



Zscaler Certification

Exam Registration and Scheduling Guide

A step-by-step guide to getting registered and
scheduled for Zscaler Certification exams

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and Schedule
an Exam**

**2. Cancel or
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Register and Schedule an Exam

Step 1

Navigate to:
[Zscaler.com/zscaler-academy](https://www.zscaler.com/zscaler-academy),
and select the correct Login
link.

For help creating a new Zscaler Academy
account, see the [Zscaler Academy Registration
Guide](#).

HOW TO ACCESS

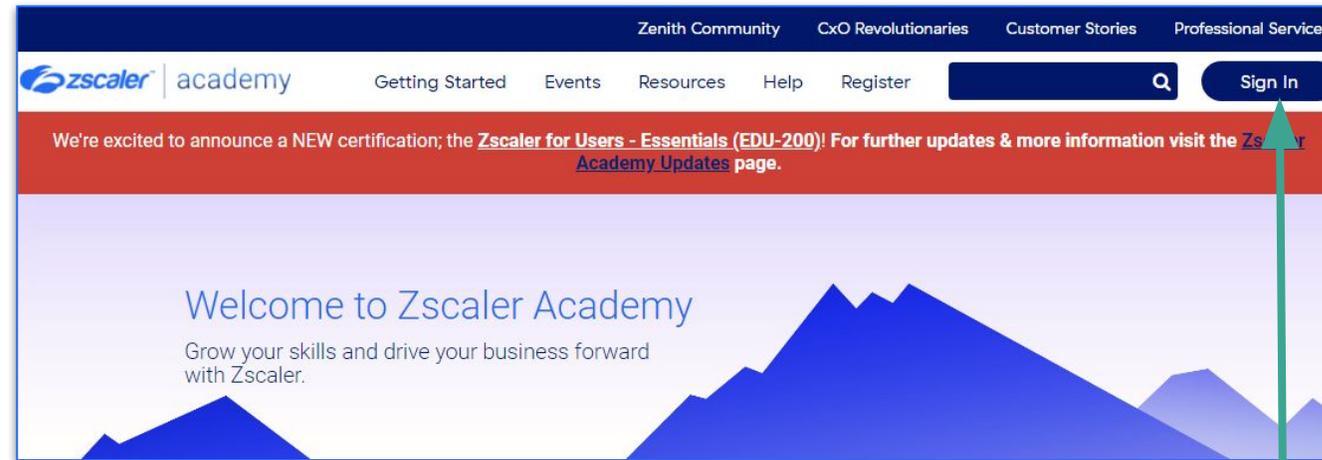
How to access Zscaler Academy

		
Zscaler GovCloud customers, Gov Academy members, or guests with FedRAMP requirements	Non-GovCloud customers of Zscaler, Zscaler Academy members, or guests	Zscaler Partners with Partner Academy accounts, or guests
Log in or register now	Log in or register now	Log in or register now

Please note, there are separate login links for GOV, Customers, and Partners.

Step 2

Sign in with your Zscaler Academy credentials.



From the home page,
click Sign In.

A screenshot of the Zscaler Academy Sign In form. The form is titled 'Sign In' and features the Zscaler logo at the top. Below the title is a placeholder for a user profile picture. The form contains the following fields and elements:

- A 'Username' input field with a red error message below it: 'Please enter a username'.
- A 'Password' input field.
- A 'Remember me' checkbox.
- A blue 'Sign In' button.
- A link at the bottom: 'Need help signing in?'.

Enter your Username
and Password, and
click Sign In.

Step 3

View all available
Certification Exams.

The screenshot shows a grid of nine cards on the Zscaler Academy homepage. A green box highlights the 'Certification Exams' card, and a green arrow points to its 'Get Certified' button. Another green box and arrow point to the 'Certification Exams' card from the right side of the page.

