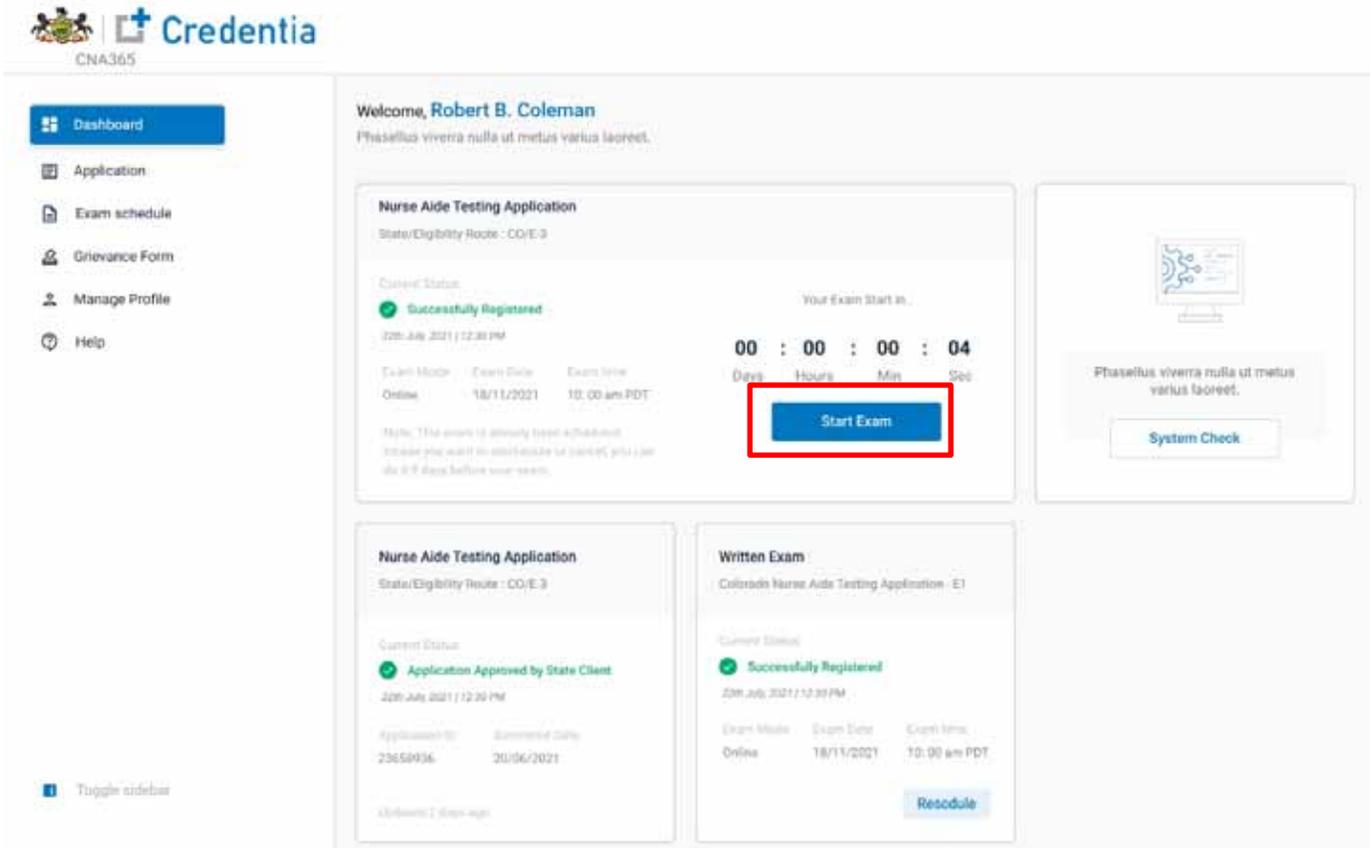


EXAM ONBOARDING PROCESS

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:



The screenshot shows the Credentia dashboard for user Robert B. Coleman. The dashboard includes a sidebar with navigation options: Dashboard, Application, Exam schedule, Grievance Form, Manage Profile, and Help. The main content area displays the following information:

- Welcome, Robert B. Coleman**
Phasellus viverra nulla ut metus varius laoreet.
- Nurse Aide Testing Application**
State/Eligibility Route : CO/E-3
Current Status: **Successfully Registered**
20th July 2021 / 12:30 PM
Exam Mode: Online | Exam Date: 18/11/2021 | Exam time: 10:00 am PDT
A red box highlights the **Start Exam** button.
- Written Exam**
Colorado Nurse Aide Testing Application - E1
Current Status: **Successfully Registered**
20th July 2021 / 12:30 PM
Exam Mode: Online | Exam Date: 18/11/2021 | Exam time: 10:00 am PDT
A **Reschedule** button is visible.

