Examity® User Guide

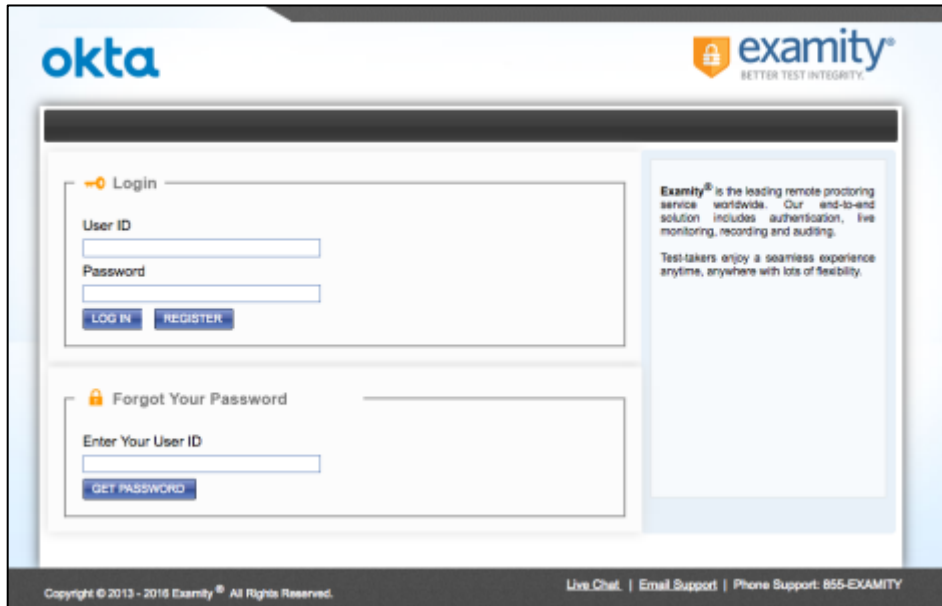for Okta Certification Exams

Registering for an Exam

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

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

Creating an Examity® profile

Before you can register for an exam, you need to create an Examity® user profile and verify your test-taking computer will meet system requirements. This is a one-time task, so when you're ready to schedule another exam, just login to Examity with your existing user name & password.

1. Go to https://prod.examity.com/OKTA/.

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

3. You will receive an email with a temporary password. When you login to Examity® for the first time, you will be prompted to set a permanent password.

4. From the Examity® dashboard, select My Profile.
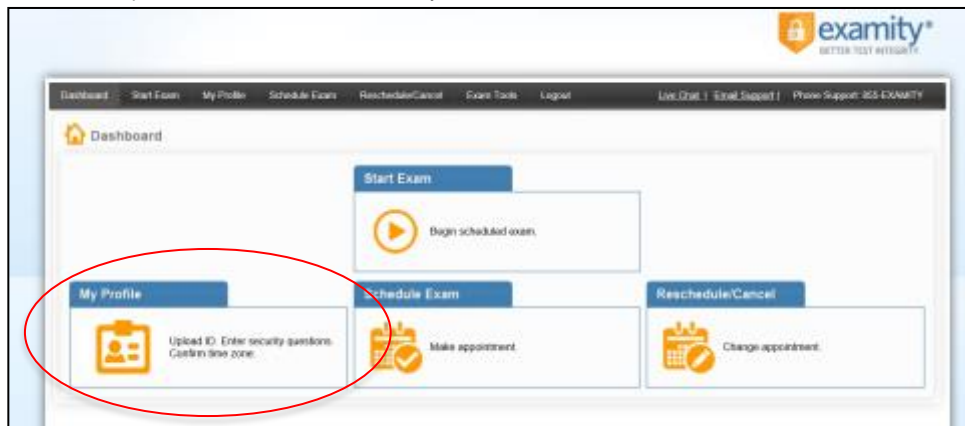
You must complete all sections of your user profile before you may schedule an exam.
- Upload a color photo which is a headshot with a direct full-face view. Do not upload an image of your driver's license or other government issued photo ID.
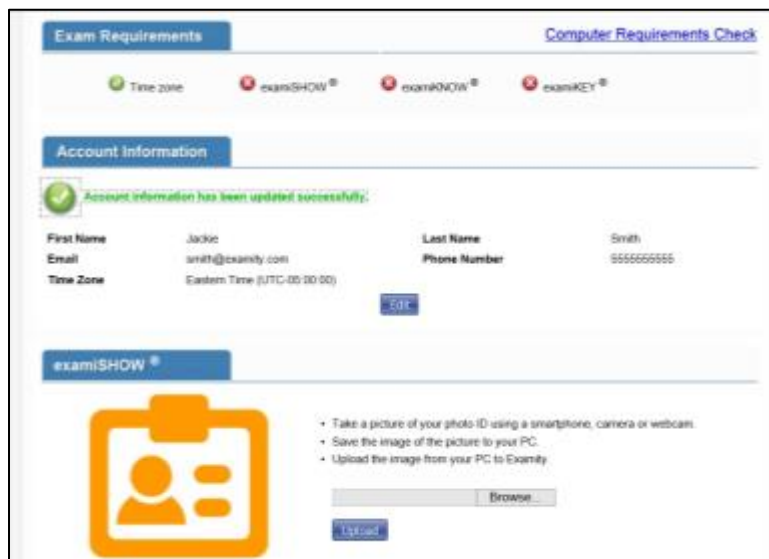
- Select your time zone
- Answer 3 unique security questions. You will be asked to answer one of these 3 questions during authentication on test day.
- Enter your keystroke biometric signature.

