



This document provides step-by-step instructions for creating and using your Tableau Certification Account. This is where you'll find all your Tableau Certification activity. This document also provides information on your Tableau Certification Account menu including exam scheduling, title history and exam results, and access to digital badges.

Create a Certification Account

1. Log in [here](#) using your Tableau.com account. If you don't yet have a Tableau.com account, you can create one using the same link.

How to create a Tableau.com account

- If you've already taken Tableau Certification exams, be sure to use that email address for your Tableau.com account to ensure all of your certification history is available to you.
- **IMPORTANT:** Your Tableau.com account must reflect your legal first and last name in single-byte characters, exactly as it appears on the identification you will present at the time of your exam. If it is not an exact match, you will not be able to take your test and may forfeit your exam fee. Pearson does not accept double-byte characters. *Your middle name may appear on your identification but is not used to create account nor is it reviewed during the check in process.*

Sign In

Remember me

[SIGN IN](#)

[FORGOT PASSWORD](#) | [CREATE AN ACCOUNT](#)



- If you need to create an account, select that option at the bottom of the log in page. You will need to fill out your First Name, Last Name, Email Address and Password.

Create your Tableau Account

This field is required.

Passwords are case sensitive, 8-100 characters long. Requires at least one number (0-9), one uppercase letter, one lowercase letter, and one of the following characters: ! " \ # \$ % & ' () * + , - . / : ; < = > ? @ [] ^ _ ` { | } ~ .

CREATE MY ACCOUNT

- After you complete this step, you'll receive an email titled 'Tableau Software Account Activation' to verify your account. Make sure to navigate to your email, click on the verification link and complete the login process.



Thank you for registering with Tableau. We're delighted to have you as part of the Tableau community and hope you'll come back often to benefit from our Forums, Training Videos, User Groups and other resources.

To activate your account, please click on the following url:

<https://id.tableau.com/token/657fdaca6c0e45a9a7fe24be62380480>

For your security, the link above will expire in 48 hours. If necessary, you can request a new link here: <https://id.tableau.com/resendActivation>

If you did not make this request, simply ignore this email.

To ensure sure you receive future communications, make sure to add "tableau.com" to your safe senders list.

Again, thanks for registering with us.

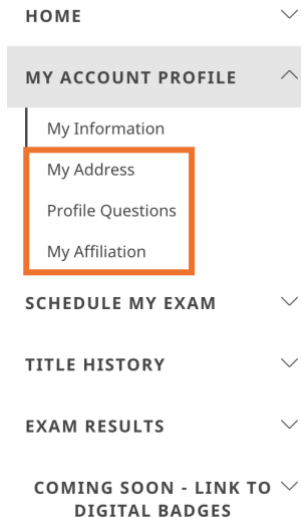
The Tableau Team

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Finish setting up your Certification Account

2. If this is your first time logging in to your Certification Account with this new process, you will need to complete the information under **'MY ACCOUNT PROFILE'**.



3. Once you've finished setting up your profile, make sure to take a look at your Dashboard under **'HOME'**. We'll be sharing relevant program information here.

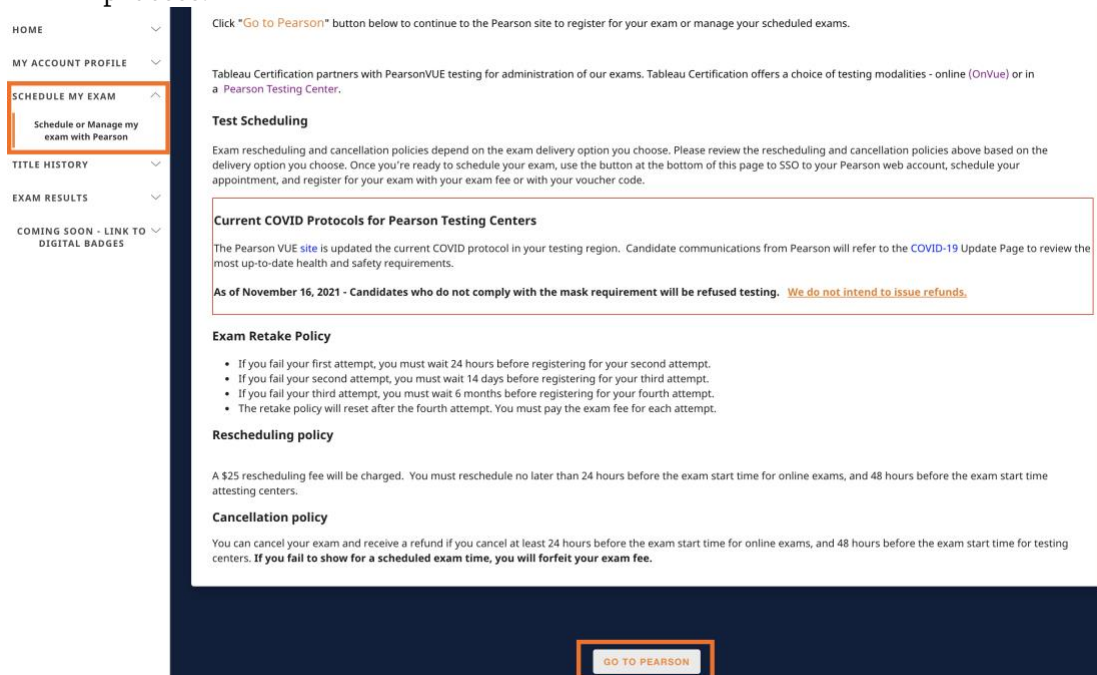
Change your name or email address on your Certification Account

