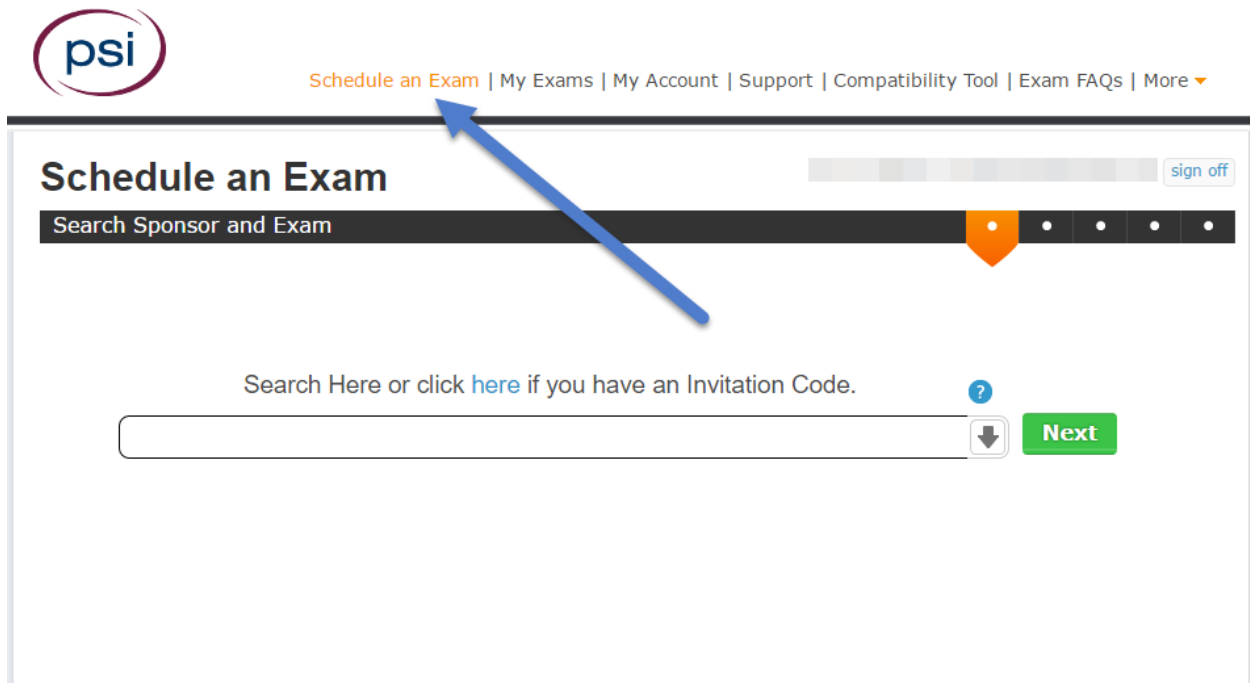


To schedule your ECBA™ exam:

1. Create an account at <https://www.examslocal.com//> using the primary e-mail address of your IIBA® account
2. Click "Schedule an Exam" from the top menu, if you are not already on the "Schedule an Exam" page



3. Enter *ECBA* edit box and click on “**International Institute of Business Analysis (IIBA): Entry Certificate in Business Analysis (ECBA) - English**” OR
Click the arrow to select “**International Institute of Business Analysis (IIBA): Entry Certificate in Business Analysis (ECBA) - English**” from the list of exam.

Once selected, click on the **Next** button.

The exam selected within the following picture examples is for demo purposes only.

Schedule an Exam

sign off

Search Sponsor and Exam

Search Here or click [here](#) if you have an Invitation Code.

Atlas |

Innovative Exams : **Atlas** Cloud Kiosk Demo (ackdmo) - English

PSI Services Demo : **Atlas** Cloud Demo (ptpsi) - English

Next

1

2

4. Enter a desired Date, Time, and Time Zone. This will start a search for these desired settings.

Note that the Time search will appear after selecting a Date.

