

# **User's Guide to Taking a Nutanix Certification Exam**

**NUTANIX**



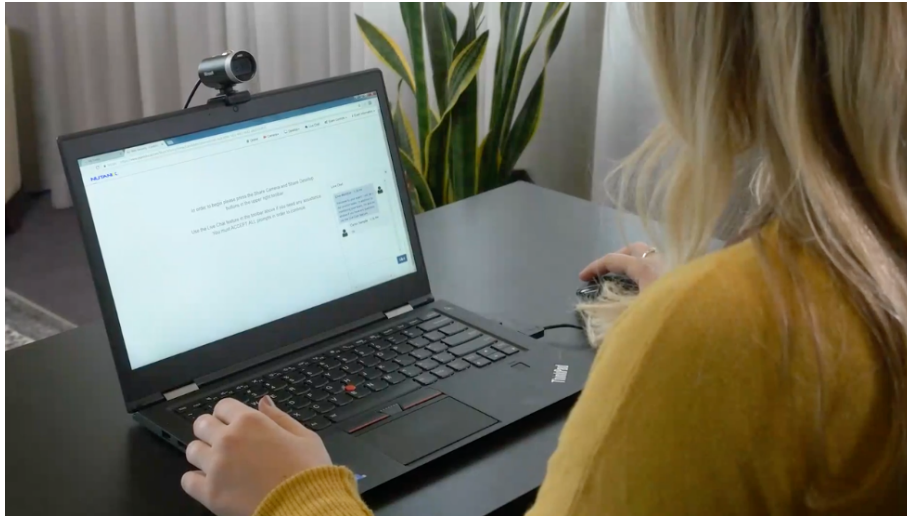
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## Introduction

Nutanix has automated the process of registering, scheduling, and taking technical certification exams by combining innovative portal technologies, Learning Management platforms, and streamlined exam delivery services.

We have partnered with PSI Services Inc. to deliver a world-class testing experience. An example of a typical remote proctored test session is shown in this video.



**Remote Proctored Experience**

Additionally, this video demonstrates a typical test session delivered at a local PSI testing center.



**Test Center Experience**

## Purpose

The purpose of this guide is to walk you through the process of accessing, scheduling, and taking Nutanix technical certification exams via Nutanix University and PSI through both the remote online and local testing center modalities.

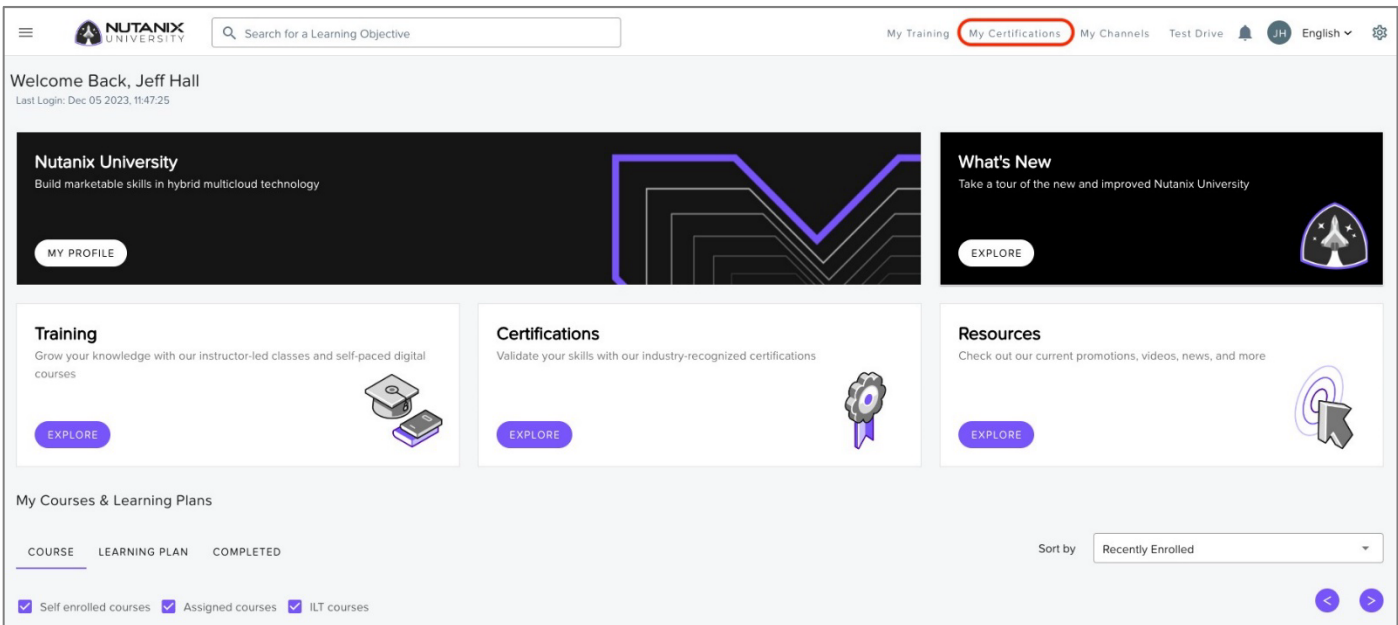
## Scope

This guide focuses on how to navigate and access certification resources. It's also designed to help interpret and clarify various activities that you'll experience during exam scheduling and live proctoring sessions.

## Selecting an Exam

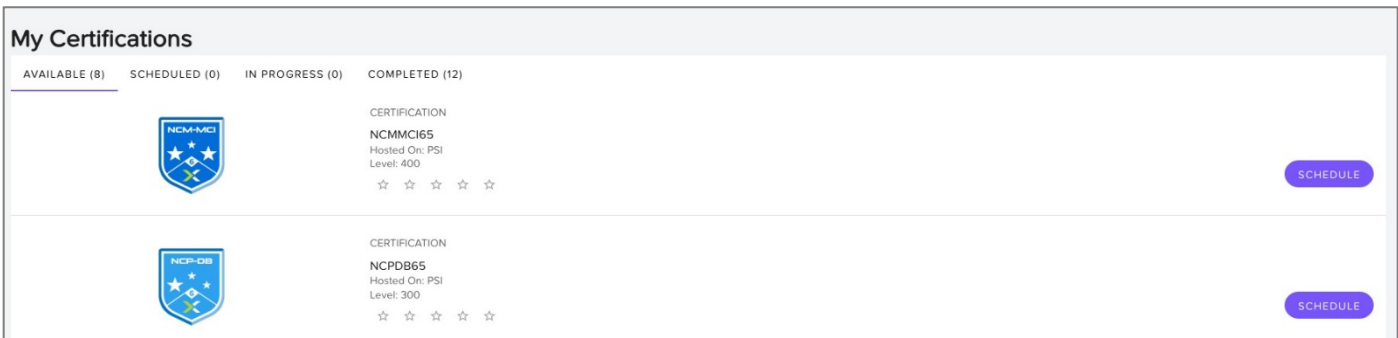
To take an available exam, log into [Nutanix University](#) with your my.nutanix credentials. If you don't have a my.nutanix account, you can set one up here: <https://my.nutanix.com/page/signup>.