<p>Welcome to Zscaler Academy</p> <p>Get a brief tour of Zscaler Academy, what's new, and where to go next!</p> <p>View</p>	<p>Data Protection (EDU-220)</p> <p>Discover Zscaler's Data Protection capabilities, explore individual data protection functions in detail, and learn how to set up Zscaler's Data Protection services according to Zscaler's recommended approach.</p> <p>Get Started</p>	<p>Zero Trust Certified Associate (ZTCA)</p> <p>The Zero Trust Certified Associate certification is designed to enable you to identify and build a true zero trust architecture through Zscaler's Zero Trust Exchange.</p> <p>Get Started</p>
<p>Zscaler for Users - Essentials (EDU-200)</p> <p>This path introduces learners to solutions and capabilities Zscaler offers as part of the Zero Trust Exchange to secure organizations' users and their business critical applications.</p> <p>Get Started</p>	<p>Zscaler for Users - Advanced (EDU-202)</p> <p>This path introduces learners to the advanced solutions and capabilities of the Zscaler's Zero Trust Exchange.</p> <p>Get Started</p>	<p>Certification Exams</p> <p>Take an Exam: Validate your skills with an exam and get certified!</p> <p>Get Certified</p>
<p>What's New</p> <p>Check out Zscaler's new and trending learning content.</p>	<p>Quick Start Videos</p> <p>Quick start videos designed to help you get started with ZIA and ZPA.</p>	<p>Role-Based Learning Journeys</p> <p>Role-based certifications to enable</p>

From your Zscaler Academy homepage, scroll down to find all Certification Exams.

Click Get Certified.

Step 4

Choose your exam.

Certification exam fees are charged **per attempt**, including any retakes.

The screenshot displays the 'Certification Exams' section of the Zscaler website. At the top, it says 'Validate your skills with an exam and get certified!'. Below this, there are three steps: 'Step 1: Prepare' (Prepare for the exam by taking the role-based learning path.), 'Step 2: Validate' (Validate your skills by taking an exam and earning a certification.), and 'Step 3: Share' (Share your certification on social media and earn points!). Underneath the steps, two exam options are listed:

- Zscaler Digital Transformation Administrator - ZDTA**: This is the final exam to earn ZDTA certification after completion of Zscaler for Users- Essentials learning path. It has a 'View' button.
- Zero Trust Certified Associate (ZTCA) Exam**: Take this exam to become a Zscaler Zero Trust Certified Associate (ZTCA). It costs \$300 and awards 250 points.

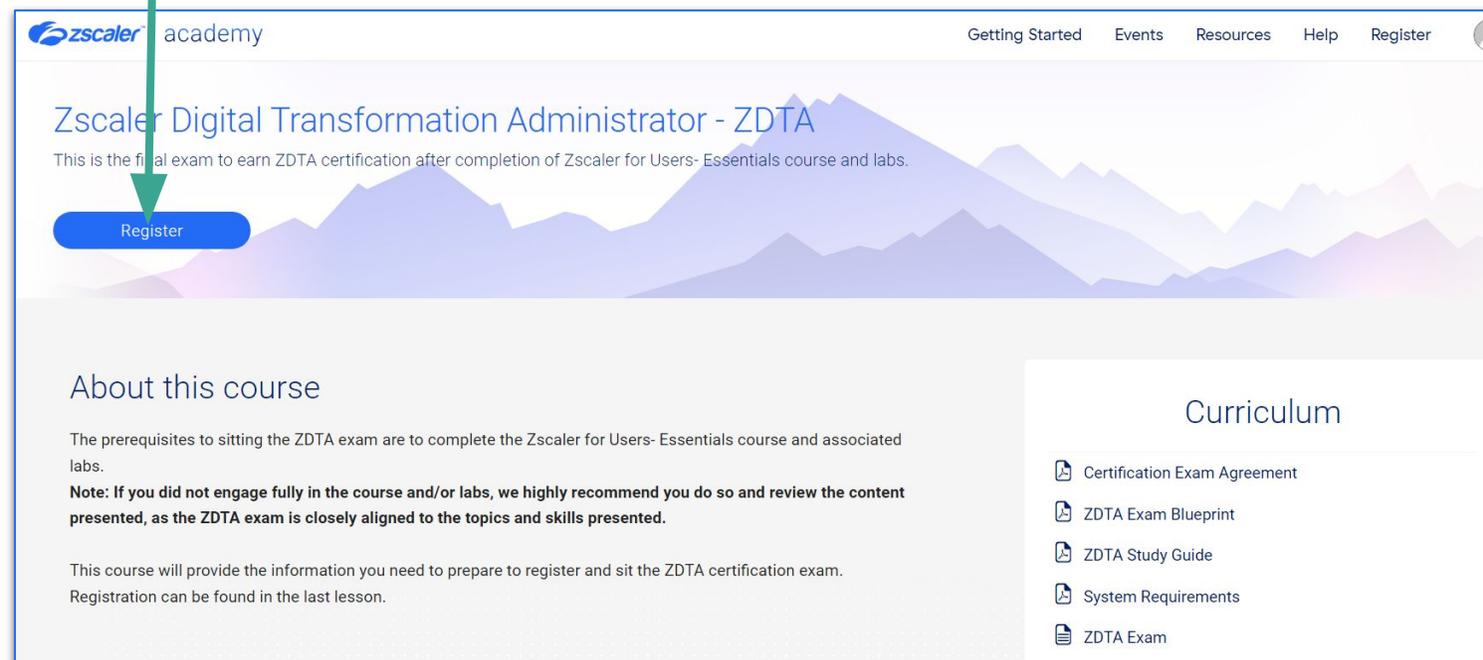
Choose your Certification exam.