5. After you have selected your desired settings, click on the **Next** button

Schedule an Exam

sign off

Select Desired Date and Time

Sponsor & Exam [change](#)

PSI Services Demo - Atlas Cloud Demo	
Exam Code	ptpsi
Exam Duration	30 mins
Language	English

*From

mm/dd/yyyy

*Time Zone

-- Select Your Time Zone --

Next

Schedule an Exam



sign off



Select Desired Date and Time

Sponsor & Exam [change](#)

PSI Services Demo - Atlas Cloud Demo

Exam Code	ptpsi
Exam Duration	30 mins
Language	English

1 *From  2 4:00 pm 

3 *Time Zone  

Current Selected Time: 3:54 PM

[Next](#) 4

6. In the next screen, verify that your desired date is highlighted.

Note that any available date is shown via a white box; otherwise, if the date is unavailable, it will be grayed out.

Schedule an Exam

sign off

Select a Test Site and Time

Sponsor & Exam [change](#)

PSI Services Demo - Atlas Cloud Demo

Exam Code	ptpsi
Exam Duration	30 mins
Language	English


Search Date & Time [change](#)

Time	(UTC-06:00) Central Time
Zone	(US & Canada)
Date	07/12/2017
Time	4:00 pm

Date

July 2017

We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	»
12	13	14	15	16	17	18	19	20	21	

Time 

am ▶ 12 • 01 • 02 • 03 • 04 • 05 • 06 • 07 • 08 • 09 • 10 • 11

pm ▶ 12 • 01 • 02 • 03 • 04 • 05 • 06 • 07 • 08 • 09 • 10 • 11

7. Select again your desired Time

Schedule an Exam

sign off

Select a Test Site and Time

Sponsor & Exam [change](#)

PSI Services Demo - Atlas Cloud Demo

Exam Code **ptpsi**

Exam Duration **30 mins**

Language **English**

Search Date & Time [change](#)

Time **(UTC-06:00) Central Time**

Zone **(US & Canada)**

Date **07/12/2017**

Time **4:00 pm**

Date

July 2017

We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
12	13	14	15	16	17	18	19	20	21

Time

am ▶ 12 • 01 • 02 • 03 • 04 • 05 • 06 • 07 • 08 • 09 • 10 • 11

pm ▶ 12 • 01 • 02 • 03 • 04 • 05 • 06 • 07 • 08 • 09 • 10 • 11

8. Select a Time Slot (**NOTE: The Next button will only appear AFTER you have selected a Time Slot**)

Schedule an Exam

sign off

Select a Test Site and Time

Sponsor & Exam [change](#)

PSI Services Demo - Atlas Cloud Demo

Exam Code **ptpsi**

Exam Duration **30 mins**

Language **English**

Search Date & Time [change](#)

Time **(UTC-06:00) Central Time**

Zone **(US & Canada)**

Date **07/12/2017**

Time **4:00 pm**

Date

July 2017

We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
12	13	14	15	16	17	18	19	20	21

Time

am ▶ 12 • 01 • 02 • 03 • 04 • 05 • 06 • 07 • 08 • 09 • 10 • 11

pm ▶ 12 • 01 • 02 • 03 • 04 • 05 • 06 • 07 • 08 • 09 • 10 • 11

Time Slot

4:00 pm - 4:30 pm	4:15 pm - 4:45 pm	4:30 pm - 5:00 pm	4:45 pm - 5:15 pm
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9. Once all the selections have been made, click on the **Next** button

Schedule an Exam

sign off

Select a Test Site and Time

Sponsor & Exam [change](#)

PSI Services Demo - Atlas Cloud Demo

Exam Code **ptpsi**

Exam Duration **30 mins**

Language **English**

Search Date & Time [change](#)

