PURCHASING A NETSUITE CERTIFICATION EXAM

This step-by-step guide was created to help users sign up for their NetSuite exams. Up until early 2025, signing up for a NetSuite exam was a relatively simple and painless process. But with the recent transition from the NetSuite website to the official Oracle MyLearn portal, the process has been made far more complicated. Hence, this guide to help students sign up for their exams despite Oracle's best attempts to prevent them. Enjoy!

Two disclaimers up front:

- If your company owns an Oracle Company Pass or you have an Administrator who has already purchased your exam vouchers, this guide will not match your circumstances.

- If you find ANY part of this guide does not match your experience, meaning the buttons have changed, pages have been removed or altered, or you have discovered an expedited method of signing up for an exam, please reach out to us on the Contact Us Form immediately with detailed information so this guide can be kept up-to-date. We thank you in advance for helping the NetSuite community!

Step-by-Step Instructions:

1. Go to Oracle MyLearn website (https://mylearn.oracle.com).
2. If defaulted to Oracle University, switch to NetSuite (click on the globe symbol near the top left of the screen).
3. Click on "Account" (top right portion of the screen) and select "Sign in to my Account."
4. Put in your Oracle MyLearn credentials (or create an account if needed).

5. At this point, you should be logged into the Oracle MyLearn portal. Again verify that you are correctly logged in for NetSuite and not Oracle University.

6. Navigate to your desired exam. This can be done in several ways, but I recommend you select Library (from the icons in the top right) and choose "Certification" under the "Featured Content" column on the right.

7. This will show you a list of all NetSuite certifications (broken up by tier), find the one you want and click the "Add to Favorites" heart at the bottom right (to make it easier to access in the future). Once it has been added to your favorites, you can click on the exam title itself.

8. Scroll to bottom of the list of curriculum and click the "Register Now" button.

9. Scroll down to the "Register for Online Exam" section and click the "Buy Exam" button.

10. This will open a new tab, re-routing you to the old NetSuite website.

11. Click the button "Get Started Now."

12. Click the button "Ready to get Certified?"

13. Scroll down and select the "Purchase Now" button for either a Specialist or Professional exam, depending on your intention.

14. Change the quantity of exam vouchers (if you need more than one), then click "Add to Cart."

15. At the top of the page will appear a green banner, click the hyperlinked word "Checkout" in this banner.

16. Add a promotional code if you have one, and otherwise click "Checkout."

17. At this point, it will re-route you again and sometimes will automatically remember your login credentials. However, you may need to put your Oracle MyLearn login credentials again.

18. Input all your personal/payment/address information. Once you've put everything in, you can click the "Purchase" button.

19. You'll be taken to a purchase confirmation page. This is where a lot of people get lost, because you are waiting for an Exam Purchase Confirmation email from Oracle that can take 30 minutes to arrive. You can ignore the Oracle Store Order email that comes a few minutes after you pay.

20. Once you receive it, open the Exam Purchase Confirmation email and click on the hyperlink to go to the "administration tool" page.

21. This will bring you to an Order Administrator page, where you will need to assign your exam voucher to yourself. Do this by clicking the pencil icon on the far right of the voucher you just purchased, which states "Assign Exam."

22. Click "Assign Exam Attempts" on the top right.

23. Type in your email address, assign one (or more) attempts and click "Add to List." Check off the box "Confirming you have given appropriate notice to generate emails to these individuals." Finally, click the "Submit" button.

24. You'll get another email called Exam Next Steps. Click on the hyperlink "Login to NetSuite MyLearn."

25. Click the "Activate" button.

26. Go to your Favorites (heart icon in the top right) and click on your desired exam. If you didn't Favorite the exam, you can find it as explained in Steps 6 and 7 above.

27. Once your exam is selected, scroll down AGAIN and click on "Register Now."

28. This time, the "Buy Exam" button has been replaced with a "Schedule Your Exam" button which you can click on.

29. Put in the appropriate time zone, date, and continue with the other prep steps necessary for the exam. There are numerous steps after this that ensure you and your computer are ready to take the exam. I find these steps are pretty straightforward, so just follow the instructions.

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