STEP 2

Install ExamRoom.AI Browser Extension

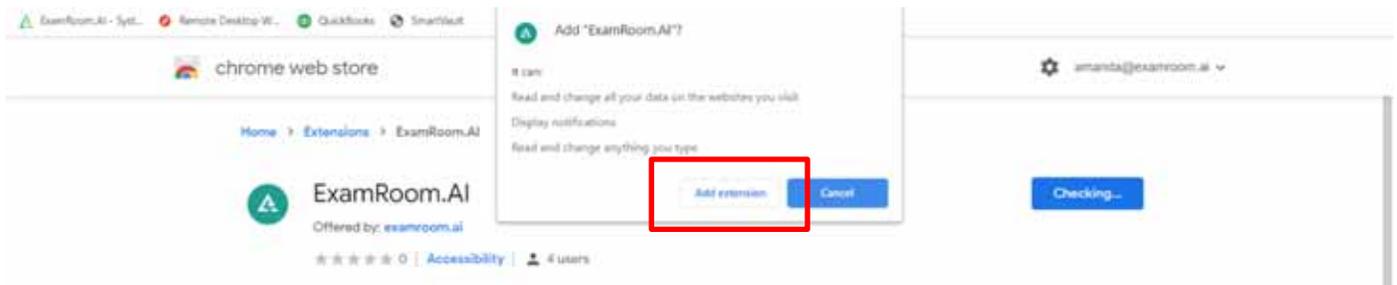
- After clicking Start Exam, you will be prompted to install the ExamRoom.AI extension. Click Install:



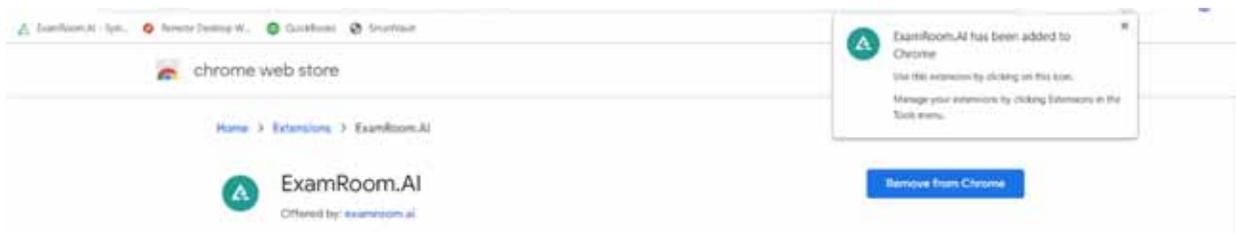
- After clicking Install, you will be directed to the Google Chrome Extension page. Click Add to Chrome:



- Next, click Add extension:

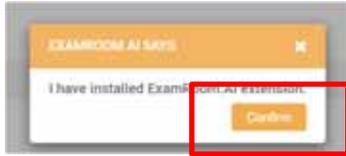


- From this screen, you can close out the tab and return to the ExamRoom.AI tab:



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

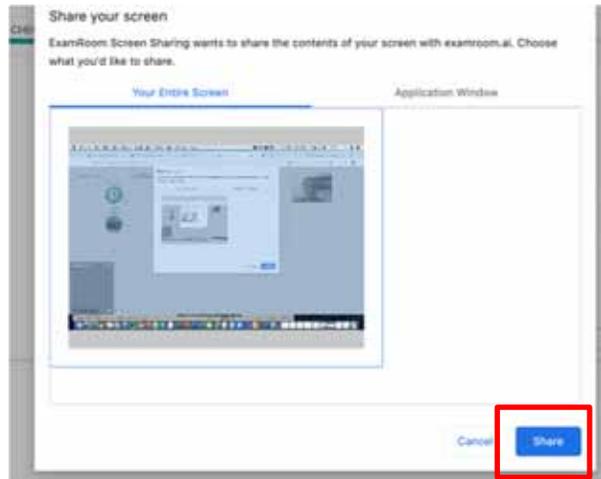
- Review the terms and click the "I Agree" box then select the Start Exam button:

A screenshot of a browser dialog box titled "ON SCREEN TERMS" with a close button (X) in the top right corner. The main content area contains several paragraphs of text regarding camera and microphone permissions, navigation restrictions, and exam fees. At the bottom left, there is a checkbox labeled "I agree to the following Terms & Conditions" which is highlighted with a red border. At the bottom right, there is a green button labeled "Start exam" also highlighted with a red border. Below the "Start exam" button is a link that says "Take a tour".