Time Zone **(UTC-06:00) Central Time (US & Canada)**

Date **07/12/2017**

Time **4:00 pm**

1 **Date**

July 2017

We 12	Th 13	Fr 14	Sa 15	Su 16	Mo 17	Tu 18	We 19	Th 20	Fr 21	»
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2 **Time**

am ▶ 12 • 01 • 02 • 03 • 04 • 05 • 06 • 07 • 08 • 09 • 10 • 11

pm ▶ 12 • 01 • 02 • 03 • **04** • 05 • 06 • 07 • 08 • 09 • 10 • 11

3 **Time Slot**

4:00 pm - 4:30 pm	4:15 pm - 4:45 pm	4:30 pm - 5:00 pm	4:45 pm - 5:15 pm
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4  **Next**

10. A **Compatibility Check** will load. You may check this again before your exam via “Compatibility Tool” within your PSI account.

If the section is completed, you will see a checkmark.

If a section has failed, you will see an X.

Blank sections are mainly recommendations for a better testing environment.

To test, YOU must have NO Xs.










Compatibility Check

Step 1: Install the Innovative Exams Google Chrome Extension when prompted or install by clicking below:

[Install Extension](#)

or manually install the extension [HERE](#).

Step 2: Verify the following minimum requirements

Component	Minimum Requirement	Status	Action Required
 Operating System	<ul style="list-style-type: none"> Windows XP, Vista, 7, 8 Mac OS X and above Linux Chrome OS 	✓	
 Web Browser	Current version of Google Chrome or Chromium.	✓	
 Browser Settings	Your browser must accept 3rd party cookies for the duration of the exam ONLY.		Please ensure that your browser accepts 3rd party cookies for the duration of the exam ONLY. To change your settings visit: chrome://settings/content and unblock 3rd party cookies.
 Webcam/Microphone	<ul style="list-style-type: none"> Minimum VGA 640 x 480 resolution Enabled built in or external microphone 	✗	A microphone is required to take this exam. Please check your settings and enable or configure your microphone.
 Google Chrome Extension	Install Innovative Exams Google Chrome Extension	✓	
 Ports	TCP: port 80 and 443	✓	
 Bandwidth	<p>Minimum 500Kbps download and 256Kbps upload</p> <p>Recommended 5Mbps or higher download and upload</p>	✓	Minimum and Recommended bandwidth may differ depending on your exam. Please refer to your exam confirmation e-mail for any such differences.
 Hardware Requirements	<ul style="list-style-type: none"> 1GB RAM & 2GHz dual core processor Minimum 1280 x 800 resolution 		Please ensure that you meet the minimum hardware requirements, listed to the left, before launching your exam at scheduled time.
 Testing Environment	<ul style="list-style-type: none"> Room must be quiet, private and well lit. Public spaces such as coffee shops, stores, etc. are not allowed. Desk must clear of all notes and electronics. Examinee should reside in the center of the camera frame No bright lights or windows behind the examinee 		Please ensure that you meet the testing environment requirements, listed to the left, before launching your exam at scheduled time.

By clicking 'I Agree' you are verifying you meet the minimum system requirements as listed above. If you do not meet the requirements on the day of your exam: you automatically forfeit your examination scheduling fee, exam eCredit or exam eligibility. Fees, exam credits and exam eligibilities are non-refundable and your exam sponsor will be notified that the appointment was a no-show.

[I Agree](#) [I Disagree](#)

11. Click on “I Agree” at the bottom of the Compatibility Check page

By clicking 'I Agree' you are verifying you meet the minimum system requirements as listed above. If you do not meet the requirements on the day of your exam: you automatically forfeit your examination scheduling fee, exam eCredit or exam eligibility. Fees, exam credits and exam eligibilities are non-refundable and your exam sponsor will be notified that the appointment was a no-show.



I Agree

I Disagree

12. Click on “I Agree” to the Innovative Exams Candidate Agreements

Agreement

You must review and agree to the statement below in order to complete your reservation. Once you have reviewed the text below you may continue by pressing the Agree button at the bottom of this page. If you click Disagree your reservation will not be saved.