Step 5

Register for your exam.

Before you can register, you must first complete all prerequisites.

Click Register to begin.



The screenshot shows the Zscaler Academy website for the Zscaler Digital Transformation Administrator - ZDTA exam. The page features a navigation bar with links for Getting Started, Events, Resources, Help, and Register. The main heading is "Zscaler Digital Transformation Administrator - ZDTA" with a subtext: "This is the final exam to earn ZDTA certification after completion of Zscaler for Users- Essentials course and labs." A prominent blue "Register" button is located below the heading. Below the button, there are two columns of content: "About this course" and "Curriculum".

About this course

The prerequisites to sitting the ZDTA exam are to complete the Zscaler for Users- Essentials course and associated labs.

Note: If you did not engage fully in the course and/or labs, we highly recommend you do so and review the content presented, as the ZDTA exam is closely aligned to the topics and skills presented.

This course will provide the information you need to prepare to register and sit the ZDTA certification exam. Registration can be found in the last lesson.

Curriculum

- Certification Exam Agreement
- ZDTA Exam Blueprint
- ZDTA Study Guide
- System Requirements
- ZDTA Exam

Step 6

Review your order.

If you are paying with a training credit or voucher code, enter it before proceeding.

If you are paying with a credit card, click Review and Pay to proceed to the next screen.

Description	Quantity	Price	Subtotal
Zscaler Digital Transformation Administrator - ZDTA	1	\$300.00	\$300.00

This purchase is for someone else

Enter promotion, license, or credit code
Can be purchased with 1 credit.

Enter Code

Total \$300.00

Enter your training credit or voucher code, and click Apply.

Click to proceed.

Step 7

If paying with a credit card, enter your payment information, and complete your purchase.

If you paid with a training credit or voucher code, skip to the next step.

Your total Edit

Description	Quantity	Price	Subtotal
Zscaler Digital Transformation Administrator - ZDTA	1	\$300.00	\$300.00
Total			\$300.00

Pay with:



Name on card

Credit or debit card
 [Autofill link](#)



- ✓ We'll send your order confirmation via email
- ✓ You will receive immediate access
- ✓ For technical support, contact training@zscaler.com

[Purchase](#)

Enter your payment details.

Click Purchase.

