# Accredited Unanet GovCon: Administering the Subcontractor Portal Assessment Guide

The Unanet Accreditation Program is an industry standard that will help validate your level of skill and knowledge using Unanet products. Accreditation will help to set you apart in the competitive world of enterprise applications.

The Unanet GovCon: Administering the Subcontractor Portal Accreditation demonstrates users' knowledge required to perform Subcontractor Portal Processes using Unanet GovCon.

This exam guide is intended to provide you with an overview of the format and content of the accreditation exam. In this guide, you will find a list of categories and topics with their weight distribution, as well as suggested resources to prepare for the exam.

## Exam Blueprint

- You will be presented with 25 multiple choice questions.
- You will have 30 minutes to complete the exam.
- The minimum passing score for the exam is 80%.
- You will be given one attempt to pass the exam; if you do not pass, you will need to complete the recommended training listed below before attempting the exam again.
- The exam questions will include the categories and topics listed below and are weighted as shown:

| CATEGORY | WEIGHT |
|---|---|
| **General System Usage**<br>• Analyze the subcontractor portal process performed in Unanet<br>• Identify the roles, in Unanet, required to perform subcontractor portal processes | **27%** |
| **System Configuration**<br>• Review administrative configurations required to use the subcontractor portal | **13%** |
| **Transaction Processing**<br>• Recognize the requirements and decisions involved to administer and manage the subcontractor portal<br>• Differentiate the various procedures and options to use the subcontractor portal such as adding new users and approving timesheets/expense reports submitted by subcontractor users<br>• Examine the use of Purchase Order assignments to create a Vendor Invoice using matched transactions | **60%** |

# Exam Preparation

The exam is based on the training content listed below. While it is optional, we recommend you complete the following training before attempting the exam.

| Self-Paced Learning |
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| Unanet GovCon: Administering the Subcontractor Portal (SDL) |

| Instructor-Led Training |
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| Unanet GovCon: Administering the Subcontractor Portal (ILT) |

As an alternative to our training content, you may also review the exam topics in our Help documentation and Support Portal.

| Resource Documents |
| --- |
| Search Help Docs - Subcontractor Portal |
| Search Support - GC \| Sys Doc \| Welcome To The Unanet Subcontractor Portal |
| Search Support - GC \| Sys Doc \| Using The Subcontractor Portal |
| Search Support - GC \| Sys Doc \| Manage People Profile - Roles |
| Search Support - GC \| Sys Doc \| Manage People Profile |
| Search Support - GC \| Sys Doc \| Using The Subcontractor Portal |
| Search Support - GC \| Sys Doc \| Subcontractor Portal - My Account |
| Search Support - GC \| Sys Doc \| Subcontractor Portal - My Organization |
| Search Support - GC \| Sys Doc \| Subcontractor Portal - My Team |
| Search Support - GC \| Sys Doc \| Subcontractor Portal - My Timesheets |
| Search Support - GC \| Sys Doc \| Subcontractor Portal - My Expenses |
| Search Support - GC \| Sys Doc \| Subcontractor Portal - Approvals |
| Search Support - GC \| Sys Doc \| Subcontractor Portal - Purchase Order |
| Search Support - GC \| Sys Doc \| Subcontractor Portal - Vendor Invoice |

*Please direct questions or comments regarding this and other Unanet University content to VirtualUU@unanet.com.*