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

6. Verify the computer you will use on test day meets system requirements. Click **Computer Requirements Check** in the upper right hand corner of the **My Profile** page.
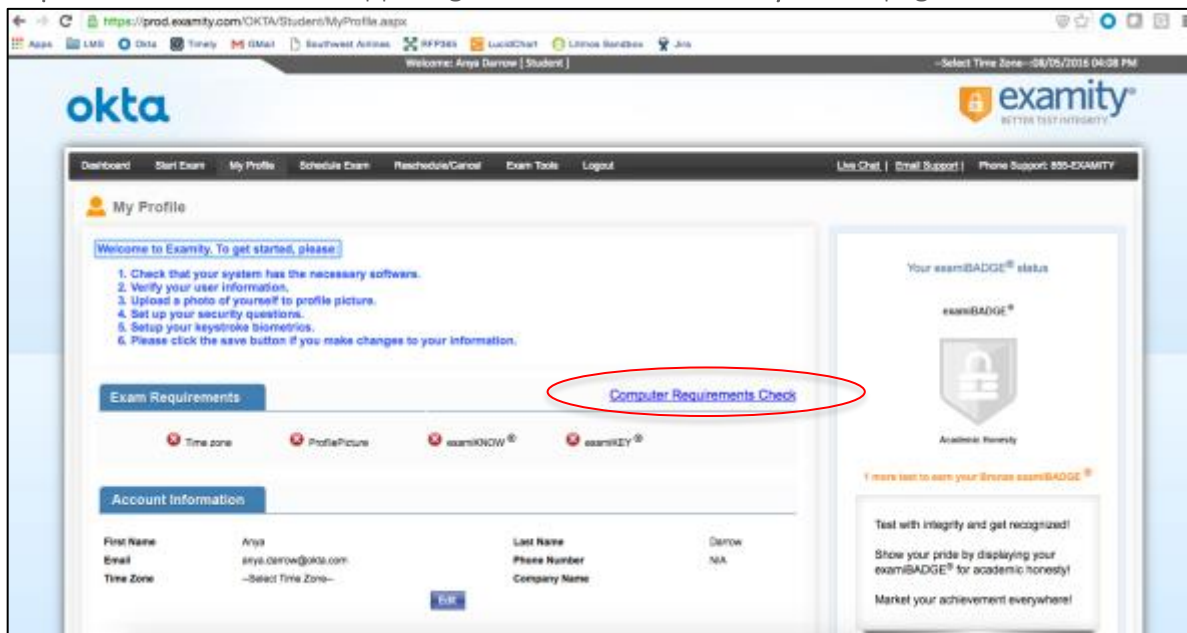
7. Wait a few moments for Examity® to check your computer. Once each element is confirmed, it will be labeled Ready.

If any element is labeled Not Ready, use one of the links at the bottom of the screen to contact Examity® Support.

Scheduling an exam

You will schedule your exam online from your Examity® Dashboard. You may also reschedule or cancel your exam online from your Examity® Dashboard.