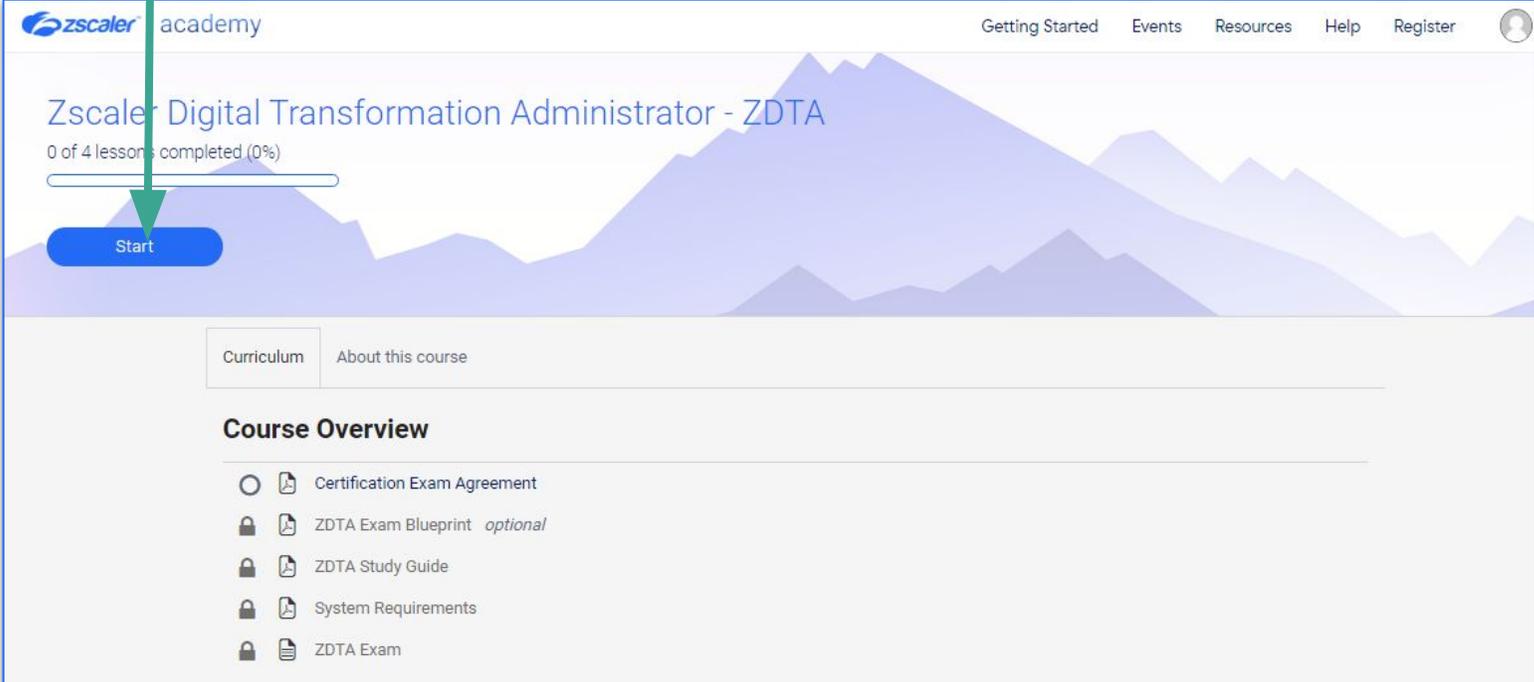
Step 8

Review important pre-exam details.

Please read the [Online Proctored Exam Delivery Guide](#) before you schedule an exam.

You will be required to read the [Certification Exam Agreement](#), [Exam Blueprint](#), [Study Guide](#) and [System Requirements](#) before proceeding to schedule.

Click Start to begin.



zscaler academy

Getting Started Events Resources Help Register

Zscaler Digital Transformation Administrator - ZDTA

0 of 4 lessons completed (0%)

Start

Curriculum About this course

Course Overview

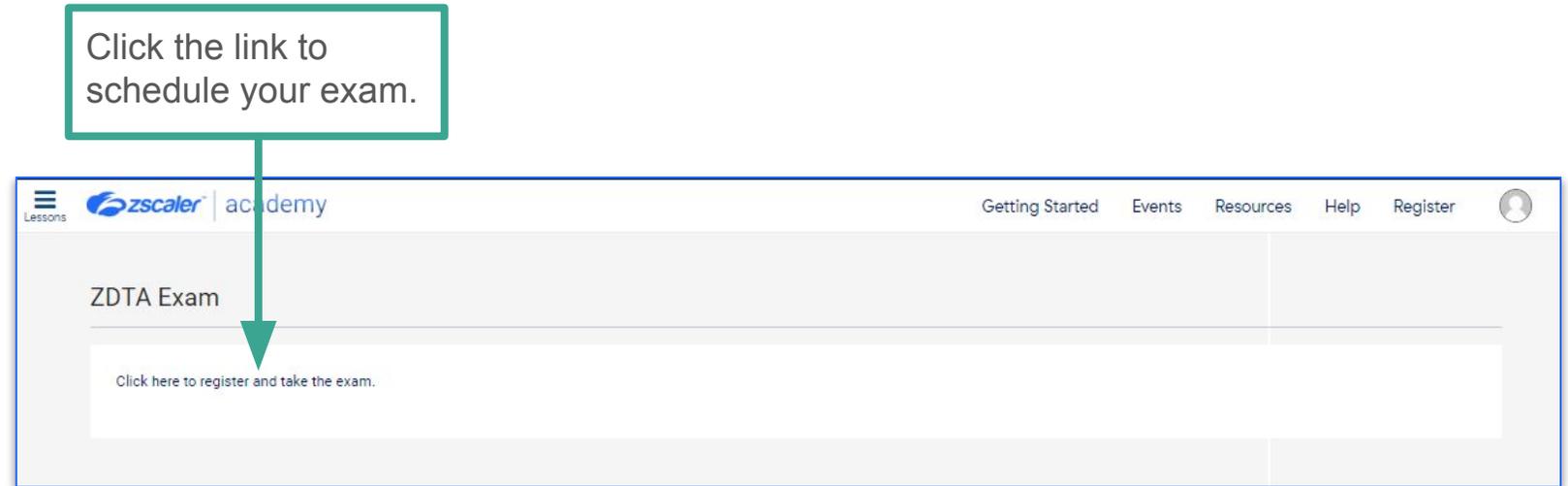
- Certification Exam Agreement
- ZDTA Exam Blueprint *optional*
- ZDTA Study Guide
- System Requirements
- ZDTA Exam

Step 9

Schedule your exam.