Innovative Exams Candidate Agreement

You agree that Innovative Exams can take your photo and may ask you to scan your government issued identification. These will be used for identity verification only and are not retained for any other purpose. In addition, live audio and video will be streamed during your testing session to a remote monitor and will be stored for future reference. Should the remote monitor detect any potential cheating activity, they may pause or terminate your testing session. Any specific rules established by your exam sponsor will be enforced. If you have any questions regarding this you may contact the monitor via the Live Chat Window. You must accept this agreement to complete your reservation for this exam.





I Agree

I Disagree

13. A **Confirmation Page** will load for you to verify your reservation. This will also be e-mailed to you.

Exam Info

PSI Services Demo
Atlas Cloud Demo
ptpsi - English

 7/12/2017
 4:15 PM - 4:45 PM - Central Daylight Time

Confirmation Code
335-A50

Candidate Id
[REDACTED]

Transaction Date
7/12/2017

What to bring:

- You will need to use 335-A50 as the confirmation code to begin your exam.
- Your government issued ID.

Cancellation and Refund Policy:

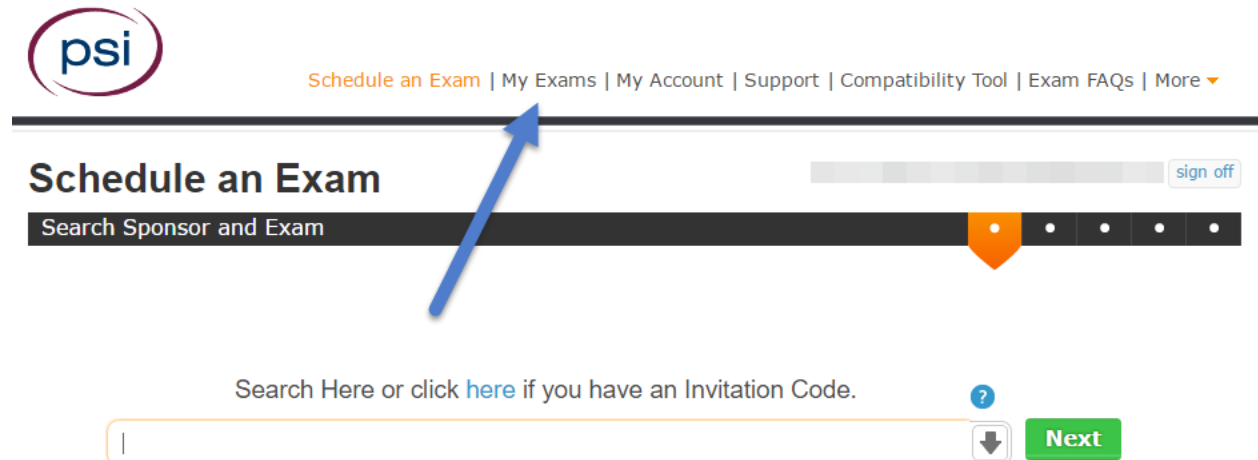
- If you should need to cancel or reschedule your exam, please use the cancellation options found at [REDACTED] or email us at examssupport@examsllocal.com or call +1-888-504-9178, +1-312-612-1049 for additional support.
- To receive a full refund you may cancel or reschedule the examination 24 hours prior to the scheduled time.
- If you do not cancel the exam within 24 hours of your scheduled appointment, you will be charged the full original fee and you will not be issued a refund. In addition your appointment will be marked as a "no show".
- Exams must be canceled or rescheduled 24 hours before the scheduled exam time. Failing to cancel or reschedule within this time period, will result in forfeiting exam fees, exam eCredits and/or your exam eligibility will be marked as redeemed.

The Scheduling process is now done.

