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Welcome to the Tableau Product Certification Exam center, managed by Loyalist Exam Services.

[Create a new LES Account](#) or returning users sign in below.

Email:

Password:

[Sign in](#)

[Forgot Password](#)

**NEED HELP?**

**New!** Is your company interested in bulk purchase by credit card?  
[Click here for the Tableau Bulk Purchase Request Form.](#)

All rights reserved. [Terms](#) | [Privacy](#) | [Help](#) | [Contact](#)

# Creating your Account

If you are a first time user, you will need to create your profile.  
Click on the **Create a new LES Account** link on the main page.

**Loyalist**  
**EXAM SERVICES**  
FLEXIBLE • SECURE • TRUSTED

G Select Language ▾

[Quick Links](#)  
[Help](#)

## Create Account

Fill out the information below, then click Create Account to proceed. Fields with an asterisk are required.

Tableau partners with Credly to issue digital badges through the Credly Acclaim platform to better equip title holders in showcasing their accomplishments. Upon earning a title, Loyalist Exam Services will provide Credly your full name, email address and title earned. You will receive an email from admin@youracclaim.com with information about your badge and how to activate your account. Your interaction with Credly will be subject to the Credly Privacy Policy, available on their website.

**Important - Please complete this form using single-byte alphanumeric characters.**

### Personal Information:

**- Your First Name and Last Name must match your government issued ID**

Note: all Tableau Employees and Partners must use their work email address.

\* First Name:

\* Last Name:

\* Email Address:

\* Verify Email Address:

Company Name:

Title:

\* Your Name Displayed on Certificate:

\* Security Question:

\* Security Answer:

### Contact Information:

\* Address 1:

Address 2:

\* City:

**Important** Your name on your profile must match the name shown on your current government issued photo ID (driver's license, passport, etc.). The proctor will ask you to show your ID prior to starting the exam. If your ID is in double-byte characters, you will need to show two forms of ID. One must include a photo. You must complete your profile using single-byte alphanumeric characters.

The “Your Name Displayed on Certificate” field is where you enter your name as you want it to appear on the E-Certificate when you successfully pass an exam.

Please note that your account is created after you purchase your first exam. When your purchase is confirmed, you will receive an email with your account username and temporary password. You will be prompted to change your password at first login into the site. **NOTE:** If you enter your profile information but navigate away from the site or close your browser before purchasing your first exam, your profile information will be lost and you will have to start over.

## Changing your Password

If you have forgotten your password, click on [Forgot Password](#) link. You will be asked to enter your email address where your new password will be sent. In this case, your Old password will be the temporary password sent to you in this email.

If you did not receive your email with Password: In some cases, we have found the email has been sent to a junk or spam folder instead of your inbox. You may also need to check your company firewall as this could be the cause since the email has the word 'password' in it.

You can change your password at any time by clicking on the “**Update Profile**” from the menu of your Dashboard.

The screenshot shows the Loyalist Exam Services website's "Update Your Profile" page. At the top, there's a logo for "Loyalist EXAM SERVICES" with the tagline "FLEXIBLE • SECURE • TRUSTED". Below the logo is a "Select Language" dropdown menu. On the right side, there's a "NEED HELP?" button with a speech bubble icon. The main content area starts with "Quick Links" which include "Your Dashboard", "Title Dashboard", "Order a New Exam", "Logout", and "Help". Under "Update Your Profile", it says: "Change the applicable contact information then click Submit. Fields with asterisks are required." It explains that Tableau partners with Credly to issue digital badges through the Credly Acclaim platform to better equip title holders in showcasing their accomplishments. Upon earning a title, Loyalist Exam Services will provide Credly your full name, email address and title earned. You will receive an email from admin@youracclaim.com with information about your badge and how to activate your account. Your interaction with Credly will be subject to the Credly Privacy Policy, available on their website. An important note in red text says: "Important - Please complete this form using single-byte alphanumeric characters." Below this, there's a "Personal Information:" section with fields for "First Name" (Candidate), "Last Name" (Thirty), "Your Name Displayed on Certificate" (Candidate Thirty), and "Email Address" (estestcan30@loyalistexams.com). A red "STOP" sign icon with the text "- Your First Name and Last Name must match your government issued ID" is displayed above the "First Name" field. To the right, there's a "Change Password" form with fields for "Old Password", "New Password", "Confirm Password", and a "Change Password" button. Below the password form, a note states: "Passwords must be at least 8 characters. We suggest including at least 1 number and 1 capital letter." Further down, there's a "Contact Information:" section with fields for "Address 1" (99 Main street) and "Address 2". A note at the bottom left says: "Please contact exams@loyalistexams.com to update your name or account email address."

## Changing your Name or Name on your Certificate

After creating your account, we restrict your ability to change the First Name, Last Name, Email Address, and Name on Certificate fields to prevent any security breech. If you need to make a change, please contact us by clicking the “**Contact**” link at the bottom of the page (or **via** [exams@loyalistexams.com](mailto:exams@loyalistexams.com)). Please note that we may require documentation in order to change this information. Our Support team will let you know what documentation is required depending on the change you wish to make.

## **Ordering a new Exam**

Ready to order a new exam? Click on the “**Order a New Exam**” under Quick Links to take you to the Exam Order page. Choose your exam from the pulldown listing, then select “**Next**”.

If you are using a voucher, promo code or validation for partner code, they are exam specific so there is no need to select your exam type from the drop down.

### **If you have a Voucher or Promo Code**

Enter your **voucher or promo code** into the Voucher # box.

**NOTE:** If you received an error “You are attempting to order an exam you are ineligible for” while using a Voucher, fix this by clearing the exam name in the “Choose an exam” section, as the Vouchers administered are exam specific.

### **Partner Exam Code**

**IMPORTANT:** Ensure you enter your partner code during registration as there is no way to add this code at a later time. Enter your partner code in the “**Voucher #**” box. Once all information is complete, click “**Next**”.

### **Special Assistance**

If you require any special assistance or special accommodations to take your exam, please fill out the Tableau Accommodations Request Form BEFORE you complete the exam order. Once the request is submitted with all required information, you will receive a response within seven (7) days.

### **Language**

Choose the language you wish to take your exam.

### **Non-Disclosure**

You must read the Tableau Non-Disclosure Agreement and Terms and Conditions provided, then click the “**I Agree**” checkbox in order to continue. You cannot continue if you do not click the “**I Agree**” checkbox.

### **Payment Options**

Our current payment offerings are: Visa, Master Card, American Express & Visa Debit. You will now be directed to the Moneris website to complete the payment transaction. Once the transaction has been processed, you will be able to print off a PDF receipt for your records. Per our Terms and Conditions, **All exam purchases are non-refundable; and non-transferrable.**

If you are looking to be set up as an Administrator to purchase Tableau exams for several candidates at a time using one credit card, please click on the link on the webpage **Tableau Bulk Purchase Request Form** and fill in the required information. Click **Submit**. (Please ensure you have read the Terms and Conditions provided.).

**Quick Links**  
[Your Dashboard](#)  
[Title Dashboard](#)  
[Update Profile](#)  
[Logout](#)  
[Help](#)

## Exam Order Preview

### Exam Details

Select your exam Language: \*

Exams are delivered online and are proctored using remote communication and screen sharing applications like GoToMeeting and Zoom that require access to your webcam and microphone.

Your computer must meet these system requirements in order for you to take a proctored exam: [Required: Exam Setup](#)

By clicking I Agree, you confirm that you have read, understand and agree to the requirements above and that you have read and agree to the [Tableau Product Certification Agreement](#) and [Terms & Conditions](#).

\*  I Agree

### Payment Preview

Tableau Desktop Specialist	\$100.00
Tax:	\$13.00

Total Amount Charged in USD: \$113.00

Promo Code

If you are purchasing an exam as part of a student promotion and a discount isn't automatically applied, please contact [exams@loyalistexams.com](mailto:exams@loyalistexams.com) before completing your purchase.