After reviewing the overview documents, click the link to proceed to Certiverse and schedule your exam.

Note: This link will take you to the website of our exam delivery vendor, Certiverse.



Step 10

Select your exam date and time.

One registered, candidates have a 30-day eligibility window to take their exam.

*Exams must be **scheduled** a minimum of **24 hours in advance**, up to 30 days in advance.*

*Exams must be **cancelled** a minimum of **24 hours in advance** or your registration fees may be forfeited.*

Select your desired exam date to view available time slots.

Choose your desired exam time.

Click Next.

The screenshot shows the 'Scheduling' step of the exam registration process. The interface is dark-themed and includes the following sections:

- EXAM SUMMARY:**
 - ORGANIZATION: Zscaler
 - EXAM: Zscaler Digital Transformation Administrator (ZDTA-CS)
 - DURATION: 90 Minutes
 - PROCTORING TYPE: Live Proctored - Secure Browser
 - LANGUAGE: English
- DATE:**
 - Month: FEB 2024
 - Calendar: A calendar grid for February 2024 with the 14th selected.
 - AVAILABLE TIME SLOTS: A list of time slots with radio buttons. The 2:00 PM slot is selected.
 - Time slots: 8:00 AM, 9:30 AM, 11:00 AM, 12:30 PM, 2:00 PM.
 - Location: America/Chicago
- Buttons:** CANCEL and NEXT buttons at the bottom.

Step 11

Review and confirm.

Exams can be rescheduled, but your existing exam appointment must be **cancelled** a minimum of **24 hours in advance** to reschedule.

There is no fee to reschedule your exam within the 30-day eligibility window.

Review your Reservation Date and Time.

1 Scheduling 2 Review 3 Confirmation

REVIEW

CANDIDATE
Example User

ORGANIZATION
Zscaler

EXAM
Zscaler Digital Transformation Administrator (ZDTA-CS)

LANGUAGE
English

RESERVATION DATE AND TIME
Take the test on: Wednesday, February 14, 2024, 2:00 PM

TERMS AND CONDITIONS

Confidentiality.

Per "Zscaler Certification Program Terms of Use", you agree that all Testing Materials, including Certification Exams, are Zscaler Confidential Information. Zscaler owns all right, title and interest in its Confidential Information, including all technology and intellectual property rights. You may not use, disclose, reproduce, copy, transmit, distribute, or make derivative works of Zscaler Confidential Information in any form.

BACK CONFIRM

Read the Terms and Conditions.
Click Confirm.

Step 12

Receive confirmation emails.

You will receive two confirmation emails:

1. Registration confirmation from no-reply@academy.zscaler.com
2. Scheduling confirmation from donotreply@certiverse.com

You will also receive several reminder emails in the days prior to your scheduled exam.

Example User,

This email confirms that you have registered for Zscaler Digital Transformation Administrator - ZDTA.

You can access the content at:

<https://customer.zscaler.com/zscaler-digital-transformation-administrator>

For further questions, please contact us at training@zscaler.com.

Thanks!

Zscaler Academy

Registration confirmation

Scheduling confirmation

Review the Date & Time of your exam.

 CERTIVERSE™

Hello from Certiverse!

This email confirms your registration for the exam and time listed below. You can start this exam at the scheduled time by navigating to the Certiverse Test-Taker Dashboard through this [link](#).

Organization: Zscaler

Exam: Zscaler Digital Transformation Administrator (ZDTA-CS)

Date & Time: February 14, 2024 2:00 PM (UTC-06:00) Central Time (US & Canada)

Refunds: If you paid for your exam in the Certiverse platform, you need to cancel your reservation 24 hours in advance (February 13, 2024 2:00 PM (UTC-06:00) Central Time (US & Canada)) to receive a refund.

Thank you for letting us support your success!

