ArcGIS® Online Administration Associate 2024

Exam Details:

ArcGIS Online Administration Associate 2024

- Exam Questions: 75
- Exam Type: Operational
- Exam Format: Multiple Choice
- Exam Language: English
- Exam Cost: $250 USD
- Exam State: published 12 March 2024. [Visit the Esri Community](#) to learn more about this exam.

Exam Purpose:

The ArcGIS Online Administration Associate 2024 exam tests the candidate's experience using concepts and processes to effectively manage an ArcGIS Online organization. This exam validates skills related to managing members, licenses, credits, content, configuration, sharing settings, and groups.

Target Candidate Audience:

The ArcGIS Online Administration Associate 2024 exam is for anyone who administers an ArcGIS Online organization seeking to demonstrate knowledge of essential administrative tasks. Roles could include: ArcGIS Online administrator, GIS Professional, GIS manager, system administrator, GIS administrator, IT administrator.

Description of Qualified Candidate:

The qualified candidate should have at least 2 years of experience administrating ArcGIS Online and should be able to manage members; assign licenses; estimate, allocate, and monitor credit usage; configure organization settings; create and modify groups; and curate and share organizational content.

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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
- Set up partner collaborations

A qualified candidate should NOT be familiar with the following:

- Activate or renew subscription
- Recognize differences between functionality of all add-on licenses or organization extensions
- Buy credits, users, or licenses
- Configure SAML or Open ID connect logins
- Purchase items in Marketplace
- Set up distributed collaborations

A qualified candidate should be familiar with the following:

- ArcGIS Online

SKILLS MEASURED

Candidates should fully prepare for testing using the exam content sections below as a checklist to identify possible gaps between their knowledge and the skills measured by the exam. The relative weight illustrates the approximate size of each section. It is recommended that focused preparation should be in areas where any knowledge gaps are found.

Organization Configuration   28%

- Identify how to configure the organization's homepage
- Given a scenario, configure the proper security settings
- Given a scenario, configure map settings
- Given a scenario, configure appropriate utility services
- Identify general settings and modifications
- Identify organization item settings

Usage Monitoring   20%

- Given a scenario, manage credit usage for an organization
- Given a scenario, generate appropriate report
- Given a scenario, utilize the appropriate organization status dashboard

Member Management   34%

- Given a scenario, determine the appropriate method for inviting members
- Given a scenario, determine appropriate user type
- Given a scenario, configure the appropriate roles and privileges
- Given a scenario, manage licenses
- Given a scenario, determine actions necessary to manage members

Content Management   18%

- Given a scenario, manage member content
- Given a scenario, create and manage groups
- Identify different methods for filtering content

RESOURCES

To help prepare for the exam, we recommend candidates use the training resources below, along with the list of exam objectives, to identify and fill any knowledge gaps. Completing the recommended training courses does not guarantee a passing score on a certification exam.

The Esri-curated learning plan for this exam is updated regularly to reflect the latest Esri Academy resources and resource retirement schedules.

ESRI ACADEMY

- [Exam Description Page](#)
- [Exam Preparation Video](#)
- [ArcGIS Online Administration Associate Certification 2024 Learning Plan](#)

ESRI COMMUNITY

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LINK TO ARCGIS DOCUMENTATION

- [ArcGIS Documentation](#)