Clicking **Next** takes you through credit card payment and scheduling the exam. Please note that you have 10 minutes to complete the secure payment process.

**All exam purchases are non-refundable.**

Clicking **Next** will take you to the Payment details page. Please have your card for payment ready to proceed. Once you click on Process Transaction, you will receive your Exam Session Confirmation and Receipt email. Please review this information and report any required changes as soon as possible.

### Scheduling Your Exam

You do have 6 months from the date of purchase to take your exam. **Expiry Date Notice!** It is important to take note of the Exam Expiry Date noted in your confirmation/receipt email. You will not be able to schedule past your expiry date. Don't Delay! *It is also recommended not to schedule on the last day of expiry in the case you have technical issues.*

**Your Dashboard is your home base. It is Important to always schedule and take your exam from your Dashboard!**

Click "Schedule your exam" for the exam you wish to schedule on your Dashboard.

**Quick Links**  
[Title Dashboard](#)  
[Update Profile](#)  
[Order a New Exam](#)  
[Logout](#)  
[Help](#)

## Exam Dashboard

Exam	Exam Date	Time	Expiry Date	Exam Details	Score	Result	Links
Tableau Desktop 10 Qualification	1-Sep-17	4:03 PM		<a href="#">Exam Details</a>	89%	Passed	<a href="#">Result Details</a> <a href="#">Receipt</a> <a href="#">Title Dashboard</a>
Tableau Desktop Certified Professional	1-Sep-17	4:08 PM		<a href="#">Exam Details</a>		Failed	<a href="#">Result Details</a>
Tableau Desktop Certified Associate			28-Apr-20	<a href="#">Exam Details</a>			<a href="#">Schedule your exam</a>  <a href="#">Receipt</a>
Tableau Desktop Specialist	30-Oct-19	10:39 AM		<a href="#">Exam Details</a>	90%	Passed	<a href="#">Result Details</a> <a href="#">Receipt</a> <a href="#">Title Dashboard</a>
TC19 - Tableau Server Certified Associate	12-Nov-19		7-May-20	<a href="#">Exam Details</a>			<a href="#">Conference Instructions</a>



Note: Click on the information icon  for assistance; then Close this window.

Click on the 'Schedule your exam' button to schedule a date/time for your exam. Please schedule at least a week prior to your exam expiration date to account for any unexpected issues. Expiration dates cannot be extended.

If this is your first Tableau Certification exam, you'll be prompted to complete your Examity profile before scheduling.

If you have any other questions, please reach out to us at [exams@loyalistexams.com](mailto:exams@loyalistexams.com).

[Close](#)

Once you click on the **Schedule Your Exam** button to take you to the **Examity Scheduling web portal**.

Welcome: Candidate Seventeen [ Student ]      Select Time Zone-->11/14/2019 07:01 PM

Loyalist EXAM SERVICES
Welcome to our new Proctoring Services provider Examity®

[Dashboard](#) [Start Exam](#) [My Profile](#) [Schedule Exam](#) [Reschedule/Cancel](#) [Exam Tools](#) [Logout](#)

 [Dashboard](#)

[Start Exam](#)

 Begin scheduled exam.

[Schedule Exam](#)

 Make appointment.

[Reschedule/Cancel](#)

 Change appointment.

[My Profile](#)

 Upload ID. Enter security questions. Confirm time zone.

If you are a first time user to the Examity website, you will need to update your Profile.

It is necessary to select the time zone for the location of your exam.

Click on the **My Profile** tab:

**My Profile**

 Upload ID. Enter security questions. Confirm time zone.

 [My Profile](#)

Welcome to Examity. To get started, please:

1. Check that your system has the necessary software.
2. Verify your user information.
3. Please click the save button if you make changes to your information.

[Exam Requirements](#)
[Tableau Exam Requirements Check](#)
[Examity Computer Requirements Check](#)
 Time zone

[Account Information](#)

First Name

Candidate

Email

lestestcan17@loyalistexams.com

Time Zone

--Select Time Zone--

Last Name

Seventeen

Phone Number

6139627447

Please make sure you save your information before continuing.

Click the **Edit** button to change the profile information. Select the correct time zone for your location. **Important:** If you are planning to travel when taking your exam, you will need to ensure you change the time zone for the location your exam will be taken in.

 [My Profile](#)

Welcome to Examity. To get started, please:

1. Check that your system has the necessary software.
2. Verify your user information.
3. Please click the save button if you make changes to your information.

[Exam Requirements](#)
[Tableau Exam Requirements Check](#)
[Examity Computer Requirements Check](#)
 Time zone

[Account Information](#)

First Name

Candidate

Email

lestestcan17@loyalistexams.com

Last Name

Seventeen

Phone Number

+ [ ] 613-962-7447 (ex +91-(202)-000-0000)

Time Zone

--Select Time Zone--

Please make sure you save your information before continuing.

 [My Profile](#)
[Exam Requirements](#)
[Tableau Exam Requirements Check](#)
[Examity Computer Requirements Check](#)
 Time zone

[Account Information](#)

First Name

Candidate

Email

lestestcan17@loyalistexams.com

Time Zone

Eastern Time (UTC-05:00:00)

Last Name

Seventeen

Phone Number

+011-(613)-962-7447

Please make sure you save your information before continuing.

Once you have completed the above steps, you can [Schedule an Exam](#)

**System Requirements Checklists:**

Next, it is important to ensure your computer will meet all necessary system requirements before scheduling your exam.



Welcome, Barb Rayward [ Student ]

Eastern Time - 09/13/2018 10:38 AM

Welcome to our new Proctoring Services provider  
Examity!



[Dashboard](#) [Start Exam](#) [My Profile](#) [Schedule Exam](#) [Reschedule/Cancel](#) [Exam Tools](#) [Logout](#)

[Email Support](#) | [Phone Support: 855-EXAMITY](#)

 [My Profile](#)

[Exam Requirements](#)

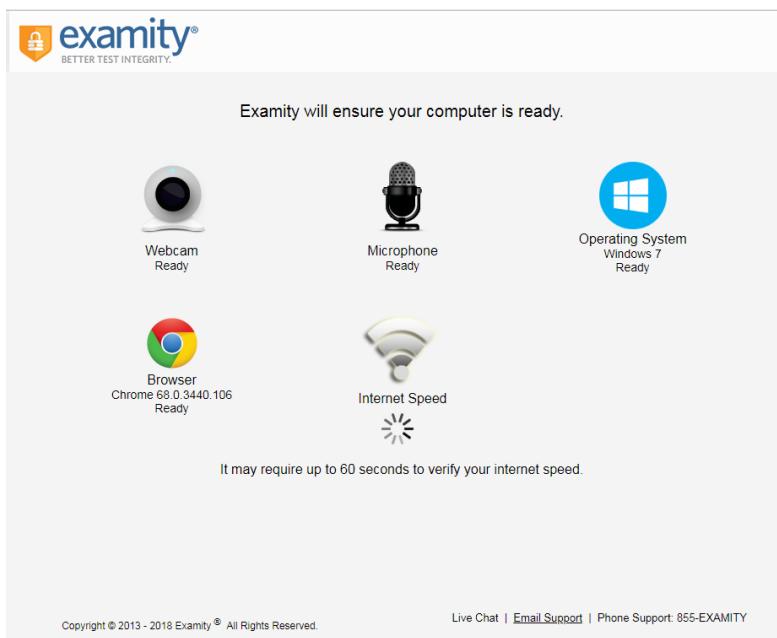
[Tableau Exam Requirements Check](#)

[Examity Computer Requirements Check](#)

 Time zone

Click on the **Tableau Exam Requirements Check** to download the Exam Setup instructions (the link to this document will also be sent via your Appointment Confirmation email).

