

How to Schedule your GIAC Exam



Contents

PAGE

3 Testing Accommodations

4 Preliminary Steps

5 Schedule with Pearson VUE

9 *Change your Pearson VUE Appointment*

10 *Reschedule a Cancelled Pearson VUE Appointment*

11 Schedule with ProctorU

15 *Change your ProctorU Appointment*

16 Helpful Links

Accommodations Policy

If **Testing Accommodations** are required, do not schedule an appointment

1. Review GIAC's [Disability Accommodation Policy](#)
2. Apply for special accommodations via [GIAC Special Requests](#) at least **four weeks** prior to the desired test date

Preliminary Steps



(Available Certification Attempts)

To start an exam, select the radio button next to the exam you wish to take and then click the "SELECT EXAM" button below.

GIAC Security Essentials (GSEC)		Certification Information READ ME FIRST
Available	Exp.	December 31st, 2020 23:59 UTC
<input type="radio"/> Exam – ID 9010040 (Proctored) Schedule a Proctor [click here]	Available	

GIAC Certified Incident Handler (GCIH)		Certification Information READ ME FIRST
Available	Exp.	December 31st, 2020 23:59 UTC
<input type="radio"/> Exam – ID 9010055 (Proctored) Schedule a Proctor [click here]	Available	

1. Log into your [SANS/GIAC account](#)
2. In your Account Dashboard select the "Certification Attempts" link
3. Review the Certification Information READ ME FIRST content, which contains:
 - Policy information
 - Passing Point for your Exam Version*
 - Certification Objectives
 - Exam Ethics
4. Click "Schedule a Proctor" button to schedule your exam **on-site** through Pearson VUE or **remotely** through ProctorU

** This is the passing point for your version of the exam, which may differ from the current exam version.*

Schedule with Pearson VUE

1. Review the [Pearson VUE ID Requirements](#)
2. Confirm your name is spelled correctly, as it appears on your IDs
3. Verify contact information below and click the “Continue” button



Schedule Your Exam Appointment at a Pearson VUE Facility

Click Here to Test Remote with ProctorU Instead

Reference the [Pearson VUE Scheduling Guide](#) for detailed Pearson VUE scheduling instructions.

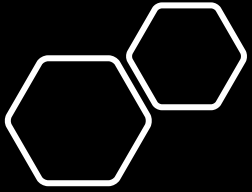
If you Require **Testing Accommodations** for a Disability:

- Do not schedule your exam appointment!
- Review GIAC's [Disability Accommodation Policy](#) and apply for special accommodations at least four weeks prior to your desired testing appointment

→ Pearson VUE **ID Requirements:**

- Please be prepared to show two (2) forms of personal ID
- Reference the [Pearson VUE ID Requirements](#) for all ID stipulations

BackContinue



4. Select your exam and click “Next”
5. Enter your location information and click “Search”
6. Select up to 3 test sites to search for available appointment, then click “Next”

- Note: Pearson VUE appointments must be scheduled at least 24 hours in advance
- If there is not a Pearson VUE testing center within 60 miles (100 km) of your location, contact proctor@giac.org

Continued on next page

GIAC
CERTIFICATIONS

Find a test center

GIAC5HRS: GIAC 5-Hour Exam

Bethesda, MD

Search

★ MILITARY COMMUNITY looking for on-base test centers, please [click here](#).

You can select up to three test centers to compare availability.

Helpful hints:

- The test center information link may provide directions, parking, wheelchair support or other physical access considerations.
- Distance (mi/km) is a straight line calculated from the center point of your search criteria and does not reflect driving distance.

Test Center	Distance
<input type="checkbox"/> AmericaTech, Inc. 8403 Colesville Road Silver Spring Metro Plaza, Unit 865 Silver Spring, Maryland 20910 United States Test Center Information	3.5 mi

Map

Satellite

Next

7. Select a testing center, and your preferred exam date and start time
 - If you do not see available appointments at nearby test sites by your deadline, please contact proctor@giac.org
8. Review and confirm your contact information and appointment details, then click “Proceed to Checkout”
9. Review and agree to the policies presented, then click “Accept”

☐ **AmericaTech, Inc.**
8403 Colesville Road
Silver Spring Metro Plaza, Unit 865
Silver Spring, Maryland 20910
United States

☒ **Cybersecurity Training Center**
1335 Rockville Pike Suite 380
Rockville, Maryland 20852
United States

☐ **Certification School Worldwide**
605 Rhode Island Ave NE
Washington, District Of Columbia 20002
United States

[Change Test Centers](#)

Select Date
[Why can't I find an available appointment?](#)

< August 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Select a date from the calendar. Only available dates can be selected.