Congratulations on taking this next step and best of luck on your exam! If you have any questions, please contact us at support@certiverse.com.

Sincerely,

The Certiverse Crew

Step 13

Open your exam link.

Using the link in your Scheduling Confirmation or Reminder Emails to navigate to your Certiverse Test-Taker Dashboard.

OR

You can also access your Certiverse Dashboard by logging into your Zscaler Academy account. From your Profile page, click on the link for the exam under your Registrations. Once in Certiverse, click My Exams to view your exam reservations.

We recommend you check-in for your exam 15 minutes prior to your start time.



Hello from Certiverse!

This email confirms your registration for the exam and time listed below. You can start this exam at the scheduled time by navigating to the Certiverse Test-Taker Dashboard through this [link](#).

Organization: Zscaler
Exam: Zscaler Digital Transformation Administrator (ZDTA-CS)
Date & Time: February 14, 2024 2:00 PM (UTC-06:00) Central Time (US & Canada)

Refunds: If you paid for your exam in the Certiverse platform, you need to cancel your reservation 24 hours in advance (February 13, 2024 2:00 PM (UTC-06:00) Central Time (US & Canada)) to receive a refund.

Thank you for letting us support your success!

Congratulations on taking this next step and best of luck on your exam! If you have any questions, please contact us at support@certiverse.com.

Sincerely,
 The Certiverse Crew

Click here to access your Certiverse Test-Taker Dashboard.

OR

Click on the exam from your Academy Profile.

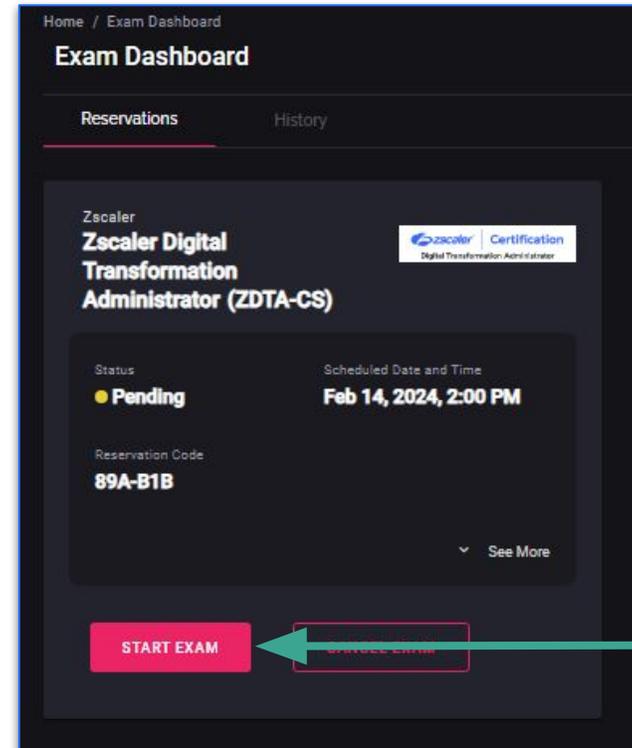
zscaler academy				Getting Started	Events	Resources	Help	Register
Platform Services	2024-Feb-06	Completed	2024-Feb-06	--	--	--		<input checked="" type="checkbox"/>
Quick Start Guide	2024-Feb-06	Completed	2024-Feb-06	--	--	--		<input checked="" type="checkbox"/>
Survey for the Zscaler for Users - Essentials (EDU-200) Path	2024-Feb-06	No lessons	2024-Feb-06	--	--	--		<input checked="" type="checkbox"/>
Zero Trust Exchange (ZTE) Overview	2024-Feb-06	Completed	2024-Feb-06	--	--	--		<input checked="" type="checkbox"/>
Zscaler Digital Experience	2024-Feb-06	Completed	2024-Feb-06	--	--	--		<input checked="" type="checkbox"/>
Zscaler Digital Transformation Administrator - ZDTA	2024-Feb-06	2:00 PM	2024-Feb-06	--	--	--		<input checked="" type="checkbox"/>
Zscaler for Users - Essentials (EDU-200) Lab	2024-Feb-07	Passed	2024-Feb-07	--	--	--	30	<input checked="" type="checkbox"/>

Step 14

Start exam check-in.

From your Certiverse Exam Dashboard, click Start Exam.

We encourage you to revisit the exam day rules in the [Online Proctored Exam Delivery Guide](#) before you begin. Failure to comply with any of the exam day rules may result in exam termination and forfeiture of exam fees.