Once you have logged into Nutanix University, click the **My Certifications** link in the top nav bar.



The screenshot shows the Nutanix University dashboard. At the top, the navigation bar includes 'My Training', 'My Certifications' (highlighted with a red circle), 'My Channels', 'Test Drive', a user profile icon, and 'English'. Below the navigation bar, the dashboard is divided into several sections: 'Nutanix University' with a 'MY PROFILE' button, 'What's New' with an 'EXPLORE' button, 'Training' with an 'EXPLORE' button, 'Certifications' with an 'EXPLORE' button, and 'Resources' with an 'EXPLORE' button. At the bottom, there is a 'My Courses & Learning Plans' section with tabs for 'COURSE', 'LEARNING PLAN', and 'COMPLETED', a 'Sort by' dropdown set to 'Recently Enrolled', and checkboxes for 'Self enrolled courses', 'Assigned courses', and 'ILT courses'.

Once in the **My Certifications** page, click the **Schedule** button next to the exam you wish to take.



The screenshot shows the 'My Certifications' page. At the top, there are tabs for 'AVAILABLE (8)', 'SCHEDULED (0)', 'IN PROGRESS (0)', and 'COMPLETED (12)'. Below the tabs, there are two certification cards. The first card is for 'NCMCI65', hosted on PSI, Level 400, with a 'SCHEDULE' button. The second card is for 'NCPDB65', hosted on PSI, Level 300, with a 'SCHEDULE' button. Each card also features a star rating system.

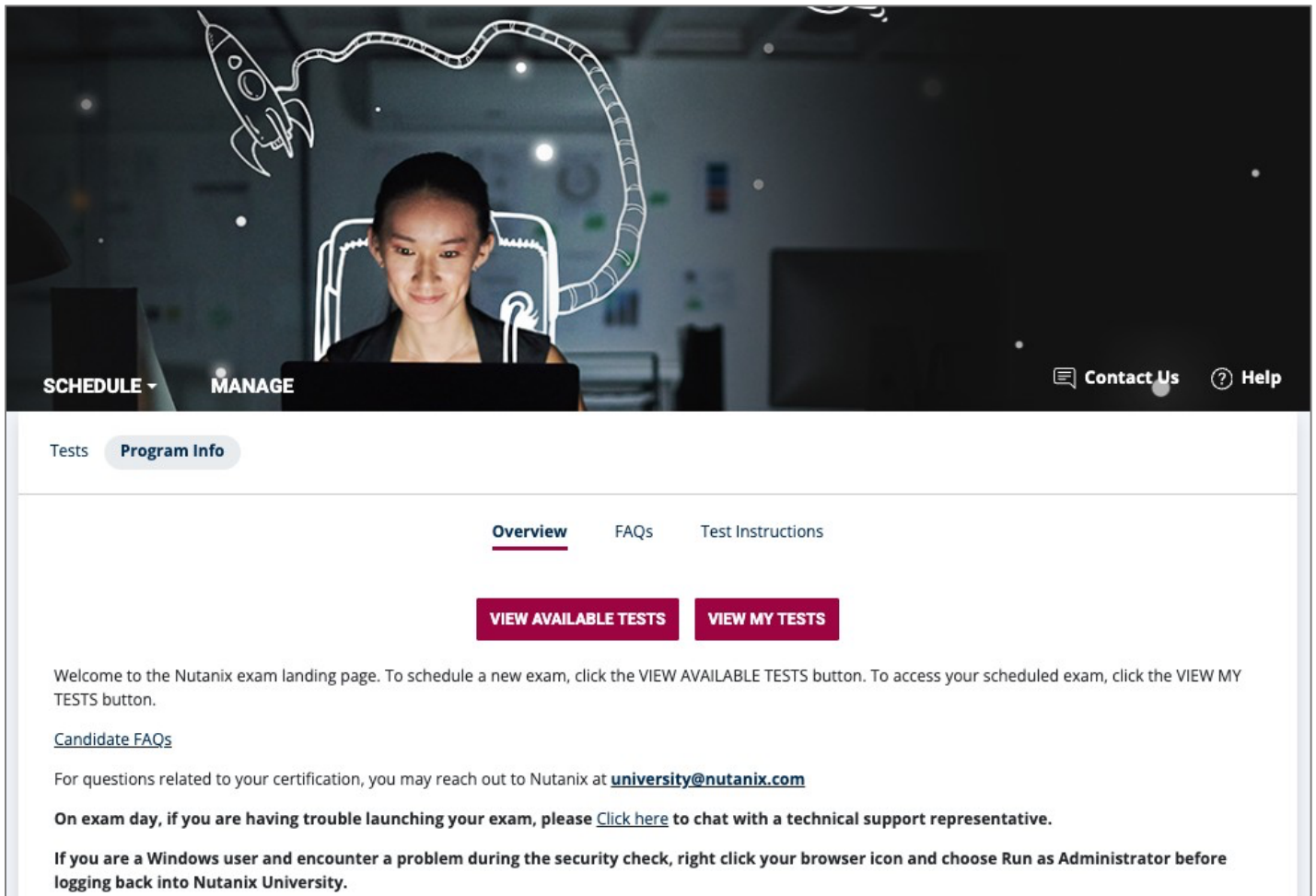
If you are not logged into the dashboard properly, make sure you are allowing cookies on your browser. For Chrome, you can add [\*.]nutanix.com to the list of third-party sites allowed to use all cookies, as shown:



Additionally, please ensure you have enabled pop-ups within Chrome, since the candidate exam dashboard will open in a new browser window.