Also, click on the **Examity Computer Requirements Check** link:



## Examity System Requirements:

- You must be in a room alone, with no distractions, throughout the course of your exam. Your proctors will ask you to rotate your webcam to ensure your area only contains items permitted by Tableau.
- Desktop computer or laptop (tablets, Chromebook and cell phones do not meet our requirements)
- To meet system requirements, your computer will need to receive a ready for webcam, microphone, operating system, browser version, and connection speed.
- Only one computer screen is active. If you use multiple monitors, you must disconnect auxiliary monitors and face them away from you. Please check your screen resolution settings to ensure are not set to an extended display setting.
- Internet speed must be at least 4 Mbps download and 2 Mbps upload. **Hot spots are not allowed.** Test internet speed at: <http://www.speedtest.net>
- Disable any pop-up blockers. A pop-up will appear to confirm that you would like to enter into the GoToMeeting to start the exam process.
- You must close and remove all Remote Software applications and virtual machines as running processes. This refers to programs that allow for your session to be viewed, controlled, or recorded remotely by another party or computer.
- Any automatic software updates have been disabled for the duration of the exam. These updates could cause your computer to restart during your exam, causing the exam session to be invalid.
- NOTE: Your corporate firewall may prevent you from taking your exam. If you choose to take your exam from your office, please confirm with your IT department that network restrictions will not prevent you from successfully connecting to your remote proctor.

## Adding an External Monitor

A larger monitor is recommended. When using a Laptop PC, you may use an External Monitor only if the following requirements are met:

1. The Laptop Display settings show the Monitor to be used (ie. Show Desktop only on....)
2. The Laptop is closed
3. A Webcam is provided from the External Monitor
4. An external Keyboard and External Mouse is added

Once you see the **Ready** signal against each system check, you may close the browser tab and go back to the Examity Dashboard.



Now that you have verified you have met the requirements, click on **Schedule Exam** tab to make your appointment. You will be taken to the Scheduling Dashboard.

Welcome to our new Proctoring Services provider Examity!

examity® BETTER TEST INTEGRITY.

Dashboard Start Exam My Profile Schedule Exam Reschedule/Cancel Exam Tools Logout Live Chat Email Support

Dashboard

Start Exam Begin scheduled exam.

Schedule Exam Make appointment.

Reschedule/Cancel Change appointment.

My Profile Upload ID. Enter security questions. Confirm time zone.

Use the calendar to select a **Date and Select time**. Once your date has been selected, the available timeslots will be shown.

## Schedule/Reschedule Exam

Available  Unavailable  Scheduled

## To SCHEDULE an Exam:

- Select Exam.
- Select Date and Time.
- Click "Schedule."

## To RESCHEDULE an Exam:

- Click "Reschedule Exam."
- Select new Date and Time.
- Click "Reschedule."

## To CANCEL an Exam:

- Click "Cancel Appointment."
- Yes in pop-up message.

Exam Name		Exam Duration		Your Exam Expires on or Before																																																																																																							
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**PLEASE NOTE:** The times represented reflect the local time associated with your computer. If your computer's time zone is set to the time zone you wish to schedule in, select a time, otherwise you will need to change the timezone in your profile.

Once you have selected your date and time, click the **Schedule** button. Please note there will be a 10 to 15 minute set-up time with your proctor. Please take this time in account when scheduling your exam.

Confirm you wish to schedule the appointment. Click **Yes**.

Exam Name		Exam Duration		Your Exam Expires on or Before																																																																																																							
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08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30																																																																																																				
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12:00	12:30	01:00	01:30	02:00	02:30	03:00	03:30																																																																																																				
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PM	PM	PM	PM	PM	PM	PM	PM																																																																																																				
<input type="button" value="Schedule"/>																																																																																																											

Exam schedule confirmation

Are you sure you want to schedule this appointment?

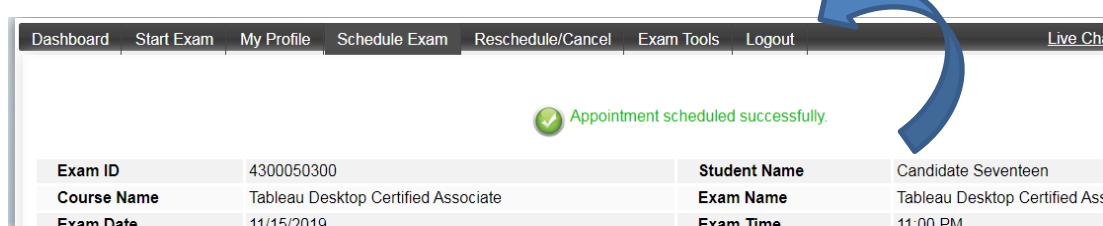
Your appointment has been scheduled successfully.

Please review the Exam appointment details, **Rules and Special Instructions** required for your exam.

 Appointment scheduled successfully.

<b>Exam ID</b>	4300050300	<b>Student Name</b>	Candidate Seventeen
<b>Course Name</b>	Tableau Desktop Certified Associate	<b>Exam Name</b>	Tableau Desktop Certified Associate
<b>Exam Date</b>	11/15/2019	<b>Exam Time</b>	11:00 PM
<b>Status</b>	Scheduled		
<b>Standard Rules</b>			
Alone in room Clear Desk and Area Connected to a powersource No phones or headphones No dual monitors No leaving seat No talking Webcam, speakers, and microphone must remain on throughout the test. The proctor must be able to see you for the duration of the test.			
<b>Additional Rules</b>			
No records to display.			
<b>Special Instructions</b>			
You are in a quiet, well-lit space, clear of papers and other miscellaneous items. You are in the room alone and will remain alone for the duration of your exam. You must remain seated and quiet for the duration of your exam. You cannot use any phone or headphones throughout your exam. You have a government issued Photo ID ready to show your proctor. Your audio and webcam are fully functional and must remain on throughout your exam Your computer has been rebooted prior to your exam and all programs/applications/browser tabs are closed including VPNs Automatic software updates are disabled Your computer is connected to a power source and you are using only one computer screen. You have passed the Skytap Connectivity Checker at <a href="https://cloud.sktap.com/connectivity">https://cloud.sktap.com/connectivity</a> with results showing no more than 150ms of latency. Your Skytap Speedtest results showed at least 4Mbps download speed and at least 2 Mbps upload speed. You have passed the Examity System Check.			

You can now **Logout** of the Examity website.



The screenshot shows the Examity dashboard with a blue curved arrow pointing from the "Logout" link back to the top of the page, indicating a circular navigation path.

Appointment scheduled successfully.

<b>Exam ID</b>	4300050300	<b>Student Name</b>	Candidate Seventeen
<b>Course Name</b>	Tableau Desktop Certified Associate	<b>Exam Name</b>	Tableau Desktop Certified Ass
<b>Exam Date</b>	11/15/2019	<b>Exam Time</b>	11:00 PM

Look for your Exam Appointment confirmation email in your inbox.

Your appointment will also be shown in the Exam Date and Time column on your Tableau Dashboard.

### Exam Dashboard

Exam	Exam Date	Time	Expiry Date	Exam Details	Score	Result	Links
Tableau Desktop Qualified Associate			17-Oct-19	<a href="#">Exam Details</a>			<a href="#">Schedule your exam</a>  <a href="#">Receipt</a>
Tableau Server Qualified Associate	18-Apr-19	3:00 PM	17-Oct-19	<a href="#">Exam Details</a>			Your exam starts in:  1 3 15 45 DAYS HOURS MINUTES SECONDS <a href="#">Receipt</a>

### Email Confirmation

You will receive an email confirming the date and time; as well as provide important information to ensure success on your exam day. It is **important** to take this time to read these instructions.