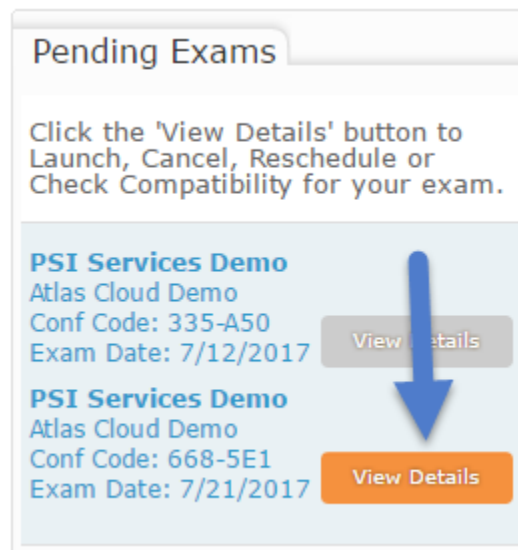
To Cancel or Reschedule your exam:

Exams must be cancelled or rescheduled **at least 24 hours before** the scheduled exam time; Otherwise, you forfeit the exam or rewrite exam fees, and your exam eligibility will be considered used.

1. Click "My Exams" from the top menu



2. Under the Pending Exams section, find your exam and click "View Details"



3. In the **Exam Info** window which appears on the right, you'll see cancel and reschedule buttons near the top.

To reschedule your exam, first your current exam needs to be cancelled.

Exam eligibilities become re-usable after a Cancellation.

Exam Info

Scheduling Options



[Cancel](#) [Reschedule](#)

[Compatibility Test](#)

Exam Countdown

09 : **02** : **56** : **45**
Days Hours Minutes Seconds

PSI Services Demo
Atlas Cloud Demo
ptpsi - English
Launch Status: Exam is not deliverable until 7/21/2017

 7/21/2017
 7:30 PM - 8:00 PM - Central Daylight Time

Confirmation Code
668-5E1

Candidate Id
9503837108

Transaction Date
7/12/2017

What to bring:

- You will need to use 668-5E1 as the confirmation code to begin your exam.
- Your government issued ID.

Cancellation and Refund Policy:

- If you should need to cancel or reschedule your exam, please use the cancellation options found at <https://www.xamhub.com/Candidate> or email us at examsupport@examslocal.com or call +1-888-504-9178, +1-312-612-1049 for additional support.
- To receive a full refund you may cancel or reschedule the examination 24 hours prior to the scheduled time.
- If you do not cancel the exam within 24 hours of your scheduled appointment, you will be charged the full original fee and you will not be issued a refund. In addition your appointment will be marked as a "no show".
- Exams must be canceled or rescheduled 24 hours before the scheduled exam time. Failing to cancel or reschedule within this time period, will result in forfeiting exam fees, exam eCredits and/or your exam eligibility will be marked as redeemed.

- Clicking on either Cancel, or Reschedule will bring up a prompt.

Click the **Yes, proceed with exam reschedule** button on this Prompt

Are you sure you want to reschedule this scheduled exam?

To reschedule:

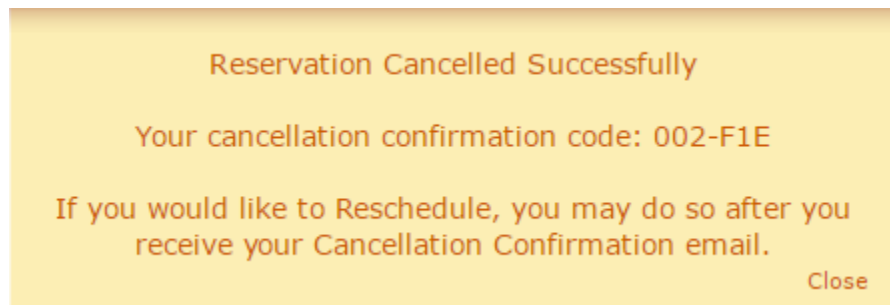
- 1. Wait for your cancellation confirmation e-mail**
- 2. Reschedule your exam**

No thanks

Yes, proceed with exam reschedule



- A message will appear at the top of the screen confirming the Cancellation. This cancellation confirmation will also be e-mailed to you.



The cancellation process is now finished.

To reschedule your exam, follow the steps in the *To schedule your ECBA™ exam* section, starting at step 2.