Click Start Exam and follow the on-screen instructions.

GOOD LUCK ON YOUR EXAM!

Step 15

Download the secure browser.

Follow all on-screen and proctor instructions, and take your exam.

Exam results (Pass/Fail) are available on-screen immediately after your exam is complete.

Zscaler does not provide item-level results.

The screenshot displays a dark-themed interface. On the left, a vertical list of three steps is shown, each with a laptop icon and a red 'STEP' label:

- STEP 1**: Download & Install the Safe Exam Browser App
- STEP 2**: Return Here & Start Exam
- STEP 3**: Edit Permissions *(if prompted)*

On the right, the section is titled **Start your Exam**. Below the title, it says: "Take your exam in a secure browser." and "If you don't have the Safe Exam Browser App installed on your device, download the installer." At the bottom of this section are two buttons: a red "DOWNLOAD APP" button with a download icon and a grey "START EXAM >" button. Two green arrows point from a text box below to these buttons.

Click Download App.

When your download is complete, click Start Exam

GOOD LUCK ON YOUR EXAM!

Cancel or Reschedule an Exam

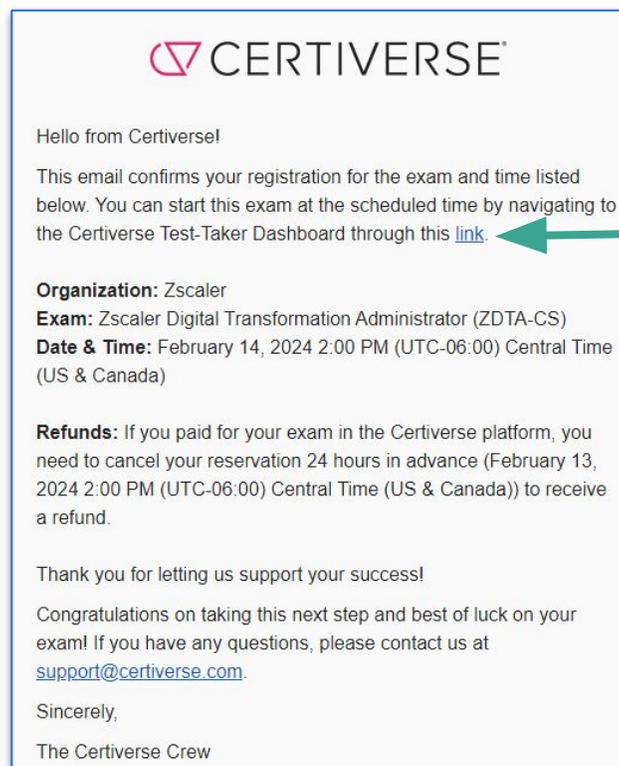
Step 1

Go to your Certiverse Dashboard.

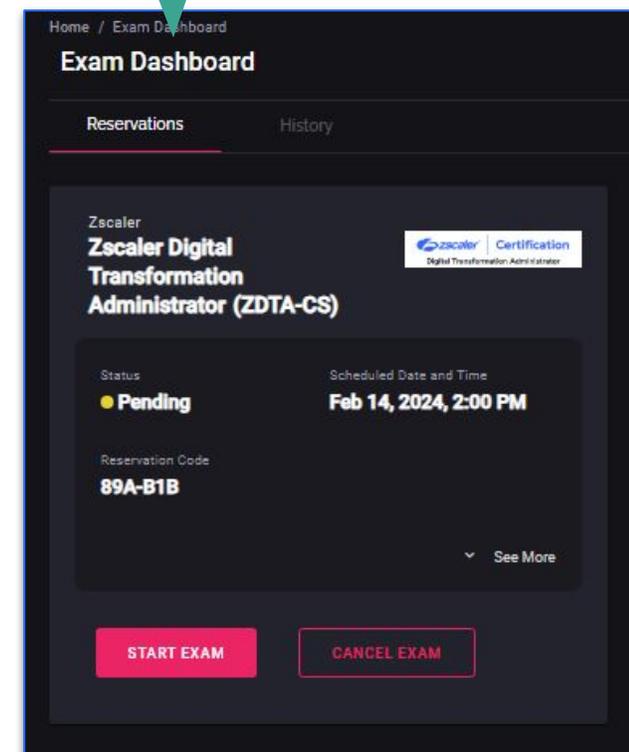
Using the link in your Scheduling Confirmation or Reminder Emails to navigate to your Certiverse Test-Taker Dashboard.