## Navigating the Candidate Exam Dashboard

Once you have clicked the **Schedule** button in Nutanix University, you will be sent to the candidate exam registration dashboard. Click on the **VIEW AVAILABLE TESTS** button to select your desired exam.

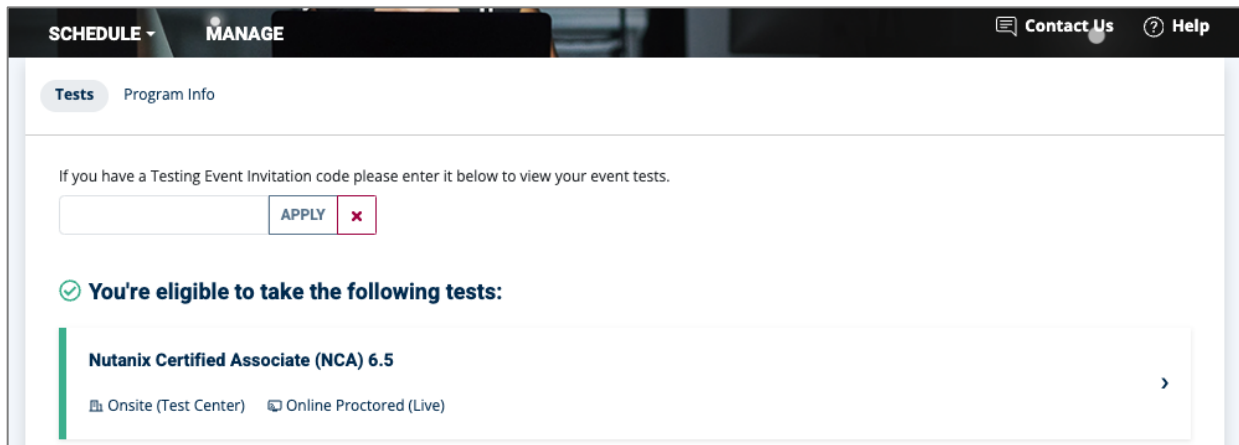


## Scheduling Your Exam

Before you can take an exam, you must schedule your eligible exams followed by submitting payment using a credit card or exam voucher. Nutanix may also periodically run promotional discounts, in which case you can apply a voucher code to your order.

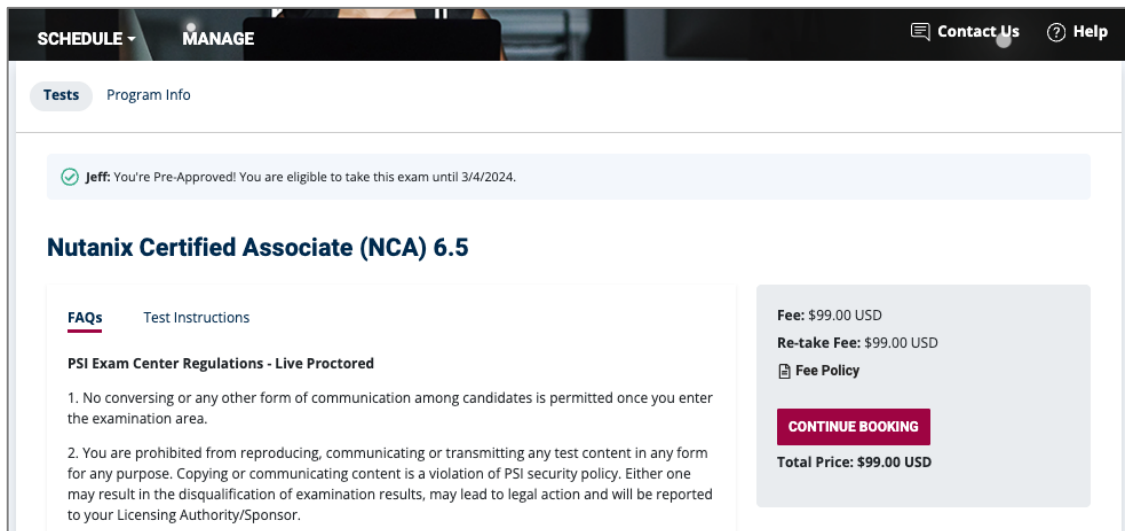
In the following example, we'll be scheduling the Nutanix Certified Associate 6.5 exam.

**Step 1:** Click on the certification exam tile anywhere between the green bar on the left to the arrow on the right.



**Note:** Unless you have been invited to a specific onsite event, please ignore the Testing Event Invitation Code dialog box listed above the available certification exams. It will not be used in your scheduling process.

**Step 2:** Read the provided FAQs and Test Instructions and click the **CONTINUE BOOKING** button to proceed.



**Step 3:** Next, you will select your preferred test language. All Nutanix exams are available in English, with selected exams also available in Japanese. On this same page, you will also choose between taking your exam via an online proctored experience or at a local PSI testing center. Once these options have been selected, click **CONTINUE BOOKING** to proceed.

**Booking: Nutanix Certified Associate (NCA) 6.5**

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**Language**

Select Test Language\*

English

**Test Format**

**Online Proctored (Live)** ⓘ

**Onsite (Test Center)** ⓘ

CONTINUE BOOKING

**Step 4:** Confirm your email address and click **CONTINUE BOOKING** to proceed.

**Candidate Details**

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Email Address\*

university@nutanix.com

CONTINUE BOOKING

**Step 5:** Select your preferred date and time for your exam session and click **BOOK THIS TIME SLOT** to proceed.

**Find a Time**

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Country\* United States Timezone\* Central Time (America/Chicago)

FIND

« < December 2023 > »

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 26  | 27  | 28  | 29  | 30  | 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   | 6   |

○ Available    ● Selected

**Time slots available for: Friday December 15**

|          |          |         |         |         |         |         |          |          |
|----------|----------|---------|---------|---------|---------|---------|----------|----------|
| 12:00 AM | 12:30 AM | 1:00 AM | 1:30 AM | 2:00 AM | 2:30 AM | 3:00 AM | 3:30 AM  | 4:00 AM  |
| 4:30 AM  | 5:00 AM  | 5:30 AM | 6:00 AM | 6:30 AM | 7:00 AM | 7:30 AM | 10:30 AM | 1:30 PM  |
| 2:00 PM  | 2:30 PM  | 3:00 PM | 3:30 PM | 4:00 PM | 4:30 PM | 5:00 PM | 5:30 PM  | 6:00 PM  |
| 6:30 PM  | 7:00 PM  | 7:30 PM | 8:00 PM | 8:30 PM | 9:00 PM | 9:30 PM | 10:00 PM | 10:30 PM |

BOOK THIS TIME SLOT

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**Step 6:** Enter either a valid Voucher Code, or if paying via credit card or PayPal, enter your billing address and click **CONTINUE** to proceed.