1. The Tableau Certification team must manually change names and/or email addresses associated with Certification Accounts. Reach out to us at certification@tableau.com with your request
 - a. Name change – provide the email address associated with your account, the original name on your account and the First and Last Name update. Please also provide a photo of your identification with the updated name so we can verify the change.
 - b. Email change – make sure to create a Tableau.com account (using instructions above) with your new email address. We cannot change the email associated with your Tableau.com account. Then reach out with the original email and updated one for your Certification account.

Certification Account Menu

Schedule My Exam

1. Exam scheduling and purchasing is still managed by Pearson, accessed through your [Tableau Certification Account](#). This is also the navigation used to access an exam that is already scheduled, once you're ready to take it.
2. Make sure you're logged in, then click **'SCHEDULE MY EXAM'** and **'Schedule or Manage my exam with Pearson'**.
3. Read through the Pearson testing rules while navigating to the bottom of the page.
4. Click the **'GO TO PEARSON'** button on the bottom of the page and proceed with the exam ordering process.



HOME ▾

MY ACCOUNT PROFILE ▾

SCHEDULE MY EXAM ▾

Schedule or Manage my exam with Pearson

TITLE HISTORY ▾

EXAM RESULTS ▾

COMING SOON - LINK TO DIGITAL BADGES ▾

Click "Go to Pearson" button below to continue to the Pearson site to register for your exam or manage your scheduled exams.

Tableau Certification partners with PearsonVUE testing for administration of our exams. Tableau Certification offers a choice of testing modalities - online (OnVue) or in a Pearson Testing Center.

Test Scheduling

Exam rescheduling and cancellation policies depend on the exam delivery option you choose. Please review the rescheduling and cancellation policies above based on the delivery option you choose. Once you're ready to schedule your exam, use the button at the bottom of this page to SSO to your Pearson web account, schedule your appointment, and register for your exam with your exam fee or with your voucher code.

Current COVID Protocols for Pearson Testing Centers

The Pearson VUE site is updated the current COVID protocol in your testing region. Candidate communications from Pearson will refer to the [COVID-19 Update Page](#) to review the most up-to-date health and safety requirements.

As of November 16, 2021 - Candidates who do not comply with the mask requirement will be refused testing. [We do not intend to issue refunds.](#)

Exam Retake Policy

- If you fail your first attempt, you must wait 24 hours before registering for your second attempt.
- If you fail your second attempt, you must wait 14 days before registering for your third attempt.
- If you fail your third attempt, you must wait 6 months before registering for your fourth attempt.
- The retake policy will reset after the fourth attempt. You must pay the exam fee for each attempt.

Rescheduling policy

A \$25 rescheduling fee will be charged. You must reschedule no later than 24 hours before the exam start time for online exams, and 48 hours before the exam start time for testing centers.

Cancellation policy

You can cancel your exam and receive a refund if you cancel at least 24 hours before the exam start time for online exams, and 48 hours before the exam start time for testing centers. **If you fail to show for a scheduled exam time, you will forfeit your exam fee.**

GO TO PEARSON

Title History

- Here you'll find every Tableau Certification title you've ever earned.
- There is no information here about exams that you failed or purchased but did not take, nor can you find score reports on this page.
- The Title History does not include links to digital badges.
- If your title history is missing any titles that you earned previously, please reach out to us at certification@tableau.com as soon as possible.

Exam Results

- This section includes exam status and results information for all exams taken with Pearson.
- It does not include information about exams taken at our previous exam delivery provider, Loyalist Exam Services.
- Score reports can be found by navigating to Pearson. Click **'SCHEDULE MY EXAM'**, **'Schedule or Manage my exam with Pearson'** and then the **'GO TO PEARSON'** button. Once there, you can select **'View score reports'**.



Accept and Manage Digital Badges

Integration between our digital badge provider, Credly, and your Tableau Certification Account is coming soon. In the meantime, this is how you can access digital badges:

- Within 1 week of earning your certification title, you'll receive an email from admin@credly.com.
- Click the button in the email to accept your badge.
- Create and confirm your Credly account (if you don't have one already).
- Accept your badge.
- Share to LinkedIn and any other platform where you can celebrate your accomplishment! Feel free to use the #CertifiablyTableau hashtag anywhere you share the badge online.

Take the time to build out your Credly Profile by adding your social networks and even linking to your Tableau Public page! Find job openings that are requesting skills you've just proven by clicking on anything listed under the 'Skills' on your digital badge. Check out the [Certification Talent Directory](#) too.

Here's a [step-by-step tutorial video](#) should you need additional assistance.