



EXAM INFORMATION GUIDE

ArcGIS Online Administration Specialty

19-001



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SCIENCE
OF
WHERE®

EXAM DESCRIPTION

Title:

ArcGIS Online Administration Specialty

Category:

Specialty Exam

Description:

The ArcGIS Online Administration Specialty Exam tests the candidate's experience applying ArcGIS Online concepts and processes to workflows. This exam validates skills related to managing members, licenses, credits, content, configuration, sharing settings, and groups. The exam is recommended for candidates with at least one year of experience administering ArcGIS Online.

Specialty exam candidates must already hold an Esri certification.

Software:

ArcGIS Online

Language:

English

Duration:

1 hour

Price:

\$150

CANDIDATE QUALIFICATIONS

A qualified candidate should be able to perform the following tasks:

- Invite and manage members
- Manage content and sharing settings
- Manage credits
- Monitor organization usage
- Manage licenses
- Configure web site and settings
- Manage groups

A qualified candidate should NOT be expected to perform the following tasks:

- Activate or renew subscription
- Buy credits, users, or licenses
- Configure Enterprise log ins
- Apply advanced security settings
- Purchase items in Marketplace
- Set up collaborations

SKILLS MEASURED

The following list will familiarize candidates with the exam sections to help guide exam preparation. The relative weight of each section is provided to illustrate the approximate size of each section. Candidates should review this list and assess their knowledge of each skill. Specific preparation resources are available to assist with refreshing in areas where any knowledge gaps are found.

Organization and Configuration 42.5%

- Configure the organization's homepage
- Configure security settings
- Configure map settings
- Configure utility services
- Configure general settings
- Set up credit budget
- Configure organization categories

Usage Monitoring 10%

- Analyze credit summary data
- Identify popular items

Member Management

37.5%

- Invite members using different methods
- Create and apply roles
- Delete members
- Reset passwords
- Update profiles
- Configure licenses
- Differentiate between user types
- Explain Esri Access

Content Management

10%

- Manage member-specific content
- Manage groups

EXAM RESOURCES

The following training resources are available to help you prepare for your exam but are not required. Please utilize this list of preparation resources with the list of “skills measured” topics so you can identify appropriate training options for any possible knowledge gaps.

The Esri curated Learning Plan for this exam is updated continually based on the Training Services course and content retirement schedule.

Please note that completing the recommended training courses does not guarantee that you will achieve the requirements for a specific certification exam.

ESRI LEARNING PLAN

- [Esri ArcGIS Online Administration Certification 19-001](#)

BOOKS AND ADDITIONAL SOURCES

- [Getting to Know Web GIS, 3rd edition](#)
- [GeoNet - The Esri Community](#)
- [ArcGIS Blog - ArcGIS Online Articles](#)