This time slot is reserved for you until **3:15 PM (27 minutes and 33 seconds)**. Please complete your booking by then.

### Coupon or Voucher Code

FRLECSEY

### Billing Address

Billing address is the same as mailing address

Address 1\*

Address 2

City\*  State/Province\*

Zip/Postal Code\*  Country of Residence\*

### Order Summary

|                                                  |                    |
|--------------------------------------------------|--------------------|
| Nutanix Certified Associate (NCA) 6.5            | \$99.00 USD        |
| Nutanix Certified Associate 6.5 <b>Scheduled</b> |                    |
| Tax                                              | \$0.00 USD         |
| <b>Total Price</b>                               | <b>\$99.00 USD</b> |

You might see \$0 USD in cases where we do not charge for certain services or in case your company has paid for the test.

### Pay Using a Credit Card

If paying by credit card or PayPal, choose your selected method and click **CONTINUE** to enter your payment details.

Amount: \$99.00 USD

Choose a way to pay

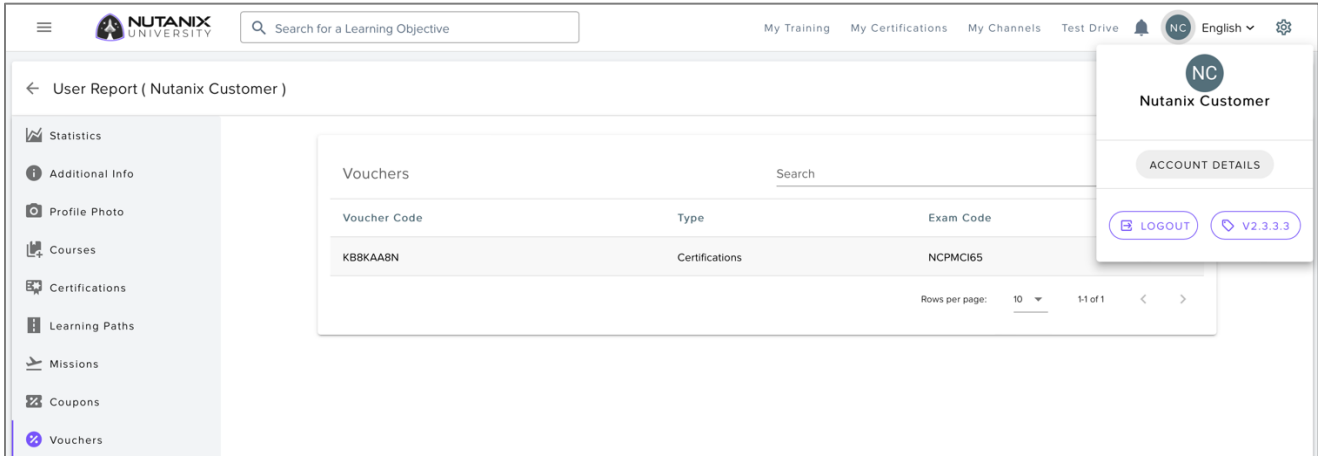
Card

PayPal

### Pay Using a Voucher Code

You may have received a unique single-use voucher code that can be used to pay in full for a specific exam. The terms and conditions of the voucher may vary depending on previous arrangements or agreements. You can locate your personal voucher codes in Nutanix University under **Account Details – Vouchers**.





Nutanix may also run promotional discounts from time-to-time. These discounts are applied during payment using a provided voucher code, but that code will not appear in your Nutanix University Account Details.

Enter your Voucher Code in the Coupon or Voucher Code field and click on **APPLY**.

This time slot is reserved for you until **3:15 PM (27 minutes and 33 seconds)**. Please complete your booking by then.

### Coupon or Voucher Code

FRLECSEY **APPLY**

### Billing Address

Billing address is the same as mailing address

Address 1\*

Address 2

City\*  State/Province\*

Zip/Postal Code\*  Country of Residence\*

**CONTINUE**

### Order Summary

|                                                                              |                    |
|------------------------------------------------------------------------------|--------------------|
| Nutanix Certified Associate (NCA) 6.5                                        | \$99.00 USD        |
| Nutanix Certified Associate 6.5 <span style="color: green;">Scheduled</span> |                    |
| <b>Tax</b>                                                                   | <b>\$0.00 USD</b>  |
| <b>Total Price</b>                                                           | <b>\$99.00 USD</b> |

You might see \$0 USD in cases where we do not charge for certain services or in case your company has paid for the test

**CONTINUE**

The cost for the exam, less any available discount, can be paid using a valid credit card.

**Step 7:** Review your exam registration details and confirm by checking the box next to “By continuing, you agree to “The Company’s Terms of Use and Privacy Notice.” and click the **PURCHASE** button. Finally, click the **DONE** button to return to the dashboard.

This time slot is reserved for you until **3:15 PM (21 minutes and 53 seconds)**. Please complete your booking by then.

### Review Booking

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**Candidate Details** ✎

Email Address: jeff.hall@nutanix.com

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**Booking Information** ✎

**Nutanix Certified Associate 6.5**

- 🌐 **Test Language:** English
- 📅 Friday, December 15, 2023
- 🕒 3:00 PM Central Standard Time
- ⌚ 90 Minutes
- 📺 Online Proctored (Live)

Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)

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**Billing Information** ✎

### Order Summary

|                                                  |                   |
|--------------------------------------------------|-------------------|
| Nutanix Certified Associate (NCA) 6.5            | \$99.00 USD       |
| Nutanix Certified Associate 6.5 <b>Scheduled</b> |                   |
| <hr/>                                            |                   |
| Discount                                         | \$-99.00 USD      |
| <hr/>                                            |                   |
| Tax                                              | \$0.00 USD        |
| <b>Total Price</b>                               | <b>\$0.00 USD</b> |

You might see \$0 USD in cases where we do not charge for certain services or in case your company has paid for the test

By continuing, you agree to The Company's Terms of Use and Privacy Notice.