Schedule Your Exam

Schedule your exam at least 24 hours prior to taking the exam. If you are scheduling less than 24 hours in advance, you must select the "On-Demand" scheduling option and you will be charged an additional fee.

1. Login to https://prod.examity.com/OKTA/.
2. Click the Schedule Exam tab on the top navigation bar or on your dashboard.
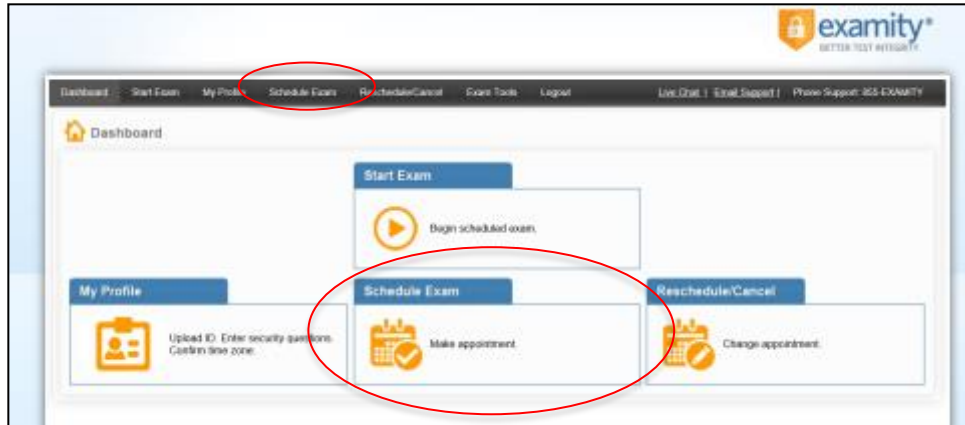
Please note, by design, the browser Back button is disabled in Examity. Please use the navigation menu at the top of the screen.