OR

You can also access your Certiverse Dashboard by logging into your Zscaler Academy account and navigating to Certiverse by clicking on the link for the exam in your Academy homepage. Once in Certiverse, click My Exams to view your exam reservations.



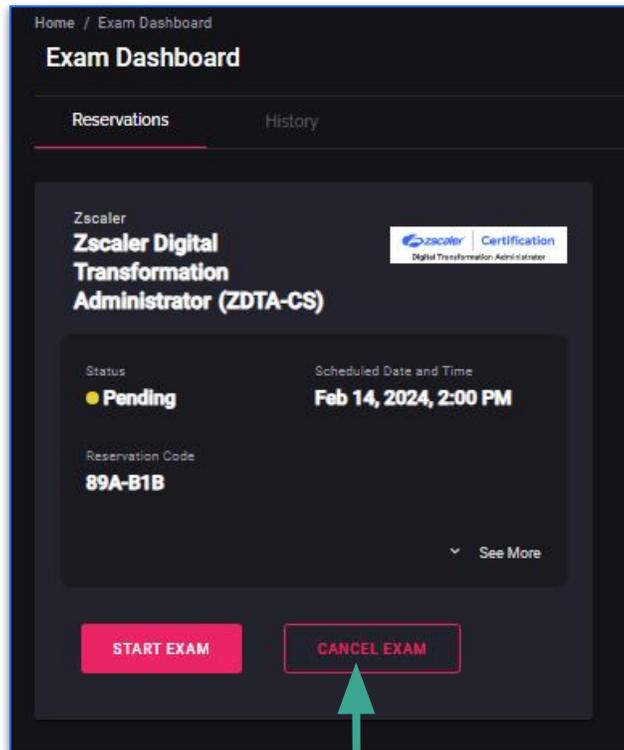
Click here to access your Certiverse Test-Taker Dashboard.



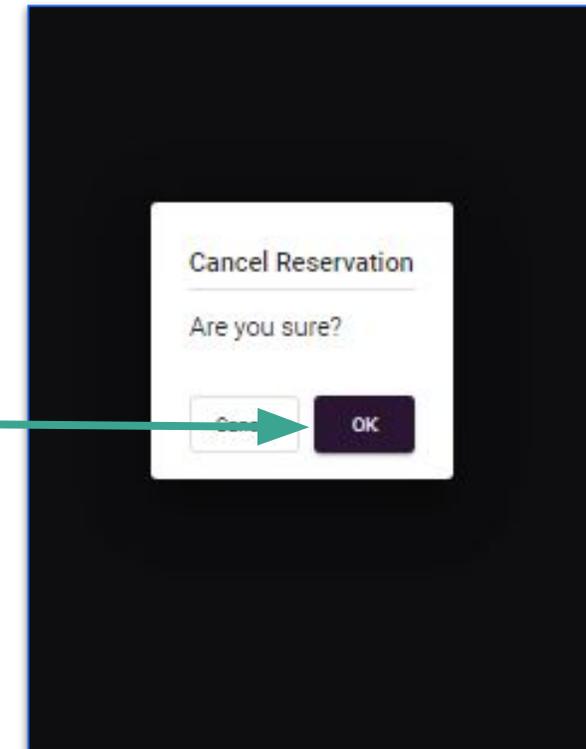
Step 2

Cancel your exam.

Before rescheduling, you'll first need to cancel your current exam appointment.



Click Cancel Exam.
Then OK to Confirm.



Step 3

Reschedule your exam.

Begin at Step 1 of the Register and Scheduling section to reschedule your exam. You'll start by signing in to the Zscaler Academy.

A screenshot of the Zscaler Academy Sign In form. The form is titled 'Sign In' and features the Zscaler logo at the top. It includes a 'Username' field with a red error message 'Please enter a username' below it, a 'Password' field, a 'Remember me' checkbox, and a blue 'Sign In' button. A link for 'Need help signing in?' is at the bottom. Green arrows point from the 'Sign In' button in the top right of the homepage screenshot to the 'Sign In' button in this form, and from the 'Sign In' button in this form to a callout box.

From the home page, click Sign In.

Enter your Username and Password, and click Sign In.

Quick Links and Resources

Quick Links and Other Resources



[Retake Policy](#)



[Zscaler Certification Exam Agreement](#)



[Zscaler Acceptable Use Policy](#)



[Zscaler Academy](#)

Questions? Contact us at Certification@zscaler.com.

Good luck on your exam!