## Your Exam Dashboard

- Click the “**Receipt**” link to open a PDF version of your exam purchase receipt for printing or sending.
- Click “**Exam Details**” for scheduled exams to see your exam date and time or to reschedule/cancel your exam
- Click “**Exam Details**” for exams you have taken to get detailed information about the exam.
- Click the “**Take Your Exam**” button on the day of your exam to jump right to the exam session.
- Click the “**Result Details**” link to get detailed information on how you did on an exam that you have taken
- Click the “**Title Dashboard**” link to see your earned Titles and Status for exams taken.
- Click the “**Title Dashboard**” link to access your E-Certificate.
- Click the **Title Dashboard** link to view or accept applicable Badges

## Rescheduling your Exam

In the event you need to reschedule your exam, please login to your Dashboard. You will then click the “**Reschedule Your Exam**” button to select a new date and time. **NOTE:** There is a \$5.00 fee for rescheduling your exam within 24 hrs of your appointment; Examity will request payment when you reschedule your exam.

Exam Dashboard

Exam	Exam Date	Time	Expiry Date	Exam Details	Score	Result	Links
Tableau Desktop Specialist	15-Apr-19	11:00 AM	13-Oct-19	<a href="#">Exam Details</a>			<a href="#">Reschedule your exam</a>  <a href="#">Receipt</a>
Tableau Desktop Certified Associate	13-Apr-19	3:12 PM	13-Oct-19	<a href="#">Exam Details</a>	97%	Passed	<a href="#">Result Details</a> <a href="#">Receipt</a>
Tableau Server Certified Associate	16-Apr-19	10:51 AM	13-Oct-19	<a href="#">Exam Details</a>	94%	Passed	<a href="#">Result Details</a> <a href="#">Receipt</a>

**IMPORTANT:** You are only able to Schedule/Reschedule from your Dashboard after log in; system scheduling cannot be done by Loyalist Exam Services or Examity.

If your exam shows the exam countdown timer, you will need to Click “**Exam Details**” button to **Reschedule/Cancel**. **NOTE:** As you will be within the 24 hours of your scheduled appointment, you will however be charged a \$5.00 fee to make this change.

Exam Dashboard

Exam	Exam Date	Time	Expiry Date	Exam Details	Score	Result	Links
Tableau Desktop Qualified Associate			17-Oct-19	<a href="#">Exam Details</a>			<a href="#">Schedule your exam</a>  <a href="#">Receipt</a>
Tableau Server Qualified Associate	18-Apr-19	3:00 PM	17-Oct-19	<a href="#">Exam Details</a>			Your exam starts in:  1 3 15 45 DAYS HOURS MINUTES SECONDS <a href="#">Receipt</a>

You will be taken to the scheduling website that displays your upcoming exams.

Welcome: Tim Smith [ Student ]      Eastern Time: 09/12/2018 01:58 PM

**Loyalist**  
EXAM SERVICES  
FLEXIBLE • SECURE • TRUSTED

Welcome to our new Proctoring Services provider  
**Examity!**

Dashboard Start Exam My Profile Schedule Exam Reschedule/Cancel Exam Tools Logout Live Chat Email Support Phone Support: 866-EXAMITY

**Dashboard**

**Start Exam**  
Begin scheduled exam.

**My Profile**  
Upload ID. Enter security questions. Confirm time zone.

**Schedule Exam**  
Make appointment.

**Reschedule/Cancel**  
Change appointment.

Click “**Reschedule/Cancel**” tab to change your appointment - select a new date and time

Click on the **Reschedule/ or Cancel** link

**Reschedule/Cancel**

Exam ID	Course Name	Exam Name	Exam Date	Start Time	Status	Reschedule/Cancel
4300050299	Tableau Server Certified Associate	Tableau Server Certified Associate	11/29/2019	9:00 AM	Scheduled	<a href="#">Reschedule or Cancel</a>

Dashboard Start Exam My Profile Schedule Exam Reschedule/Cancel Exam Tools Logout Live Chat Email Support

**Schedule/Reschedule Exam**

Available  Unavailable  Scheduled

To SCHEDULE an Exam:	To RESCHEDULE an Exam:	To CANCEL an Exam:
<ul style="list-style-type: none"> <li>Select Exam.</li> <li>Select Date and Time.</li> <li>Click "Schedule."</li> </ul>	<ul style="list-style-type: none"> <li>Click "Reschedule Exam."</li> <li>Select new Date and Time.</li> <li>Click "Reschedule."</li> </ul>	<ul style="list-style-type: none"> <li>Click "Cancel Appointment."</li> <li>Yes in pop-up message.</li> </ul>

Exam Name: Tableau Server Certified Associate    Exam Duration: 90 Minutes    Your Exam Expires on or Before: 1/18/2020 4:59:00 AM

Do you want to reschedule or cancel the existing appointment that is scheduled on 29-Nov-2019 at 9:00 AM?

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

Click to **Reschedule Exam Appointment**.

You will be taken to the Calendar and Times available to reschedule. Select your new day and time.  
Click **Reschedule**.

**Exam reschedule confirmation**

Are you sure you want to reschedule this appointment?  
 Yes  No

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

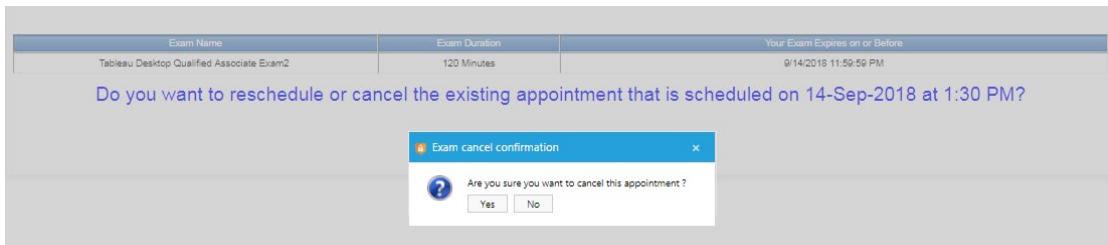
[Reschedule](#)

Please review your new appointment details. Click to **Logout**. You will receive a new confirmation email for your updated day/time of your exam.

To **Cancel**, click the **Cancel Appointment** button.

If you are not sure of a new date/time, you can Cancel the Appointment and reschedule your exam at a later time. If you choose to Cancel, this will remove the exam session from the Proctor Center, however you can schedule this at a later date from your Dashboard (within your 6 month expiry) This will not cancel your exam registration and you will not lose your exam payment.

**NOTE:** You will need to go back to the Schedule tab to reschedule a Cancelled exam.



Click Yes

A screenshot of the Loyalist Exam Services dashboard. The top navigation bar includes links for Dashboard, Start Exam, My Profile, Schedule Exam, Reschedule/Cancel, Exam Tools, and Logout. The main content area is titled "Exam Cancellation" and shows the following exam details: ID (4300000039), Student Name (Tim Smith), Course Name (Tableau Desktop Qualified Associate), Exam Name (Tableau Desktop Qualified Associate Exam2), Exam Date (09/14/2018), and Exam Time (1:30 PM). Below the details, a green checkmark icon indicates "Appointment cancelled successfully."

A screenshot of the "Schedule Exam" section of the Loyalist Exam Services dashboard. It features a large orange button with a calendar icon and the text "Make appointment."

## No Show or Missed Appointments

In the event that you do not show up for your exam appointment and the Proctor is unable to contact you, you will be charged a proctor-sitting fee to your Examity account. This fee varies depending on the exam being taken (see your confirmation email for details). This fee will need to be paid before scheduling your next exam session.

## Testing your System

The email confirmation you receive after scheduling your exam will include instructions to test your system. Every exam environment is the same for all exam takers. It is very important to ensure your network and computer meet the requirements outlined on the Tableau Certification website: <http://mkt.tableau.com/files/Tableau-Certification-4-steps-to-exam-success.pdf> to ensure the virtual machine runs at optimal performance.

## Taking your Exam

When it is time to take your exam, log into your Tableau Dashboard and click on “Take Your Exam” button.

