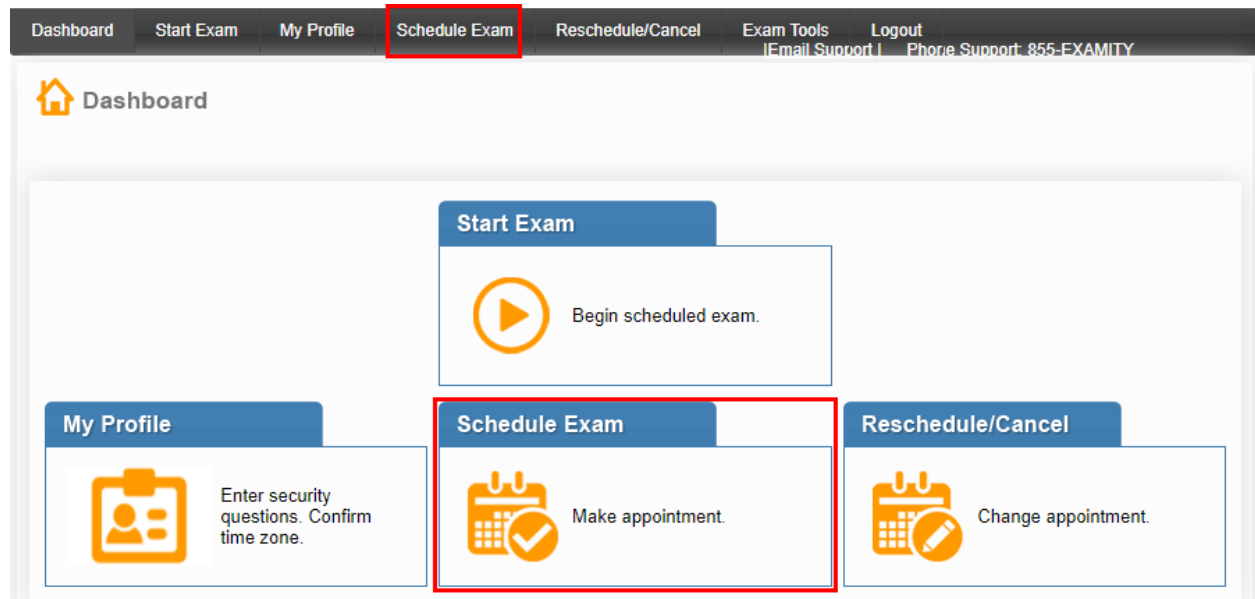


Scheduling an exam

Schedule your exam online from the Examity dashboard. You may also reschedule or cancel your exam online from the dashboard.

Schedule your exam at least 24 hours before taking the exam. If you are scheduling less than 24 hours in advance, you must select the **On-Demand** option. You will be charged an additional fee for scheduling less than 24 hours in advance.

1. From the Examity dashboard, click the **Schedule Exam** tile or click the **Schedule Exam** tab on the top navigation bar. Alternatively, from your profile, click the **Schedule an Exam** link at the bottom of the page.



2. From the Exam Name drop-down menu, select your exam.
3. Using the calendar, select your preferred exam date and time and click **Schedule**.

Program Name	Exam Name	Exam Duration	Exam can be scheduled between
Okta Certified Professional Exam	Okta Certified Professional	90 Minutes	11/05/2021 7:00 AM - 01/15/2022 10:59 PM

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Select Time

12:00 AM	12:30 AM	01:00 AM	01:30 AM	02:00 AM	02:30 AM	03:00 AM	03:30 AM
04:00 AM	04:30 AM	05:00 AM	05:30 AM	06:00 AM	06:30 AM	07:00 AM	07:30 AM
08:00 AM	08:30 AM	09:00 AM	09:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	01:00 PM	01:30 PM	02:00 PM	02:30 PM	03:00 PM	03:30 PM
04:00 PM	04:30 PM	05:00 PM	05:30 PM	06:00 PM	06:30 PM	07:00 PM	07:30 PM
08:00 PM	08:30 PM	09:00 PM	09:30 PM	10:00 PM	10:30 PM	11:00 PM	11:30 PM

Schedule

4. You may pay for an exam by credit card or promotional code. Enter the information, click **Apply**, and then click **Next**.