3. Select an exam from the **Exam Name** drop down menu.
4. Select your preferred exam date and time using the calendar.
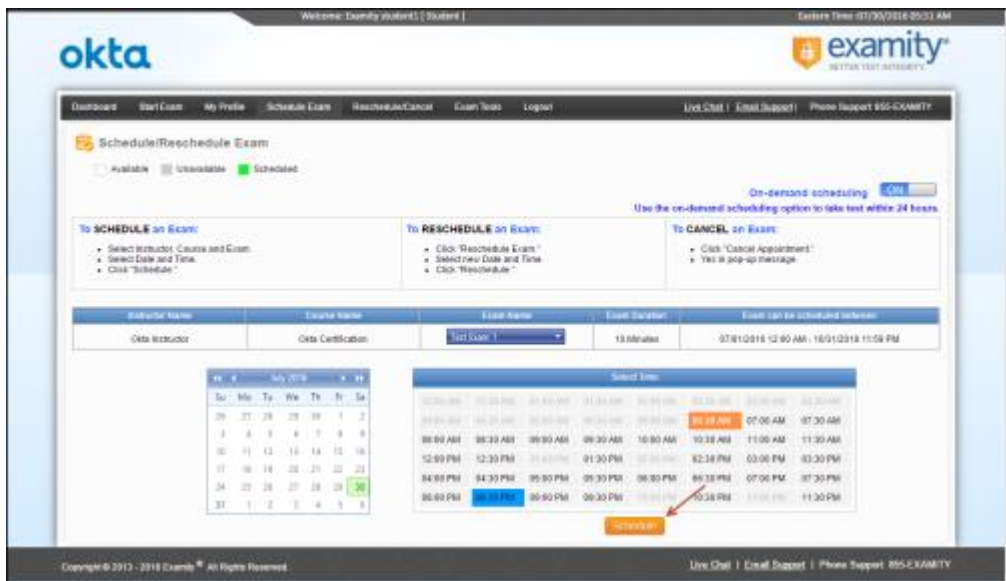
5. An exam may be paid for by credit card and/or promotional code.
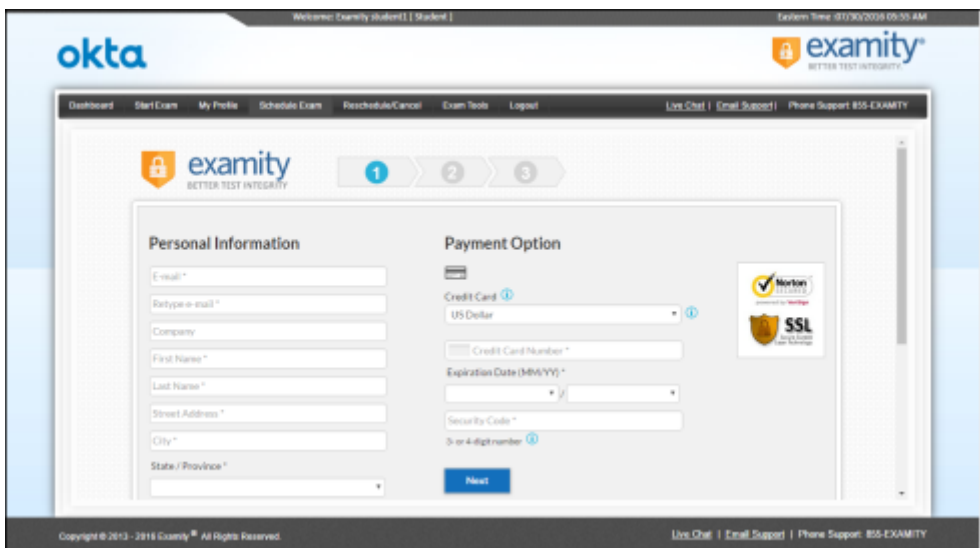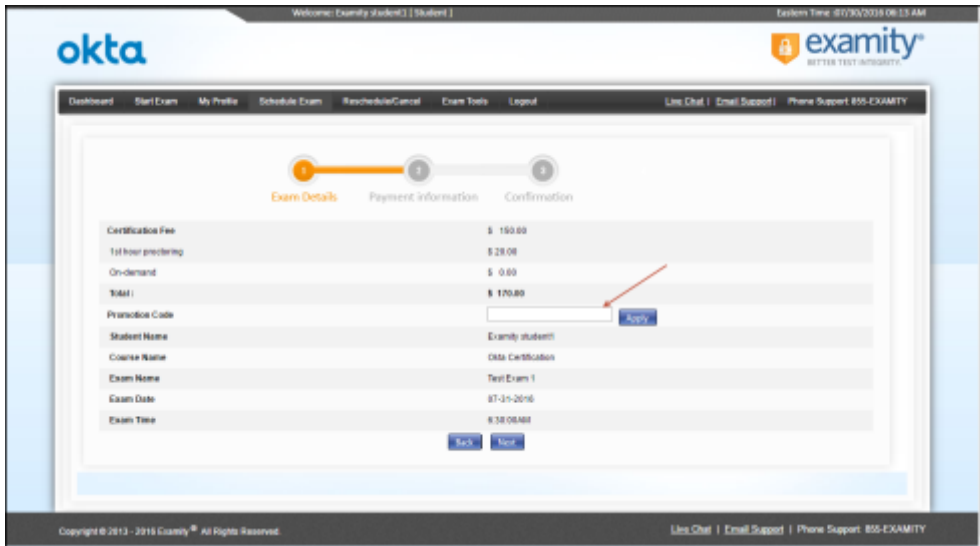
6. You will receive an email notification confirming your exam appointment.

TIP: 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.

Reschedule or Cancel Your Exam

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

1. Login to https://prod.examity.com/OKTA/
2. Click the Reschedule/Cancel tab on the top navigation bar or on your dashboard.

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

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

4. To reschedule, click Reschedule Exam and choose a new appointment time.
    To cancel, click Cancel Appointment.

If you make a change less than 24 hours in advance, you will be charged a $5 late change fee.

