EXAM ONBOARDING PROCESS

STEP 1

### Start Check-in

- Once you log into your CNA365 account, you will be brought to your Dashboard where you will click Start Exam:

STEP 2

Install ExamRoom.AI Browser Extension

- After clicking Start Exam, you will be prompted to install the ExamRoom.AI extension. Click Install:

- After clicking Install, you will be directed to the Google Chrome Extension page. Click Add to Chrome:

- Next, click Add extension:
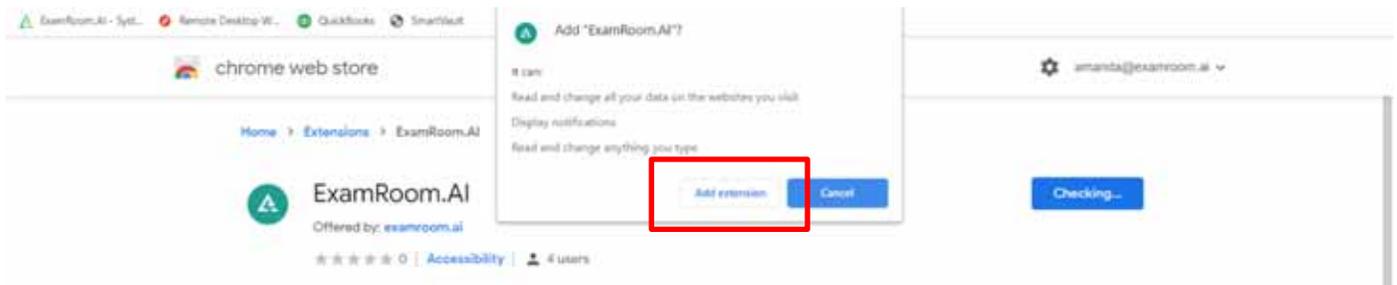
- From this screen, you can close out the tab and return to the ExamRoom.AI tab:
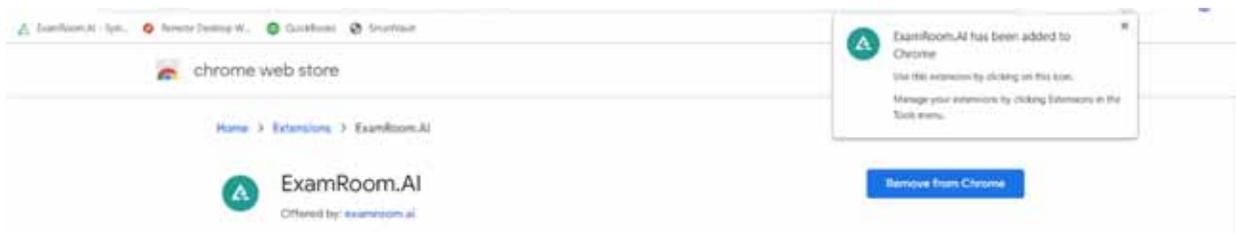
Install ExamRoom.AI Browser Extension (continued)

- From the dashboard, click Confirm. The page will refresh, and the extension will be applied.
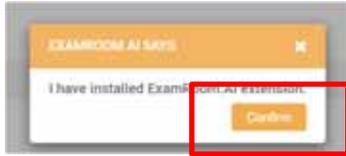
Please be aware the ExamRoom.AI extension is now downloaded. Features, such as copy/paste and access to other sites, will not be available until the end of the exam and/or until the extension is removed.

STEP 3

Accept Terms

- Review the terms and click the "I Agree" box then select the Start Exam button:

STEP 4

Share Your Screen

- Click the image of your screen. Then select the "Share" button to share your screen:
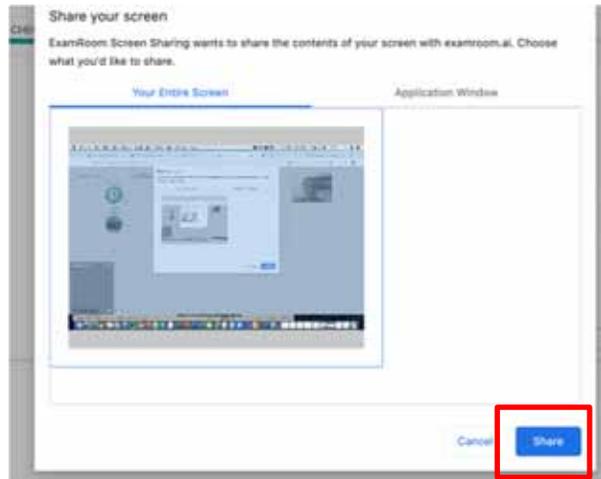
Please make sure that you have no other open tabs on your computer and that you are not connected to multiple monitors or devices. Allow for a minute or two to connect to the Onboarding Agent (OBA).

