

ArcGIS Online Administration Associate 2026 Exam Information Guide

Exam Details

ArcGIS Online Administration Associate 2026

- Exam Questions: 75
- Exam Duration: 1 Hour, 30 Minutes
- Exam Format: Multiple Choice
- Exam Language: English
- Certification Code: EAOA_2026
- Exam State: Available to Public
 - Published Date 16 June 2026

Exam Purpose

The ArcGIS Online Administration Associate 2026 exam tests the candidate's experience using concepts and processes to effectively manage an ArcGIS Online organization. It expects the candidate to have 2-4 years of experience in administering 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 2026 exam is intended for candidates with 2-4 years of experience in administering an ArcGIS Online organization who seek to demonstrate knowledge of essential administrative tasks. Typical roles may include (but are not limited to):

- ArcGIS Online Administrator
- GIS Professional
- GIS Manager
- System Administrator
- GIS Administrator
- IT Administrator

Description of Qualified Candidate

Qualified candidates should demonstrate proficiency in administering ArcGIS Online and should be able to manage members; assign licenses; estimate, allocate, and monitor credit usage; configure organization settings; create and modify shared update and administrative groups; and manage organizational content.

CANDIDATE QUALIFICATIONS

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

- Invite and manage members
- Manage content and sharing settings
- Monitor and manage organization credits
- Manage licenses
- Configure home page
- Manage organization settings
- Manage groups
- Describe distributed and partnered collaborations
- Monitor organization status and create reports

The following tasks are considered beyond the knowledge, skills, and abilities of the qualified candidate:

- Activate or renew subscriptions
- Recognize differences between functionality of all add-on licenses or organization extensions
- Buy credits, user types, or licenses
- Configure SAML or Open ID connect logins
- Purchase items in Marketplace
- Set up distributed or partnered collaborations
- Author Python scripts for organization management and automation

A qualified candidate should be familiar with the following:

- ArcGIS Online, October 2025 update

SKILLS MEASURED

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

Organization Configuration 25%

- Given a scenario, configure the proper security settings
- Given a scenario, configure map settings
- Given a scenario, configure appropriate utility services
- Identify general and home page 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, use appropriate organization status dashboard

Member Management 35%

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

Content Management 20%

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

RESOURCES

To prepare for the exam, we recommend that candidates use the training resources below, along with reviewing 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

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