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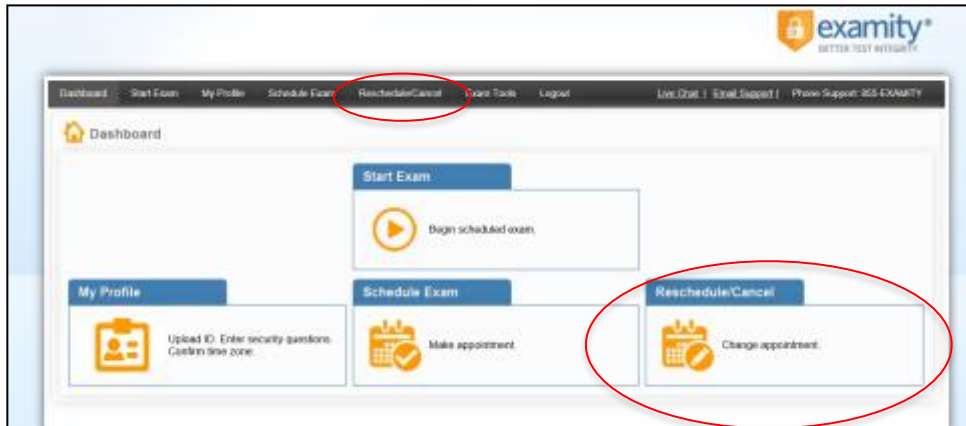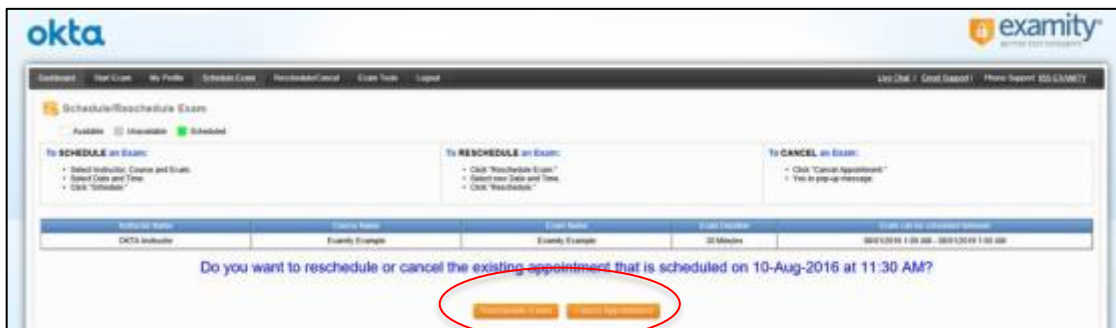
Make sure you have reviewed the terms & conditions outlined in the Okta Certification Program Agreement and the policies outlined in the Okta Certification Program Handbook in advance. On test day, you must agree to the Okta Certification Program Agreement before you will be allowed to take your exam.

What to Expect on Test Day

Before you take an exam, you need to have the required equipment and you 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.

Required Equipment

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

- Government-issued ID. You will show this to the proctor via webcam during authentication.
- 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 & 3 Mbps upload speed is required.
    - 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. 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.
- You may not wear hoodies, sweatshirts, jackets, neckties, or hats.
- The proctor will conduct a room scan via webcam.
- You may not leave your seat.
- No bathroom breaks.
- You may not speak to anyone during the exam.
- If you are having any issues, you may speak to the proctor.

Start the Exam

Plan to sign into Examity® 15 minutes prior to 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. Login to https://prod.examity.com/OKTA/.
2. Click on **Start Exam** from your Examity® dashboard. You will see the list of your appointments with an option to connect to the proctor.
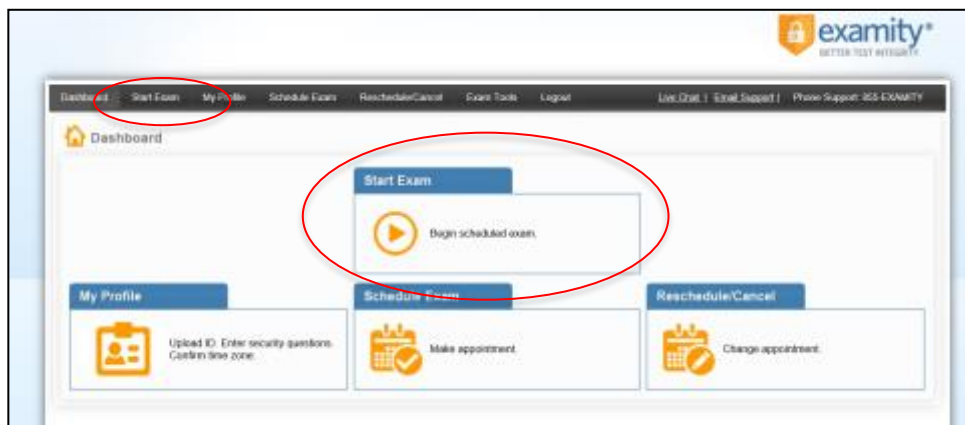
3. Click the **Connect to the proctor** link to initiate the identity authentication process. Examity® has the most secure, multi-layered authentication process. It includes facial match, challenge questions and biometric typing match.