Dashboard
Start Exam
My Profile
Schedule Exam
Reschedule/Cancel
Exam Tools
Logout
Email Support
Phone Support: 855-EXAMITY

1
2
3

Exam Details
Payment information
Confirmation

Total Amount : \$ 250.00

Promotion Code

Candidate Name

Program Name Okta Certified Professional Exam

Exam Name Okta Certified Professional Exam

Exam Date 01-15-2022

Exam Time 1:30:00PM

Welcome: Examity student1 | Student
Eastern Time: 07/30/2016 05:55 AM

okta
examity
BETTER TEST INTEGRITY

Dashboard
Start Exam
My Profile
Schedule Exam
Reschedule/Cancel
Exam Tools
Logout
Live Chat
Email Support
Phone Support: 855-EXAMITY

1
2
3

Personal Information
Payment Option

E-mail *
Retype e-mail *
Company
First Name *
Last Name *
Street Address *
City *
State / Province *

Credit Card
US Dollar
Credit Card Number *
Expiration Date (MM/YY) *
Security Code *
3- or 4-digit number

Norton
SSL

Copyright © 2013 - 2016 Examity® All Rights Reserved.
Live Chat
Email Support
Phone Support: 855-EXAMITY

5. You will receive an email notification confirming your exam appointment.

Make sure you have reviewed the terms & conditions outlined in the [Okta Certification Program Agreement](#) and the policies outlined in the [Okta Certification Program Handbook](#) in advance. On test day, you must agree to the Okta Certification Program Agreement before you will be allowed to take your exam.



Rescheduling or canceling an exam

If you need to reschedule or cancel your exam, you may do so up to 24 hours before the start of the appointment without penalty. You may not reschedule or cancel an exam appointment after it has started.

1. Log in to <https://certification.okta.com>
2. Follow the steps in the Getting started section to access the Examity dashboard.
3. On the Examity dashboard, click the **Reschedule/Cancel** tile or the tab on the navigation bar.

Note that by design, the browser Back button is disabled in Examity. Use the navigation menu at the top of the screen.

4. Select the exam you want to reschedule or cancel.

Exam ID	Program Name	Exam Name	Exam Date	Start Time	Status	Reschedule/Cancel
135488624	Okta Certified Professional Exam	Okta Certified Professional Exam	01/15/2022	6:00 PM	Scheduled	Reschedule or Cancel

5. To reschedule, click **Reschedule Exam** and choose a new appointment time.
To cancel, click **Cancel Appointment**. If you used a promotional code to schedule your appointment, and then cancel the appointment, you will not be able to reuse the promotional code when you want to reschedule the exam.

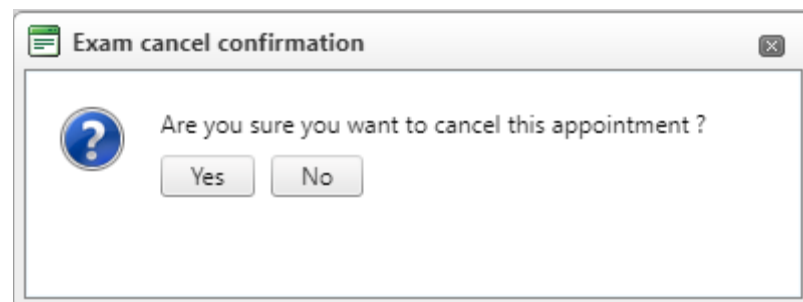
Program Name	Exam Name	Exam Duration	Exam can be scheduled between
Okta Certified Professional Exam	Okta Certified Professional Exam	90 Minutes	11/05/2021 7:00 AM - 01/15/2022 10:59 PM

Do you want to reschedule or cancel the existing appointment that is scheduled on 15-Jan-2022 at 6:00 PM?

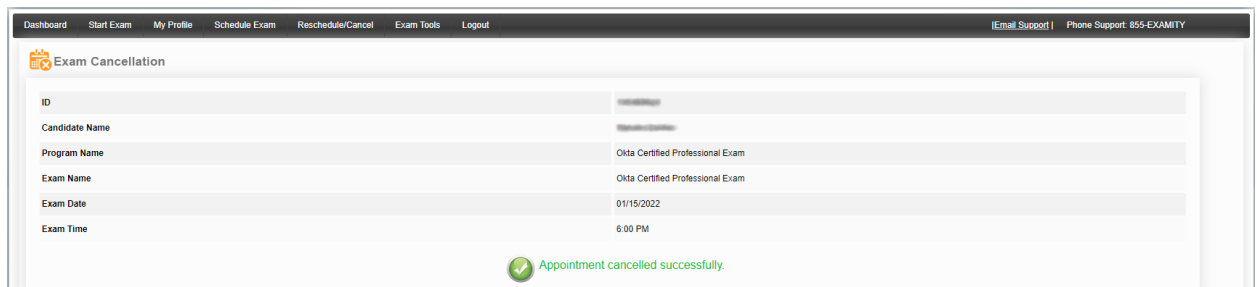
[Reschedule Exam](#) [Cancel Appointment](#)

If you make a change less than 24 hours in advance, you will be charged a late change fee.