STEP 5

System Check

- Now you are connected to the OBA. They will guide and click you through the process. First step is system check:

STEP 6

Identity Verification Checks

- Government Issued ID is the first identity verification check:

- Face Scan is the second identity verification check:
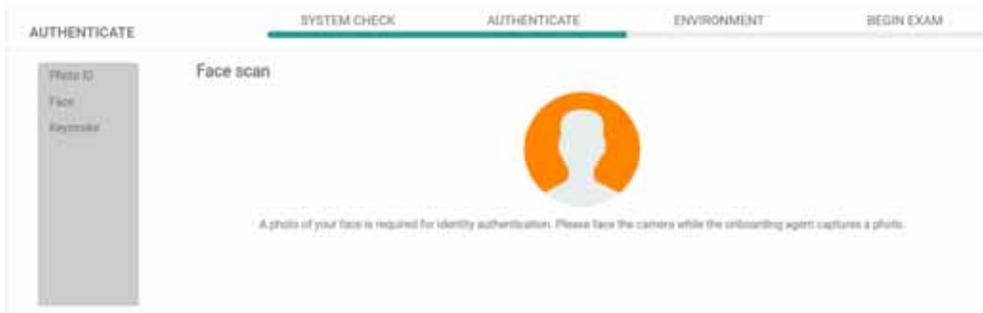
STEP 7

360 Degree Room Scan

- You will login to the ExamRoom 360 APP using your Credentia CNA365 login credentials then click Start
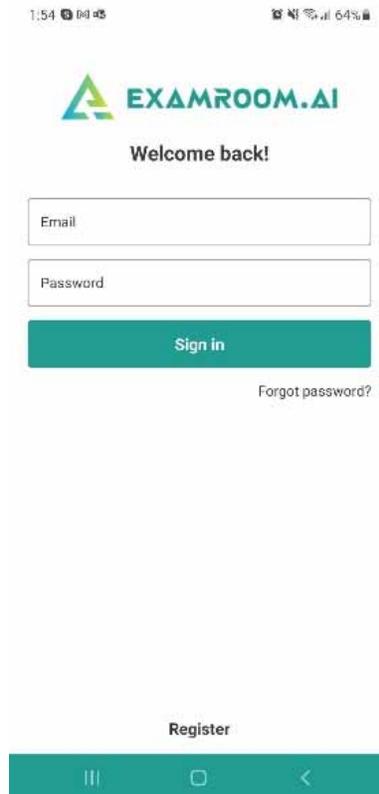
- Once your 360 APP stream has been connected, the OBA will have you perform a Room Scan. You will rotate your camera to show your surroundings. After the room scan is complete, the OBA will direct you on positioning your smartphone:

STEP 8

Accept Exam Rules

- Review the exam rules and click the "I Agree" box then select the Start Meeting button:
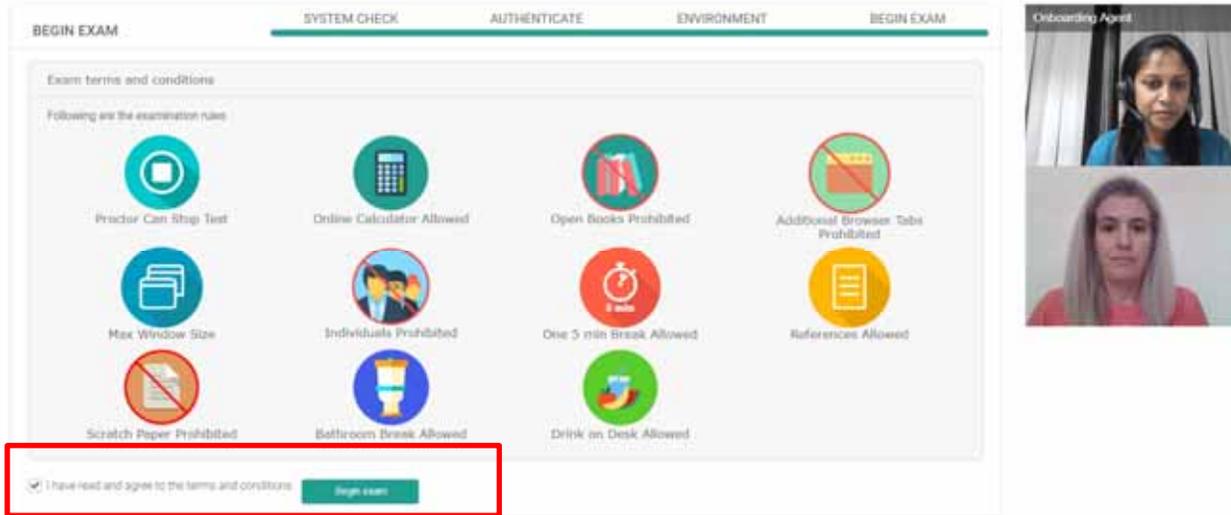
After clicking Start Meeting, you will be transferred to the proctor. Please allow up to a minute for the screen to change to your test console.