4. The proctor will walk you through the authentication process. You will be asked to:

✓ Verify your identity.
- Make sure you have your 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.
- Type 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 one correctly.
- After 3 failed attempts to answer your second security question, you will need to reschedule your exam, as this will result in an authentication failure.

✓ Type in your unique biometric signature.

✓ Agree to the rules.
- The proctor will ask you to acknowledge and agree to the Examity User Agreement and the exam rules.
- You'll also need to authorize the proctor to provide video results of their proctoring session to Okta.
- Test-takers grant proctors control of their keyboard so that they can enter the test password on their behalf.

✓ Download & install ExamiLOCK

4. After your identity is authenticated, the proctor will provide access to your exam.
5. Review the exam instructions presented on your screen, then click Take Exam when you are ready.
6. By clicking Take Exam, you agree to be bound by the terms & conditions set forth in the Okta Certification Program Agreement.
7. Once you have agreed to the Okta Certification Program Agreement, the actual exam will start. You will see a countdown timer in the upper right corner and you may flag questions to skip & come back to during the exam if you choose. ***Good luck!***

Okta Professional Practice Exam

Block 3 of 7

You are auditing the Okta security policies at your company.
Is this the policy you should review to determine if users can reset their passwords with SMS?

SHOW ME AN OPTION

Countdown timer
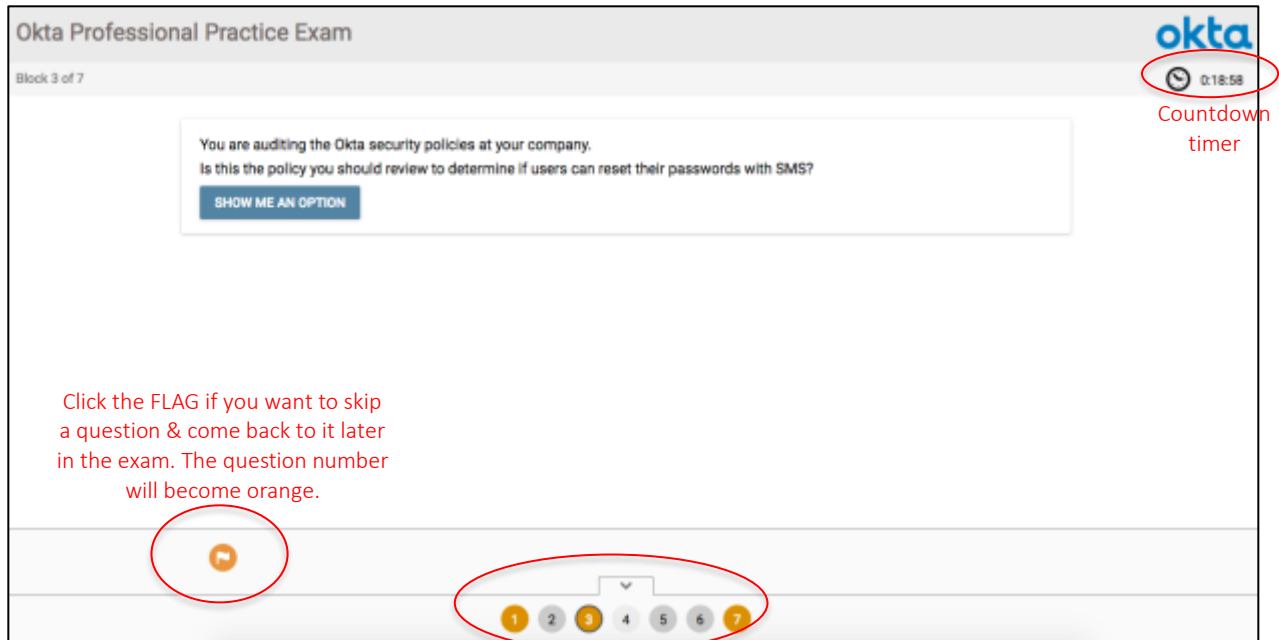
Click the FLAG if you want to skip a question & come back to it later in the exam. The question number will become orange.

Click any number to jump ahead or back. Grey numbers indicate questions for which you have submitted an answer. You cannot change your answer.

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 registration, accessing your exam, or any other online proctoring problems, you may 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.