PURCHASE

Congratulations! You have now successfully scheduled your Nutanix certification exam. Your exam will be listed under the **MANAGE** tab on the Candidate Exam Dashboard:

SCHEDULE ▾
MANAGE
Contact Us ? Help

**My Tests** My Practice Tests

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**Bookings:** ?

**Nutanix Certified Associate (NCA) 6.5**

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**Nutanix Certified Associate 6.5**

10 DAYS 0 HOURS 3 MINUTES

📅 Friday, December 15, 2023 [Add to Calendar ▾](#)

🕒 3:00 PM Central Standard Time

⌚ 90 Minutes

📺 Online Proctored (Live)

Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)

📺 Online Proctored (Live)
Launch

🖨️ [Print Confirmation](#) 📄 [Test Instructions](#) ▾ [More Information](#)

CANCEL BOOKING

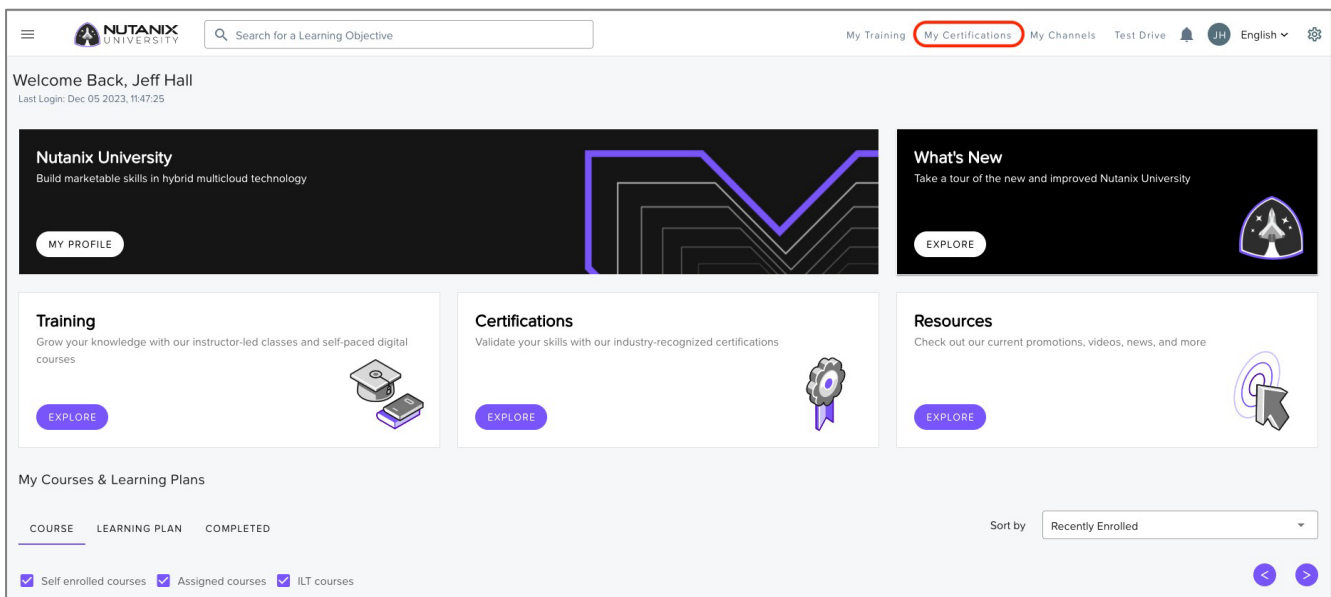
RE-BOOK

NOTE: If you need to cancel or reschedule your exam, you will find this ability here via the **CANCEL BOOKING** and **RE-BOOK** buttons at the bottom of your scheduled exam.

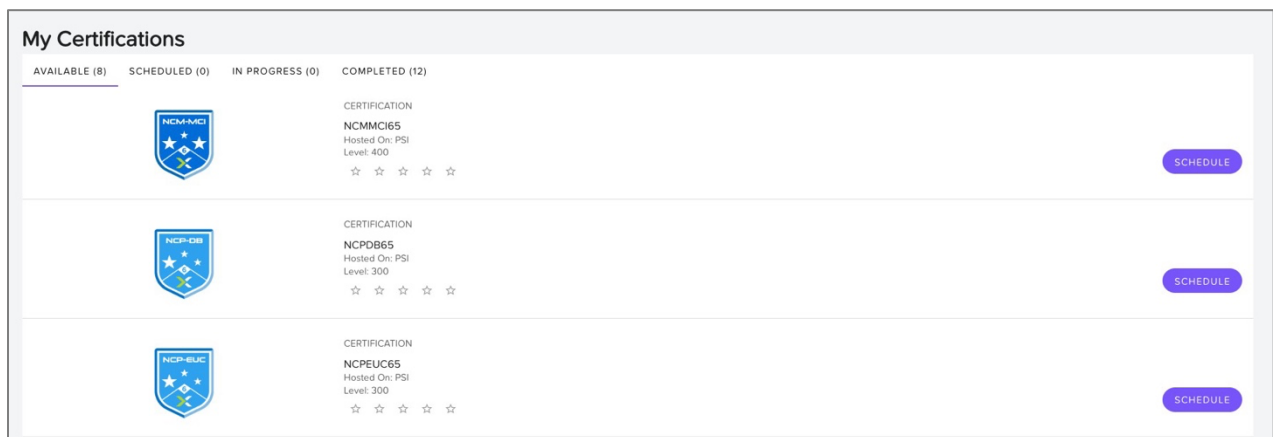
You can also print a confirmation of your exam session appointment, display the test instructions for this exam, and click the **MORE INFORMATION** button to show a details view of your payment information, including the exam cost, any discounts, and tax paid.

