RCA Prep Environment Access

Instructions

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RCA Prep Environment

As a registered RCA exam attendee, you will receive access to a Relativity environment you can use to prepare within three business days of exam registration.

You should use this environment in conjunction with the RCA Exam Workbook and the associated RCA Sample Data, available on the [Relativity Community site](#). Navigate to the Education Center tab and then the Certification Tracker to find the materials.

Review the following information to get started with your prep environment.

General Information

- All RCA exam candidates will be granted access to a shared RelativityOne environment. Your user is configured with the following access in the environment:
  - You only have access to use and modify the workspaces assigned to you and any workspaces you create. You are unable to access other user's workspaces or provide other's access.
  - You will automatically be added to a group created specifically for you. This group will be set as the Workspace Admin group for all of your assigned workspaces.
  - You will not have access to view or edit any instance-level objects, including users and groups.

- You have up to **12 weeks** of usage time. Time begins upon receiving access to the environment and **will automatically delete after 12 weeks**, unless you purchase a [prep environment extension](#) (see **Commonly Asked Questions**).

- If you cancel or attempt your exam ahead of the **12 weeks**, your access will be removed and workspaces will be deleted.

- If you choose to reschedule your exam, you will continue to use the same prep environment. You will **not** receive a new prep environment or extended access. Please plan accordingly when scheduling your exam date to ensure you can maximize your time with the prep environment.

- See the **Using the Prep Environment** section for instructions on creating workspaces.

Logging into Relativity

To log in, enter the following credentials at https://rcaprep.relativity.one. When you first log in to the RCA Prep environment, you must change your password. You will use this password any time you log into the environment. Relativity does not have visibility to your password. Three password resets are allowed.

- Username: {The email address you used for exam registration.}

- Password: **Welcome123!@#**

Using the Prep Environment

Two workspace templates are created for your use in the environment. These workspaces should be used as templates. We recommend preserving these templates by not working in them, and instead, use them to make new workspaces to study in this environment. If you accidentally edit or delete the provided workspace templates, we are unable to provide additional templates.

1. Your assigned workspace templates will be in your Workspaces view when you log in. **Your first name and last initial will be in the** Name field (i.e., Elizabeth Shoe displays as "ElizabethS"). You can ignore the numerical identifiers in the workspace template names (i.e., 20230613-ElizabethS1031317_RCA_Workbook_2023). Before doing anything in your workspaces, click the **New Workspace** button to create a new workspace.

a. You can use any Matter or Client. Please do **not** set a **Workspace Admin Group** when creating a workspace.

2. Select your assigned RCA_Workbook workspace to use as a template to begin studying. We recommend you use the workspaces in the following order:

a. **RCA_Workbook**: Use this workspace as a template **to complete the exercises in the RCA Exam Workbook**.

b. **Practice_Project**: Use this workspace as a template **to complete the RCA Practice Project**. The practice project and associated Sample Data are available to download from the Relativity Community.

Technical Issues

If you have technical issues, email **certification@relativity.com**. Upon emailing, include the following information:

- Name of the workspace in which you encountered the error.
- Action you were performing when you encountered the error.
- Any applicable screenshots.

Commonly Asked Questions

Q: How many workspaces can I create from the templates?

You should have no more than 10 workspaces created at a time.

Q: Can I delete my own workspaces?

No, you are not able to delete workspaces.

Q: Can I extend my prep environment access?

Yes, you can purchase either a **2-week or 4-week extension** to the standard 12-week access period. You are encouraged to purchase the extension before your environment access expires to preserve existing workspace data. The extension **must** be purchased before your exam date.

Q: I'm getting an error when performing a job in Relativity / I see an alert in my environment. What should I do?

See **Technical Issues** section.

RCA Prep Environment Disclaimer

Relativity makes this environment available to you solely to test your knowledge of the exam subject matter for which you registered. It is made available to you, the examinee, solely for the purpose of studying to become certified in the area referenced in the title of this exam. You are prohibited from providing unauthorized access to others. Misuse of the environment will result in your access being revoked.