**Take Your Exam**

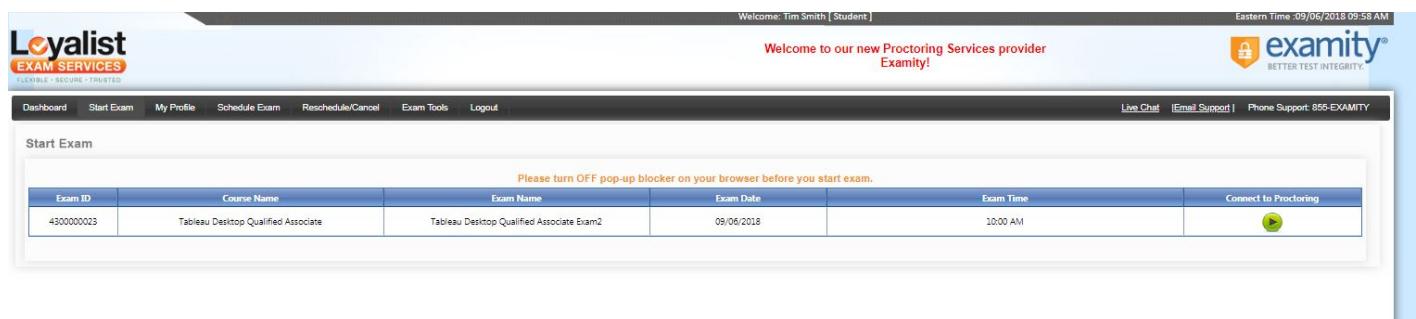
Click on the information icon  for assistance.

A ‘Take your Exam’ button will replace the countdown timer 60 seconds prior to your scheduled exam time. You are not able to connect early, but there is a 15 minute grace period should you arrive late. Should you need to reschedule your exam, please click on ‘Exam Details’ and ‘Reschedule your Exam’. There is a \$5 fee for rescheduling your exam within 24 hours of its scheduled start time.

If you have any other questions, please reach out to us at [exams@loyalistexams.com](mailto:exams@loyalistexams.com).

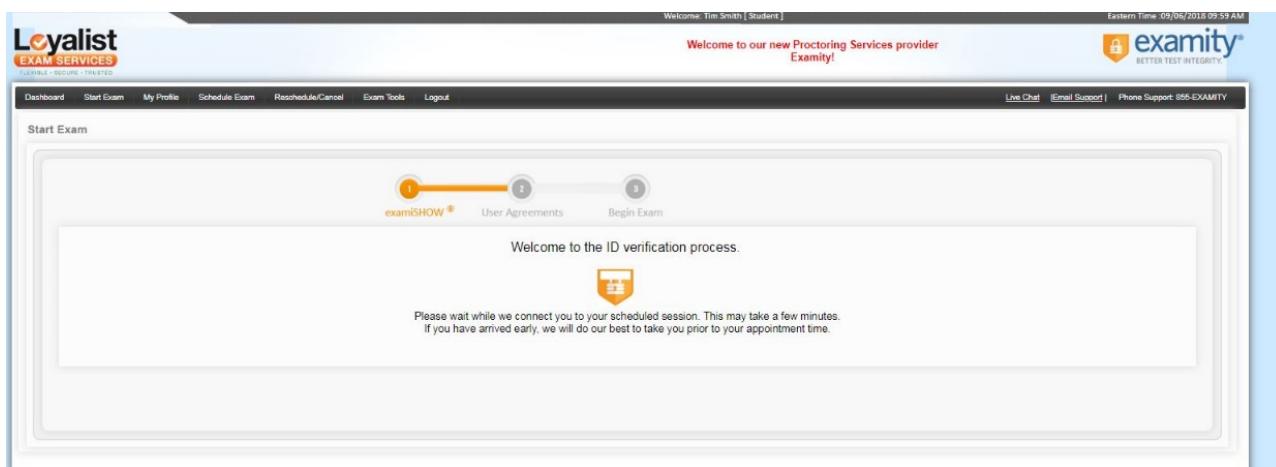
**Close**

Next, you will be taken to the **Examity website** to Connect to your Proctor. Click the Arrow (Play) button.

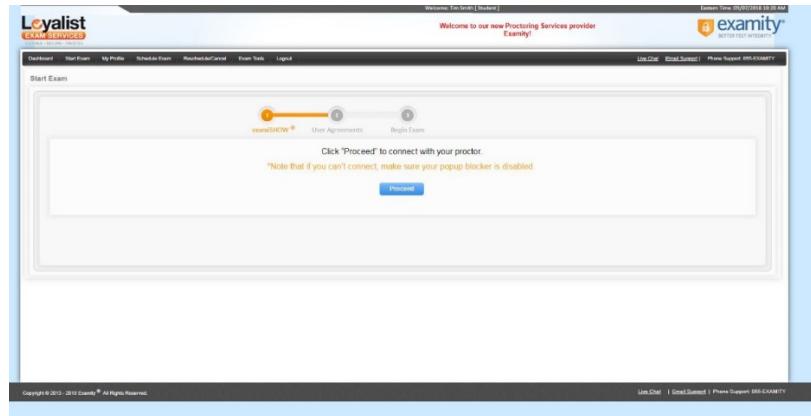


Exam ID	Course Name	Exam Name	Exam Date	Exam Time	Connect to Proctoring
4300000023	Tableau Desktop Qualified Associate	Tableau Desktop Qualified Associate Exam2	09/06/2018	10:00 AM	

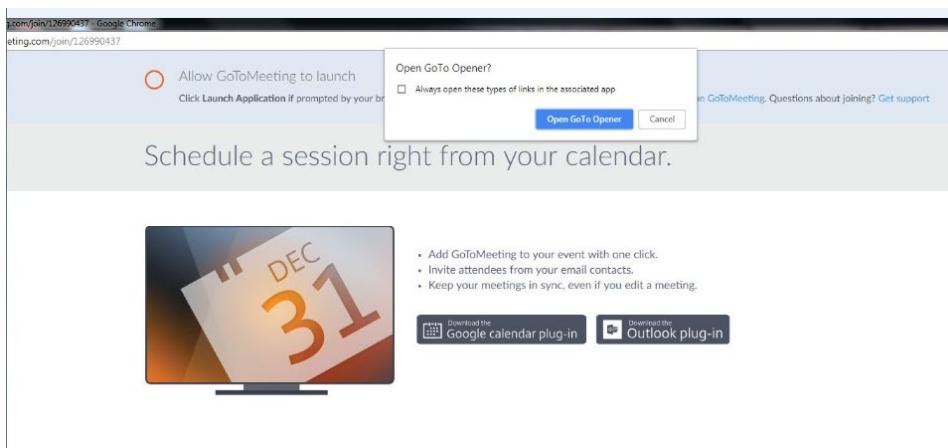
There will be a few seconds while verifying your exam session. Please wait.



Click the **Proceed** button.



You will be taken to a **GoToMeeting** – click to Open.



Your Proctor will now guide you to begin your exam. **Good Luck!**

## Communicating with your Proctor

Examity offers 24/7 technical support via phone (855-EXAMITY), email ([support@examity.com](mailto:support@examity.com)) or **live chat** in the Examity® portal. If you are unable to connect, or are having difficulty establishing communication, please reach out to the Proctor team.

## Your Exam Results and E-Certificate

Once you have taken your exam, you will receive your Candidate Results Summary sent to your email. Your Results summary can also be downloaded from your Exam Dashboard. Once this has been received, you can also download your **E-Certificate**. Please note it may take up to 48 hrs to receive your results after your exam has been taken. Tableau Professional exams will taken 2-4 weeks for grading.

Once successful, your E-Certificate will be available for download from your Dashboard – Title History menu.