## Taking Your Exam

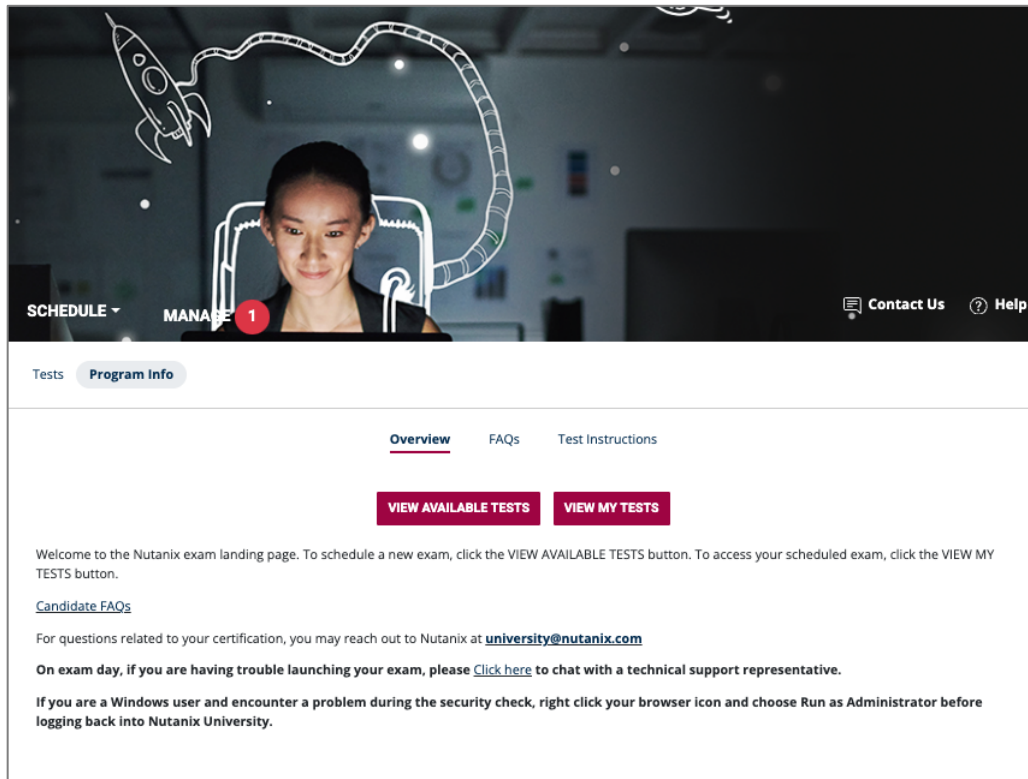
To launch your exam, log into Nutanix University (university.nutanix.com/dashboard), click the **My Certifications** link in the top-right corner of the page:



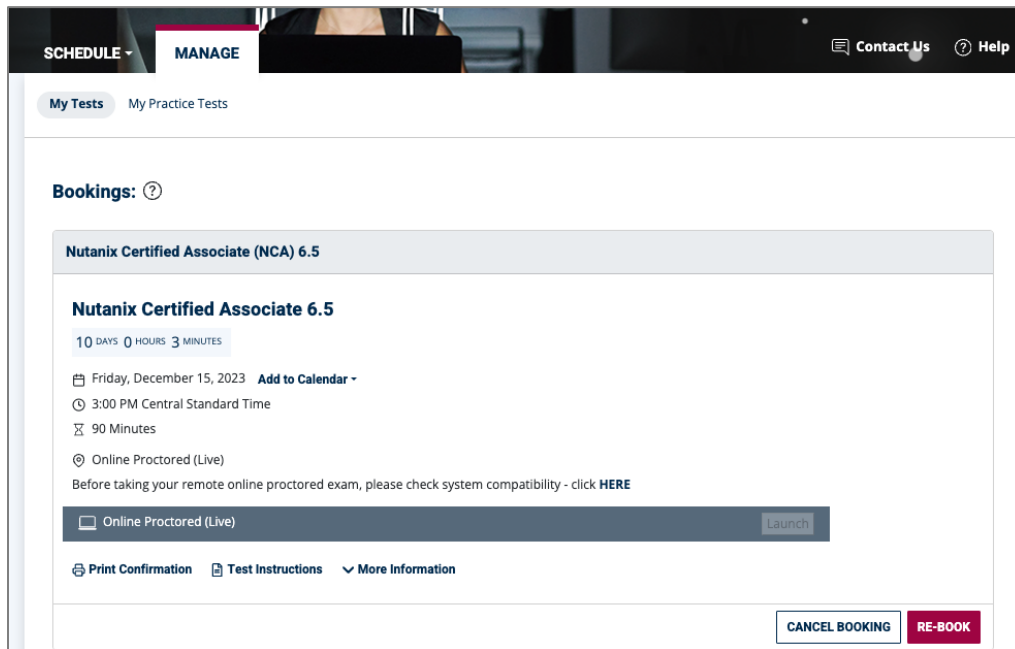
Once in the **My Certifications** page, click the Schedule button next to the exam you wish to take:



Once you have clicked the Schedule button in Nutanix University, you will be sent to the candidate exam registration dashboard.



To see your scheduled exam, click on the **MANAGE** tab and find your scheduled exam in the list.



On the day of your exam, the **LAUNCH** button will become active and able to be selected. Directly above the Launch button, a link to verify your computer meets system compatibility with the testing environment is provided. It is highly recommended that you complete this system compatibility check:

Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)

Online Proctored (Live)Launch

[Print Confirmation](#)   [Test Instructions](#)   [More Information](#)

## Scheduling Availability

Scheduling an exam is subject to the availability of a live proctor. Because of this, exams must be scheduled a minimum of 24 hours in advance and can be canceled or rescheduled up to 24 hours prior to the time of the exam. If an exam is not canceled within 24 hours prior to the time of the exam, your exam fee (or voucher) will be forfeit and you will need to schedule a new attempt.

Because exams require a live proctor, there are a finite pool of exam time slots available. In some cases, during periods of very high exam activity, a desired time slot may be unavailable, in which case you should select an alternate slot. In cases of extremely high activity, there may be very few if any slots available. If this occurs, Nutanix recommends logging back in 48 hours later and scheduling your attempt again. This is because when we have extremely high activity, we work with our exam vendor to open up additional bandwidth, resulting in new slots becoming available. If you are still unable to find an available slot, contact [university@nutanix.com](mailto:university@nutanix.com).