6. Confirm your choice at the pop-up window.



7. A new window will confirm cancellation or the new appointment. You will also receive an email with detailed information.

A screenshot of a web browser window showing the "Exam Cancellation" page. The page has a navigation bar at the top with links: Dashboard, Start Exam, My Profile, Schedule Exam, Reschedule/Cancel, Exam Tools, and Logout. On the right side of the navigation bar are links for Email Support and Phone Support: 855-EXAMITY. The main content area displays the following information:

ID	XXXXXXXXXX
Candidate Name	XXXXXXXXXX
Program Name	Okta Certified Professional Exam
Exam Name	Okta Certified Professional Exam
Exam Date	01/15/2022
Exam Time	6:00 PM

At the bottom of the page, there is a green checkmark icon and the text "Appointment cancelled successfully."



Taking the exam

Make sure you have reviewed the terms & conditions outlined in the [Okta Certification Program Agreement](#) and the policies outlined in the [Okta Certification Program Handbook](#) in advance. On test day, you must agree to the Okta Certification Program Agreement before you will be allowed to take your exam.

What to expect on test day

Before you take an exam, you need to have the required equipment. You also need to organize your test-taking environment so it complies with stated rules. The proctor will perform an authentication of your identity and verify your test-taking environment before you may start your exam. Please compare the name on your appointment to the name on your government-issued identification card. They must match in order for you to take your exam. If they do not match, please cancel your appointment to get a refund and.

Required equipment

Make sure you have the right tools with you on test day. The following items are required:

- Government-issued ID with Picture. You will show this to the proctor via webcam during authentication. Your name on the government-issued ID must match the name that you used to register for the exam. If they do not match, your proctor will not allow you to take the exam. To correct a name discrepancy, please contact certification@okta.com before your exam appointment for assistance.
- Computer or laptop
 - PC or Mac connected to a power source
 - You must be allowed to download software to this computer.
 - Wired internet connection with minimum 5 Mbps download speed and 3 Mbps upload speed
 - Complete a computer readiness check and internet speed test.
- Webcam
 - It must be portable enough to scan the room. Your proctor will require a visual inspection of your workspace.
- Microphone
- Speakers

Prohibited equipment

- Use of cell phones or tablets is NOT allowed.
- Dual monitors are NOT allowed.
- Use of headphones is NOT allowed.

Exam rules

Make sure you have prepared your testing environment so that you comply with all exam rules.

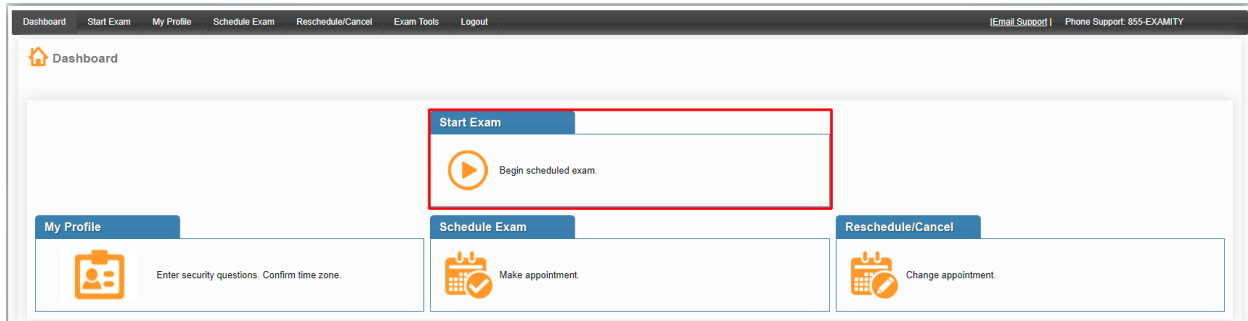
- You must be alone in the room throughout the test. If you take the exam at your place of work, please book a conference room or an equivalent private space. Do NOT take the exam in a cubicle or your exam may be interrupted by the proctor.
- Your webcam, speakers, and microphone must remain on throughout the test. The proctor must be able to hear, see, and speak to you for the duration of the test.
- You must have a clear desk and clear workspace. No drinks or scrap paper are allowed.
- You may not wear jackets, neckties, hats, or hoodies.
- The proctor will conduct a room scan via webcam.
- You may not leave your seat.
- Unless specified for the exam, no bathroom breaks are allowed during the session.
- You may not speak to anyone other than the proctor during the exam.
- If you are having any issues, you may speak to the proctor.