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:



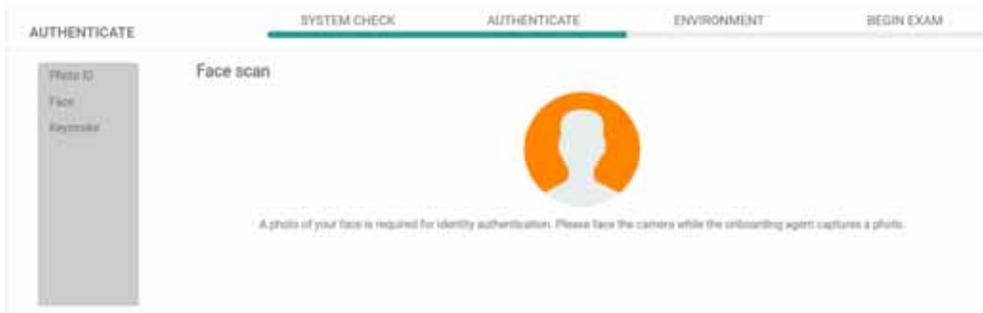
STEP 6

Identity Verification Checks

- Government Issued ID is the first identity verification check:



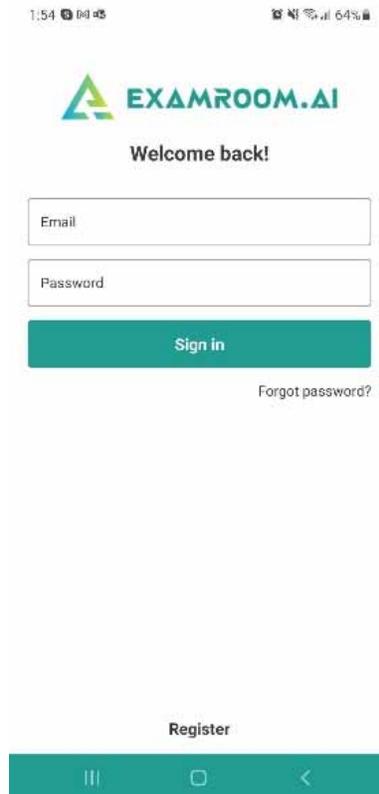
- Face Scan is the second identity verification check:



STEP 7

360 Degree Room Scan

- You will login to the ExamRoom 360 APP using your Credentia CNA365 login credentials then click Start



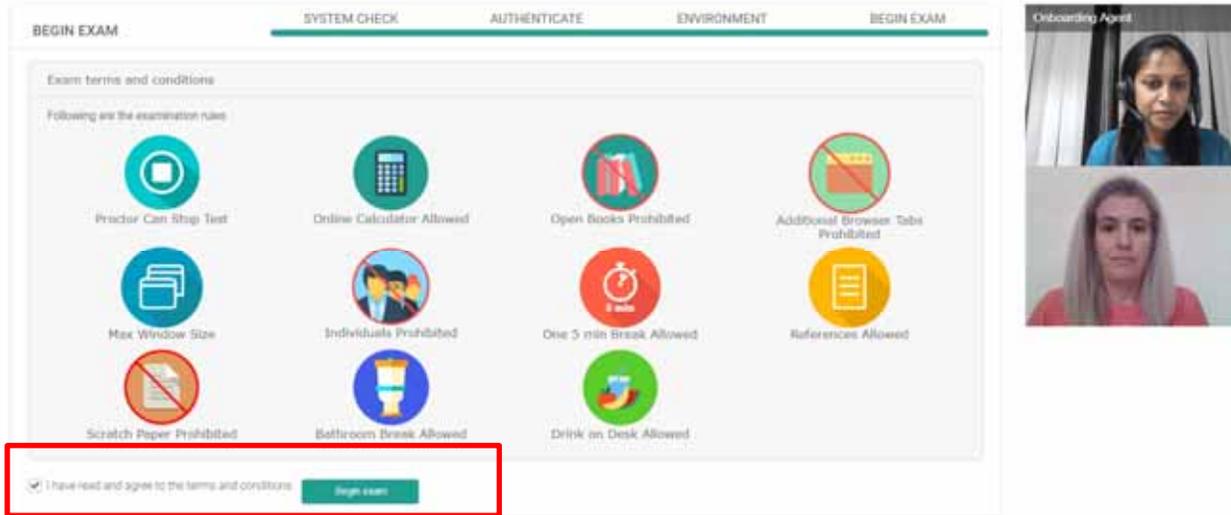
- Once your 360 APP stream has been connected, the OBA will have you perform a Room Scan. You will rotate your camera to show your surroundings. After the room scan is complete, the OBA will direct you on positioning your smartphone:



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.