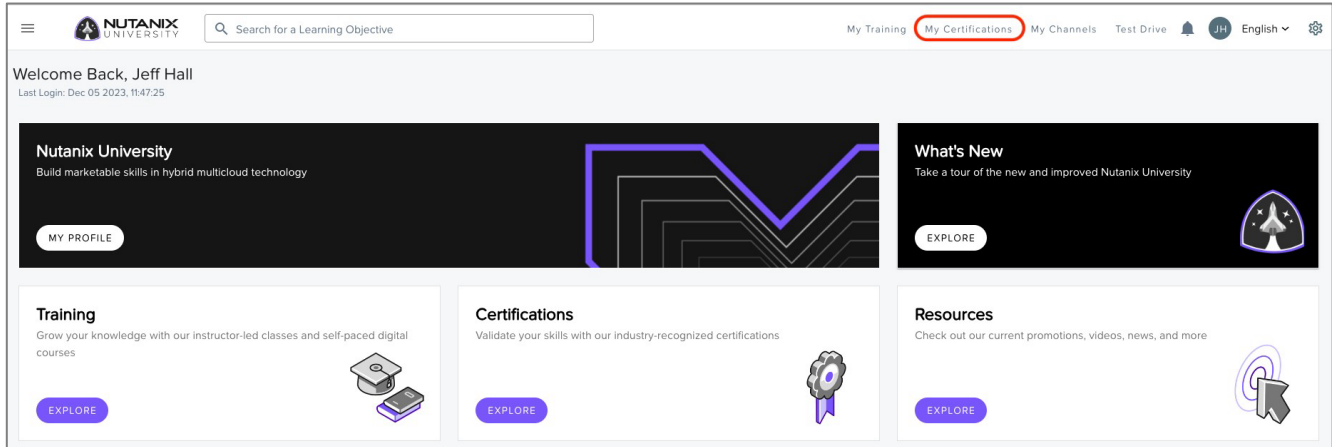
When scheduling the exam, your name as it exists in the Nutanix account is used to register your exam. In some cases, the name you have provided Nutanix may differ from the name on your government issued ID. We have worked with our exam delivery vendor to provide some flexibility in these cases and most of the time you should not have a problem.

For example, we have instructed our exam delivery vendor to accept anglicized names (e.g., candidates with Arabic, Chinese, Japanese, Korean, etc. names with an English alternative name on their government issued ID) AS LONG AS the photo on the government issued ID matches the picture taken during exam check-in.

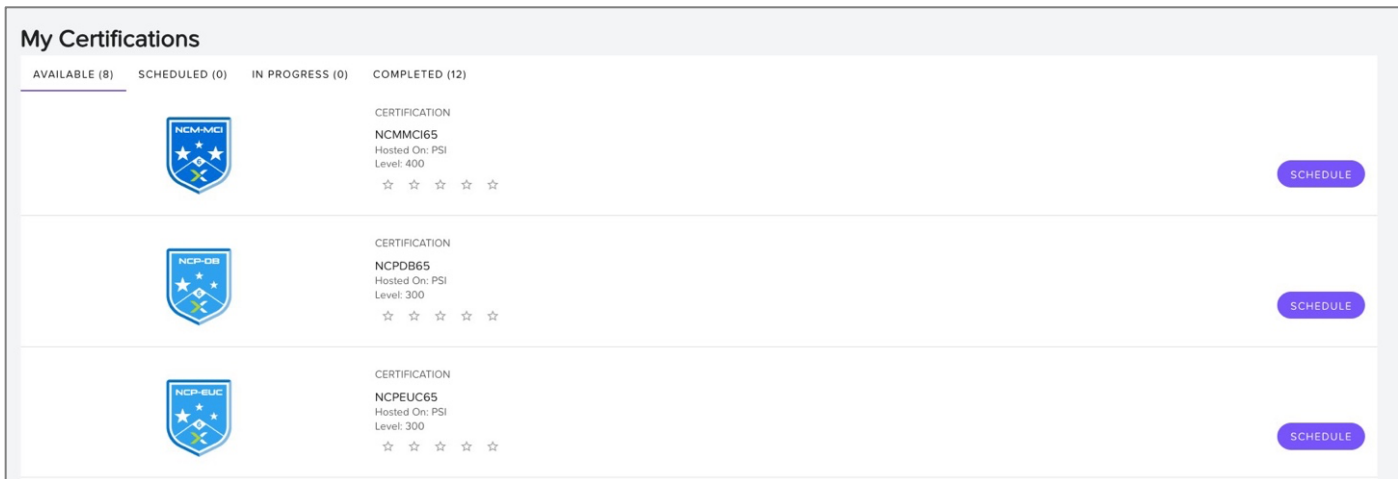
In rare cases a proctor may note the difference and not allow you to proceed for security purposes. In the event this occurs we will work with you to reschedule your exam and resolve the issue.