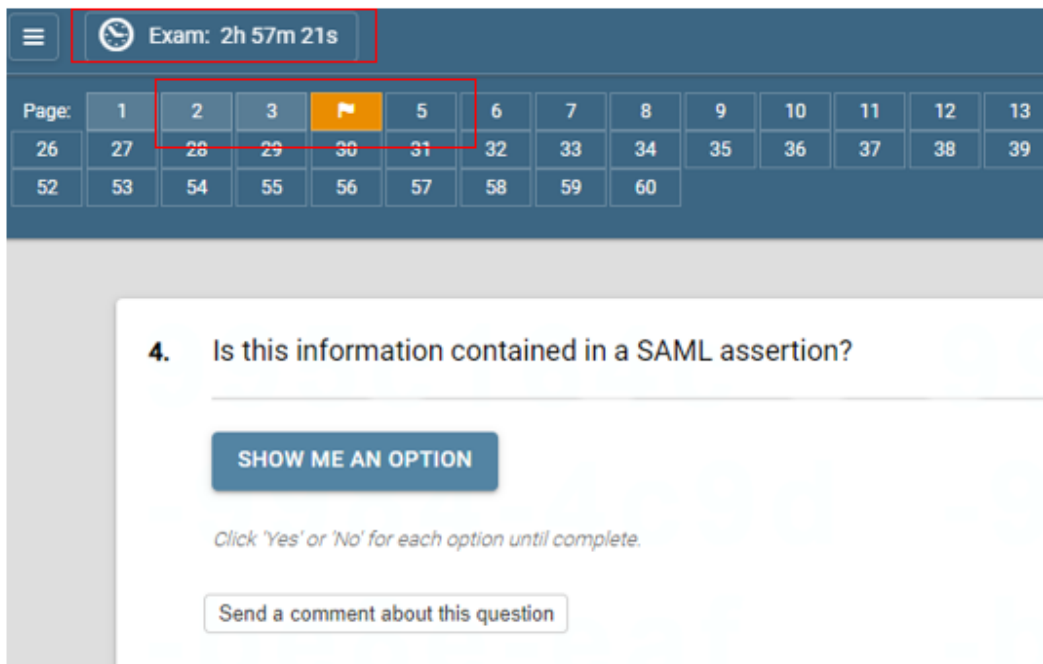
Start the exam

Sign into the exam 10 minutes before your scheduled exam appointment. This will allow sufficient time for the proctor to complete the authentication process as well as assist you with any technical issues.

1. Log in to <https://certification.okta.com>.
2. Follow the steps in the Getting started section to access the Examity dashboard and click **Start Exam**. You will see the list of your appointments with an option to connect to proctoring.



3. Click the **Connect to proctoring** link to initiate the identity authentication process. Examity has a secure, multi-layered authentication process. It includes a facial match, challenge questions and a biometric typing match.
4. The proctor will walk you through the authentication process. You will be asked to:
 - Verify your identity.
 - Make sure you have your Government-issued photo ID with you.
 - You will be required to hold the ID in front of your webcam.
 - The proctor will need to see both your name and photo clearly.
 - Show your desk and workspace. The proctor will ask you to complete a 360° room pan and desk sweep using your webcam to ensure your workspace is clear of any unauthorized materials.
 - Answer a security question.
 - Enter the information carefully! You will be allowed three attempts to answer the question.
 - If you fail to answer correctly, you will be given another security question from your profile. You must answer this question correctly.
 - Three failed attempts to answer your second security question will result in an authentication failure. You will need to reschedule your exam.
 - You will then enter your unique biometric signature.
 - The proctor will then ask you to acknowledge and agree to the Examity User Agreement and the exam rules.
4. After your identity is authenticated, the proctor will provide access to your exam.
5. You will then have an option to agree to the Okta Certification Program Agreement.
6. The exam instructions will then be displayed on your screen. Click the **I AM READY TO BEGIN** button when you have read the instructions and are ready to start the exam.
7. You will see a countdown timer on the screen. This timer indicates the amount of time you have remaining to complete the exam.



8. You cannot change your answer to a question. Answered questions are indicated on the navigation tool by a gray box.
9. If you choose, you can flag questions to pass over and return to during the exam. If you flag a question, the question number on the navigation tool will become orange with a white flag.

Note that you cannot change your answer after you submit it.

If you need technical support during your exam, alert your proctor so they can pause your exam and stop the exam clock. Time elapsed for technical support will not be counted as exam time.

Technical difficulties

If you have issues with exam registration, accessing your exam, or any other online proctoring problems, contact Examity Support.

- o E-mail: support@Examity.com
- o Phone: +1(855) 392-6489
- o Live Chat

These options are available on all header and footer pages of the Examity website for immediate access.

If you have issues when using the Okta Certification Credential Manager (certification.okta.com), contact Okta Certification Support by sending an email to certification@okta.com.