Quick Links  
[Title Dashboard](#)  
[Update Profile](#)  
[Order a New Exam](#)  
[Logout](#)  
[Help](#)

## Exam Dashboard

Exam	Exam Date	Time	Expiry Date	Exam Details	Score	Result	Links
Tableau Desktop 10 Qualification	1-Sep-17	4:03 PM		<a href="#">Exam Details</a>	89%	Passed	<a href="#">Result Details</a> <a href="#">Receipt</a> <a href="#">Title Dashboard</a>
Tableau Desktop Certified Professional	1-Sep-17	4:08 PM		<a href="#">Exam Details</a>		Failed	<a href="#">Result Details</a>
Tableau Desktop Certified Associate			28-Apr-20	<a href="#">Exam Details</a>			<a href="#">Schedule your exam</a> ⓘ <a href="#">Receipt</a>
Tableau Desktop Specialist	30-Oct-19	10:39 AM		<a href="#">Exam Details</a>	90%	Passed	<a href="#">Result Details</a> <a href="#">Receipt</a> <a href="#">Title Dashboard</a>
TC19 - Tableau Server Certified Associate	12-Nov-19		7-May-20	<a href="#">Exam Details</a>			<a href="#">Conference Instructions</a>

## Your Title Dashboard

### Introduction to Badging with Credley Acclaim Platform

#### Title Dashboard

Title	Earned Date	Inactive Date	Status	E-Certificate	Directory*	Badge 1
Tableau Server Certified Associate	16-Apr-19	16-Apr-21	Active	<a href="#">E-Certificate</a>	<input type="checkbox"/>	<a href="#">View Badge</a>
Tableau Desktop Certified Associate	13-Apr-19	13-Apr-21	Active	<a href="#">E-Certificate</a>	<input type="checkbox"/>	<a href="#">View Badge</a>

\*Allows your title to be displayed on [Tableau's Certification Directory](#). 'Not Available' indicates the title is not eligible for the Directory.

All rights reserved. [Terms](#) | [Privacy](#) | [Contact](#)

- Showcase your new title in Tableau's Certification Directory. Simply click on "Tableau's Certification Directory" and put a "check mark" in the Directory section. You can see your name and other Candidates names in the list by clicking on the "Tableau's Certification Directory". **Note:** **This update can take up to 7 days to have your information updated. NOTE:** The "Tableau Certification Directory" is not available for V8, V9 and V10 exams
- Click the "e-Certificate" link to open a PDF version of your certificate for printing or sending.

Tableau is partnering with [Credly](#), an end-to-end solution for issuing and managing digital credentials. You'll be able to share your badge directly from their Acclaim Platform to LinkedIn, Twitter and Facebook; embedded in a website or in your email signature.

To add a **Badge to your Title**, click the **Accept Badge** button.

## Title Dashboard

Title	Earned Date	Inactive Date	Status	E-Certificate	Directory*	Badge 
Tableau Desktop Certified Associate	17-Apr-19	17-Apr-21	Active	<a href="#">E-Certificate</a>	<input type="checkbox"/>	<a href="#">Accept Badge</a>
Tableau Desktop Qualified Associate	17-Apr-19	17-Apr-21	Active	<a href="#">E-Certificate</a>	<input type="checkbox"/>	Not Available.

\*Allows your title to be displayed on [Tableau's Certification Directory](#). 'Not Available' indicates the title is not eligible for the Directory.

Click on the information icon  for assistance.



Select Language | 

NEED HELP? 

Quick Links  
[Your Dashboard](#)  
[Update Profile](#)  
[Order a New Exam](#)  
[Logout](#)  
[Help](#)

**Title Dashboard**

Title	Earned Date	Inactive Date	Status	E-Certificate	Directory*	Badge 
Tableau Server Certified Associate	16-Apr-19	16-Apr-21	Active	<a href="#">E-Certificate</a>	<input type="checkbox"/>	<a href="#">View Badge</a>
Tableau Desktop Certified Associate	13-Apr-19	13-Apr-21	Active	<a href="#">E-Certificate</a>	<input type="checkbox"/>	<a href="#">View Badge</a>

Tableau partners with Credly to issue digital badges to better enable you in showcasing your accomplishments. Once you have accepted your badge, you can access it by selecting 'View Badge' where you will be taken to the Credly Acclaim platform to view and share your badge. Please refer to the [LES Help Document](#) for more information.

[Close](#)

First-time users will need to [Create an Account on the Acclaim website](#).

 Create Account Sign In

 **Tableau Desktop Certified Associate**  
Issued By [Loyalist Exam Services](#)

Create your Acclaim account

First Name \*

Last Name \*

Email  l...1@loyalistexams.com

Country \*

Password \*

Send me occasional news and updates on professional growth opportunities.

[Create Account](#) I have an account

Earn, Share and Discover!

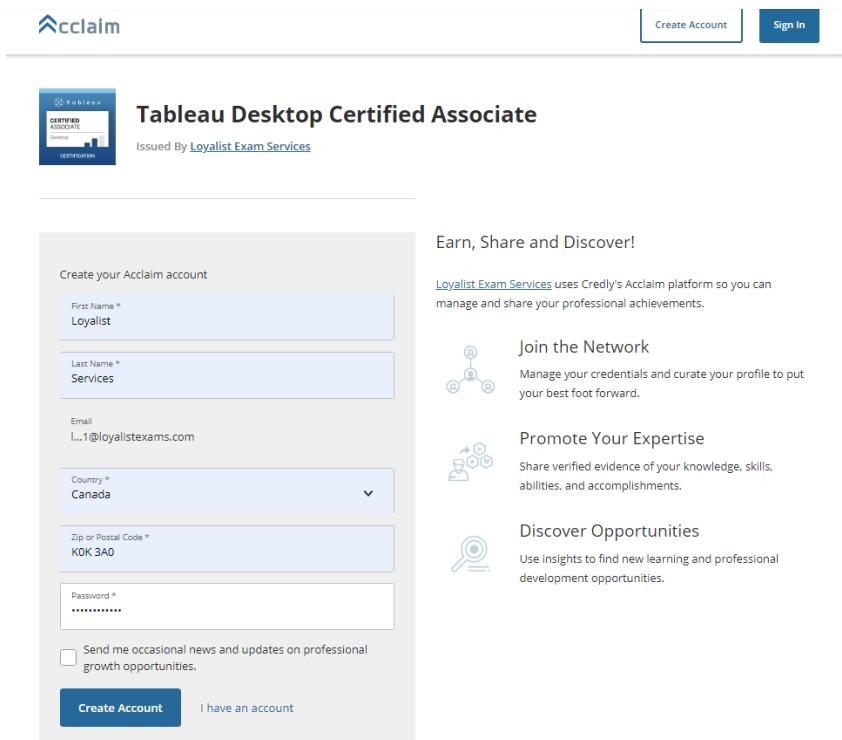
Loyalist Exam Services uses Credly's Acclaim platform so you can manage and share your professional achievements.

 Join the Network  
Manage your credentials and curate your profile to put your best foot forward.

 Promote Your Expertise  
Share verified evidence of your knowledge, skills, abilities, and accomplishments.

 Discover Opportunities  
Use insights to find new learning and professional development opportunities.