# Rescheduling your exam

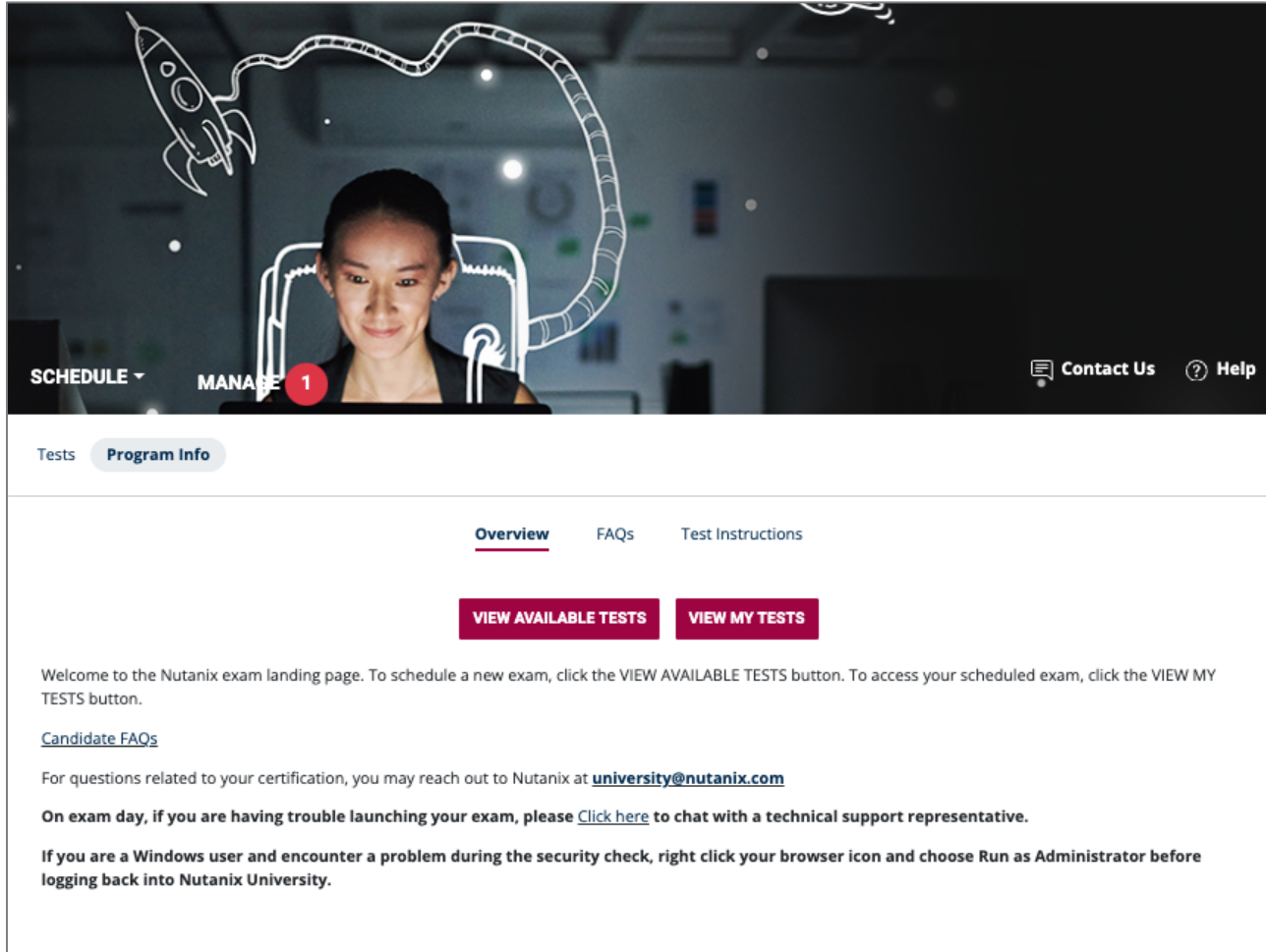
**Step 1:** Log into Nutanix University and click the **My Certifications** link in the top nav bar.



Once in the **My Certifications** page, click the **Schedule** button next to the exam you wish to take:



Once you have clicked the Schedule button in Nutanix University, you will be sent to the candidate exam registration dashboard.



Click on the **MANAGE** tab and find your scheduled exam in the list.

The screenshot shows a web interface for managing exams. At the top, there are tabs for 'SCHEDULE' and 'MANAGE', with 'MANAGE' selected. To the right, there are links for 'Contact Us' and 'Help'. Below the tabs, there are buttons for 'My Tests' and 'My Practice Tests'. The main content area is titled 'Bookings: ?' and displays a booking for 'Nutanix Certified Associate (NCA) 6.5'. The booking details include: 'Nutanix Certified Associate 6.5', '10 DAYS 0 HOURS 3 MINUTES', 'Friday, December 15, 2023' with an 'Add to Calendar' link, '3:00 PM Central Standard Time', '90 Minutes', and 'Online Proctored (Live)'. A note states: 'Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)'. Below this, there is a 'Launch' button and a 'Print Confirmation' button. At the bottom right, there are 'CANCEL BOOKING' and 'RE-BOOK' buttons.

**Step 2:** Click the **RE-BOOK** button (shown in the previous step) and follow the prompts to select a new desired date and time for your currently scheduled exam.

## Testing System Compatibility

On the day of your exam, you should be as prepared as possible, so you can begin testing at your scheduled time. Taking the exam requires a web camera, speakers, microphone, and a stable broadband internet connection. Please run the system compatibility test from Chrome as the secure browser used during the exam is Chromium-based. You can perform a compatibility check prior to taking the exam by going to this URL and clicking the Run Compatibility Check button: <https://syscheck.bridge.psiexams.com/>.

## The Day of the Exam

You should be in a quiet, well-lit area with no other people besides yourself. Only a single monitor is allowed during the exam. Your desk should be clear of all items prior to taking the exam.

Although food is not allowed during the exam, a single drink in a clear container is. In addition, if you find it necessary to use the restroom during the exam, you can ask the proctor and you will be allowed to do so. Please note that the time for the exam will continue to run during this time, though we have allowed for enough time to compensate for this.



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Absolutely no electronic items, such as a phone or tablet, are allowed during the exam. You cannot take or receive calls, texts or e-mail during the exam. During the exam, please make sure you always remain within view of the camera and refrain from talking.

If you would like time to prepare with the exam proctor, you can connect to the exam up to 15 minutes prior to your appointment time. In the event you experience any problems connecting to the exam, you have several options:

- **Live Chat:** A live chat feature can be found on the bottom right of the screen. This will connect you with customer service, who can work with you to resolve the problem.
- **Phone:** Click Contact Us at the top of the screen, where a toll-free number is available.
- **E-Mail:** Click Contact Us at the top of the screen and fill out the details for the e-mail communication.

During the exam, some items may benefit from the use of a calculator. For those items, we supply an on-screen calculator for your use. You can also go to previous items on the exam and can flag items for later review. Additionally, paper and pen are allowed for selected exams only.

At the end of your exam, you will be provided with an onscreen indication of your pass or fail status, along with a breakdown of your performance on each objective in the event you did not pass. The details of this onscreen report are also emailed to you shortly after you complete the exam. If you passed the exam and have met the requirements for the certification, you will receive an email from Nutanix Education confirming your certification within 48 hours.

You will also receive an email from Credly with information on obtaining your certification badge within 48 hours.

Nutanix wants to sincerely thank you for your interest in participating in our technical certification program. Best of luck and success on your exams!