Fill out the form and select **Create Account**:



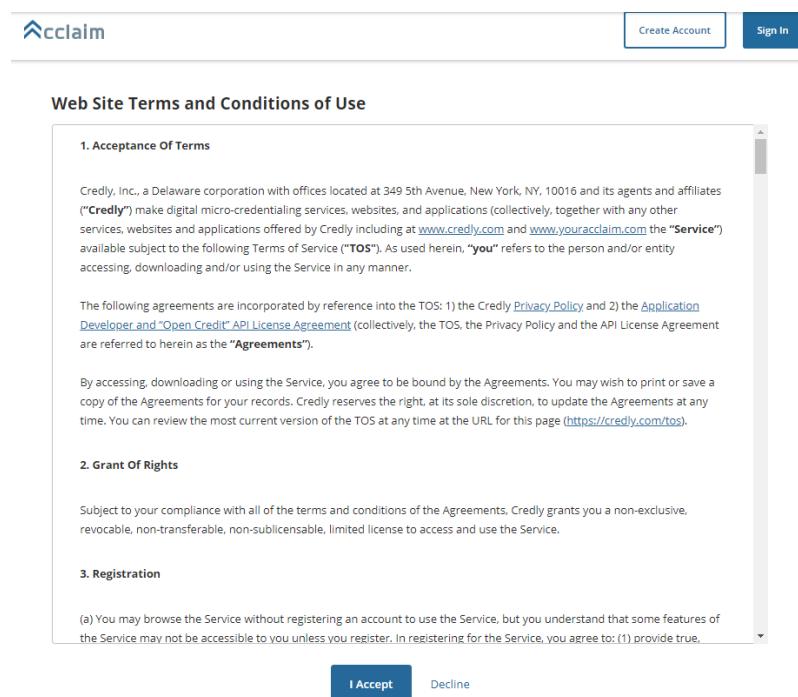
The screenshot shows the Acclaim registration process for a Tableau Desktop Certified Associate. At the top, there's a logo for 'Tableau CERTIFIED ASSOCIATE DESKTOP' and a 'Create Account' button. Below the form, a banner says 'Tableau Desktop Certified Associate' and 'Issued By Loyalist Exam Services'. The main form fields include:

- First Name \*: Loyalist
- Last Name \*: Services
- Email: l...1@loyalistexams.com
- Country \*: Canada
- Zip or Postal Code \*: K0K 3A0
- Password \*: (redacted)

Checkboxes for newsletter updates and account creation buttons ('Create Account' and 'I have an account') are also present.

On the right, promotional sections for 'Earn, Share and Discover!', 'Join the Network', 'Promote Your Expertise', and 'Discover Opportunities' are displayed.

You will need to **Accept the Terms & Conditions** on the Acclaim website:



The screenshot shows a modal dialog box titled 'Web Site Terms and Conditions of Use'. It contains three sections of terms:

- 1. Acceptance Of Terms**

Credly, Inc., a Delaware corporation with offices located at 349 5th Avenue, New York, NY, 10016 and its agents and affiliates ("Credly") make digital micro-credentialing services, websites, and applications (collectively, together with any other services, websites and applications offered by Credly including at [www.credly.com](http://www.credly.com) and [www.youracclaim.com](http://www.youracclaim.com) the "Service") available subject to the following Terms of Service ("TOS"). As used herein, "you" refers to the person and/or entity accessing, downloading and/or using the Service in any manner.

The following agreements are incorporated by reference into the TOS: 1) the Credly [Privacy Policy](#) and 2) the [Application Developer and "Open Credit" API License Agreement](#) (collectively, the TOS, the Privacy Policy and the API License Agreement are referred to herein as the "Agreements").

By accessing, downloading or using the Service, you agree to be bound by the Agreements. You may wish to print or save a copy of the Agreements for your records. Credly reserves the right, at its sole discretion, to update the Agreements at any time. You can review the most current version of the TOS at any time at the URL for this page (<https://credly.com/tos>).
- 2. Grant Of Rights**

Subject to your compliance with all of the terms and conditions of the Agreements, Credly grants you a non-exclusive, revocable, non-transferable, non-sublicensable, limited license to access and use the Service.
- 3. Registration**

(a) You may browse the Service without registering an account to use the Service, but you understand that some features of the Service may not be accessible to you unless you register. In registering for the Service, you agree to: (1) provide true,

At the bottom, there are 'I Accept' and 'Decline' buttons.

You will receive a Confirmation email to **Confirm Your New Account**.



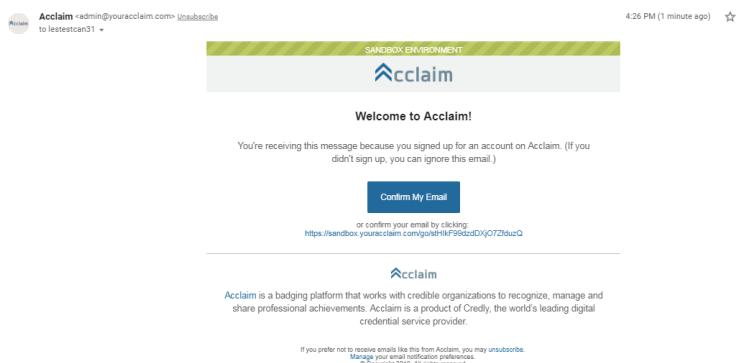
## Confirm Your Email

Thank you for creating an account with Acclaim!  
To finish setting up your account, please check your email to confirm the address you provided.

*If you don't see our message, please check your spam folder!*

[ABOUT CREDLY](#) | [REQUEST DEMO](#) | [TERMS](#) | [PRIVACY](#) | [DEVELOPERS](#) | [SUPPORT](#) | [FEEDBACK](#)  
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### Confirm Your Email:



### Next Log into your Acclaim Account:

Sign in to Acclaim.

Remember me

[I forgot my password](#)

[Create an account](#)

[ABOUT CREDLY](#) | [REQUEST DEMO](#) | [TERMS](#) | [PRIVACY](#) | [DEVELOPERS](#) | [SUPPORT](#) | [FEEDBACK](#)  
© COPYRIGHT 2019

Once logged into your Acclaim Dashboard – you can **Accept Your Badge**. Note: The bell icon means you have a pending badge that needs to be accepted. Important: Please ensure your email in Acclaim matches the email used for your Tableau Dashboard account.

The dashboard shows a single badge: "Tableau Desktop Certified Associate" issued by "Loyalist Exam Services". A large blue plus sign icon is present, indicating the ability to add more badges.

#### Curate Your Profile

Your full story doesn't fit in an HR folder, a one-page resume, or a LinkedIn profile. Curate a robust profile that tells the full story and bust open doors of learning, development, and career opportunities that get you where you want to go.

[Complete your profile](#)



**Harvey Smith**  
Full-stack Web Application Developer and Database Manager. I have a Bachelor's degree in Computer Science from Middle Tennessee State University, specializing in Data and Information Systems. I am currently working at a local company, helping them to grow and inspire the next students to Web Development. In my free time, I study new technologies and learn how they can be used in my work. I am a self-taught developer and I am both driven and self-motivated, and am currently experimenting with new technologies and techniques.

[Edit profile](#)

Select the bell and then select Accept Badge:

This badge was issued to [CandidateThirtyone](#) on 17 April 2019. Expires on 17 April 2021. Accepting a badge adds it to your profile. You can edit your privacy settings after accepting.

**Accept Badge**

**Tableau Desktop Certified Associate**  
Issued By [Loyalist Exam Services](#)

A Tableau Desktop Certified Associate is a proficient user of the features and functionality of Tableau Desktop to analyze data and solve problems. They can apply mapping, data preparation, and calculation skills in more advanced data analysis.

**Demonstrated Skills**

- Data Analysis
- Data Analytics
- Tableau
- Tableau Desktop

**Earning Criteria**

[Pass two-hour proctored Desktop Certified Associate exam](#)

ABOUT CREDLY | REQUEST DEMO | TERMS | PRIVACY | DEVELOPERS | SUPPORT | FEEDBACK  
© COPYRIGHT 2019

Here, you can Save your Badge Settings:

**Badge Settings**

**Public**  
Badge will be accessible to the public.

**Auto Accept**  
All future badges issued by Loyalist Exam Services will be accepted and public.

**Save Settings**

Continue to Share your Badge:

**Share your badge.**

Broadcast your achievement to friends and colleagues to get the recognition you deserve.



Tableau Desktop Certified Associate

Issued By [Loyalist Exam Services](#)**LinkedIn**

Connect to your LinkedIn account and you'll be able to share your earned badges to your LinkedIn profile.

**Connect**[View badge in dashboard](#)

ABOUT CREDLY | REQUEST DEMO | TERMS | PRIVACY | DEVELOPERS | SUPPORT | FEEDBACK

© COPYRIGHT 2019

Your Badge will be available on your Tableau Dashboard now.

Log in and click on the **View Badge** button:



Select Language ▾

NEED HELP?

**Quick Links**  
[Your Dashboard](#)  
[Update Profile](#)  
[Order a New Exam](#)  
[Logout](#)  
[Help](#)

**Title Dashboard**

Title	Earned Date	Inactive Date	Status	E-Certificate	Directory*	Badge
Tableau Desktop Certified Associate	17-Apr-19	17-Apr-21	Active	<a href="#">E-Certificate</a>	<input type="checkbox"/>	<b>View Badge</b>
Tableau Desktop Qualified Associate	17-Apr-19	17-Apr-21	Active	<a href="#">E-Certificate</a>	<input type="checkbox"/>	Not Available.

\*Allows your title to be displayed on [Tableau's Certification Directory](#). 'Not Available' indicates the title is not eligible for the Directory.

On 22 April 2019 Tableau updated the name of their Associate level exams from Qualified Associate to Certified Associate. For more information, visit this [Tableau FAQ](#).

All rights reserved. [Terms](#) | [Privacy](#) | [Contact](#)

This badge was issued to [Candidate Thirtyone](#) on 17 April 2019.  
Expires on 17 April 2021

**Verify****Tableau Desktop Certified Associate**Issued By [Loyalist Exam Services](#)

A Tableau Desktop Certified Associate is a proficient user of the features and functionality of Tableau Desktop to analyze data and solve problems. They can apply mapping, data preparation, and calculation skills in more advanced data analysis.

**Demonstrated Skills**[Additional Details](#)**Earning Criteria**

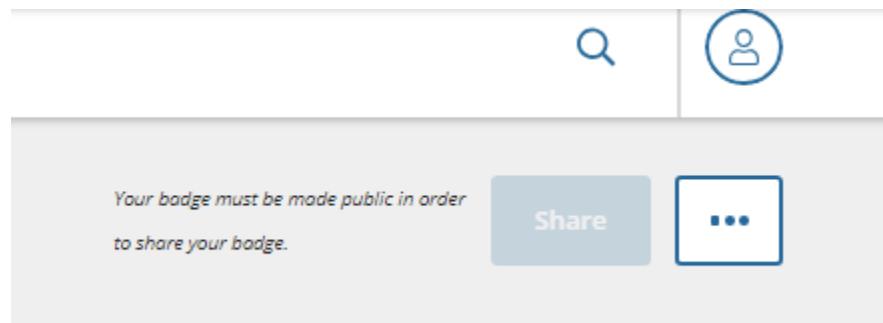
[Pass two-hour proctored Desktop Certified Associate exam](#)

**Verification**

- ✓ Created on 17 April 2019
- ✓ Issued by Loyalist Exam Services
- ✓ Issued using Acclaim
- ✓ Issued to Candidate Thirtyone
- ✓ Accepted on 17 April 2019
- ✓ Last updated 17 April 2019
- ✓ VERIFIED

**OK**

You have the option to allow your Badge to be **Private or Public**:



If your Badge is set to **Private**:

A screenshot of the Acclaim platform showing an "ERROR" message: "Unable to verify badge". It states: "We are unable to verify the status of this badge. Please contact the earner of this badge for more information." A "Return to the homepage" link is provided. To the right is a large question mark icon. At the bottom, there's a navigation bar with links like "ABOUT CREDLY", "REQUEST DEMO", "TERMS", "PRIVACY", "DEVELOPERS", "SUPPORT", and "FEEDBACK".

Making your Badge **Public**:

A screenshot of the Acclaim platform showing a public badge detail page for a "Tableau Desktop Certified Associate". The badge image features a blue background with white text and a bar chart icon. The badge details include the issuer ("Loyalist Exam Services"), a description ("A Tableau Desktop Certified Associate is a proficient user of the features and functionality of Tableau Desktop to analyze data and solve problems. They can apply mapping, data preparation, and calculation skills in more advanced data analysis."), demonstrated skills ("Data Analysis", "Data Analytics", "Tableau", "Tableau Desktop"), and earning criteria ("Pass two-hour proctored Desktop Certified Associate exam"). At the top right, there are "Share" and "..." buttons, and a dropdown menu with "Make badge public" and "Reject this badge". At the bottom, there's a navigation bar with links like "ABOUT CREDLY", "REQUEST DEMO", "TERMS", "PRIVACY", "DEVELOPERS", "SUPPORT", and "FEEDBACK".

## Frequently Asked Questions (FAQ's)

### Q. I would like to reschedule my exam.

A. You can reschedule your exam session from your Tableau Dashboard <https://tableau.lcsexams.com/>. If you are unable to reschedule at this time, it may be due to one of the following: You tried to take your exam but had technical difficulties. Please try again in a few hours.

- Your exam was completed but you were unsuccessful for a Pass. Any new attempts will need a new session to be purchased.

- Your exam has expired. Exam Sessions do expire 6 months after the date of purchase.

### Q. I cannot take my exam as scheduled.

A. You may Reschedule or Cancel your exam session. Please login to your [Tableau Dashboard](#). Click the 'Exam Details' button and then 'Schedule Your Exam'. You will then click the 'Reschedule' button to select a date and time. **NOTE: There is a \$5.00 fee for cancelling or rescheduling your exam within 24 hrs of your appointment; Examity will request payment when you reschedule your exam.**

### Q. I missed my exam appointment.

A. You can reschedule your exam session for a new day/time as long as it is not expired. You will however receive a No Show Appointment email. A proctor-sitting fee will need to be paid via credit card prior to rescheduling your exam.

### Q. I had technical issues during my exam and I am concerned about my result.

A. We will initiate a technical review of your exam session and will get back to you with our findings in 2-3 business days.

## FAQ's about Badging

### Q: Who is Credly?

A: Credly is the end-to-end solution for issuing and managing digital credentials. Credly works with credible organizations to provide digital credentials to individuals, worldwide.

### Q: Can I export badges issued through Credly's Acclaim Platform to other badge-storing platforms?

A: Yes, you can download your badge from the Share Badge page. Your downloaded badge contains Open Badge Infrastructure (OBI) compliant metadata embedded into the image. This allows you to store your badge on other OBI-compliant badge sites, such as the Mozilla backpack.

### Q: Can I import badges issued from other platforms into Credly's Acclaim Platform?

A: Not at this time.

### Q: I have a question about the Acclaim Platform. Where can I find support?

A: You can find answers to frequently asked questions here: [support.youracclaim.com](https://support.youracclaim.com)

### Q: What if I don't want my badge to be public?

A: You can easily configure your privacy settings in the Acclaim Platform. You're in complete control of the information about yourself that is made public.

### Q: Is there a fee to use Credly's Acclaim Platform?

A: No. This is a service Tableau provides to you, at no cost.

### Q: Where and how can I share my badge through Credly's Acclaim Platform?

A: You can share your badge directly from the Acclaim Platform to LinkedIn, Twitter and Facebook; over email; embedded in a website or in your email signature.

## Contact Information

If you have any questions or need further assistance, please email [exams@loyalistexams.com](mailto:exams@loyalistexams.com).

It will be helpful to provide your Exam Session ID in the subject of your email.

If you have any questions regarding the Tableau Certification program, please refer to:

<http://www.tableau.com/certification>

## Helpful Links

**Tableau Certification FAQ** - <http://mkt.tableau.com/files/TableauProductCertificationProgram.pdf>

**Tableau Tech Guide** - <http://mkt.tableau.com/files/Tableau-Certification-4-steps-to-exam-success.pdf>