Available start times: Wednesday, August 26, 2020 at Cybersecurity Training Center
Times shown in: America/New_York - EDT
[Show 24-hour](#)


Morning	Afternoon
11:30 AM	12:00 PM
11:45 AM	12:15 PM
	12:30 PM
	12:45 PM
	01:00 PM

10. Finally, click “Submit Order”

11. Review the terms, policies, and test center specific instructions below

An email confirmation will be sent to your account email from GIAC within 2 hours.

If you do not receive this email, please contact proctor@giac.org



You are booked!

Order #: 0055-2221-1797

An email confirmation will be sent to (Please allow up to 2 hours for the email confirmation to arrive.)

[Return to Dashboard](#)

Description	Details	Order Information
Exam GIAC5HRS: GIAC 5-Hour Exam Language: English Exam Length: 300 minutes	Appointment Thursday, August 27, 2020 Start Time: 11:00 AM EDT Location AmericaTech, Inc. Test Center Information	Order Number/Invoice 0055-2221-1797 Registration ID 380679814 Status Scheduled

Change your Pearson VUE Appointment

To cancel or reschedule a Pearson VUE appointment, complete the following steps at least 24 hours* prior to your exam appointment:

1. Log into your SANS/GIAC account
2. Select “Certification Attempts”, “View Proctor Details” then “Change”
3. Cancel or Reschedule
4. Confirm a cancelled or rescheduled appointment by receiving a confirmation email from GIAC within 2 hours

If you need to cancel or reschedule your appointment less than 24 hours in advance, you will be charged a **\$150 reseating fee.*

Reschedule a Cancelled Pearson VUE Appointment

To schedule a new Pearson VUE appointment after a cancelled exam appointment:

1. Log into your SANS/GIAC account
2. Select “Certification Attempts” then “Schedule a Proctor”
3. On the Exam Appointment History click “Home” on the top bar
4. Select the exam then click “Schedule this Exam” to proceed

Schedule Your Exam Appointment with ProctorU

[Click Here to Test On-site with Pearson VUE Instead](#)

Reference the [ProctorU Scheduling Guide](#) for detailed ProctorU scheduling instructions.

CRITICAL: Multiple computer configurations are required before you can test with ProctorU.

Ensure you can comply with all the remote proctor [technical requirements](#) and the policies outlined in the [GIAC Guide to ProctorU](#) **prior to scheduling**. This information outlines the setting changes and other requirements needed to test with ProctorU, including the need to UNINSTALL these applications prior to your exam:

- Virtual Machines (VMWare, VirtualBox, etc.)
- Remote Desktop (Team Viewer, GoToAssist, Zendesk, etc.)

If you Require **Testing Accommodations** for a Disability:

- Do not schedule your exam appointment!
- Review GIAC's [Disability Accommodation Policy](#) and apply for special accommodations at least four weeks prior to your desired testing appointment

ProctorU **ID Requirements:**

- Please be prepared to show two (2) forms of personal ID
- Reference the [GIAC Guide to ProctorU](#) for all ID stipulations

[Back](#)

[Continue](#)

Schedule with ProctorU

1. Select “Click Here to Test Remote with ProctorU Instead”
 - **Prior to scheduling** ensure you can comply with all the remote proctor [technical requirements](#) and the policies outlined in the [GIAC Guide to ProctorU](#)
2. Confirm your name is spelled correctly, as it appears on your IDs
3. Verify contact information below and click the “Continue” button

4. Answer the residency question and click “Submit”
5. Review the ProctorU Terms & Conditions and Accept Terms
6. If you are new to ProctorU, you will be prompted to complete the Account Settings and create a password.

The screenshot shows the ProctorU user interface. At the top, a navigation bar includes links for 'Balance: \$0.00', 'My Sessions', 'My Cart' (with a '0' badge), 'My Orders', and 'Support' with an external link icon. Below this is a red banner with the text 'Please accept the Terms of Service before continuing.' The main content area is titled 'Terms & Conditions'. Inside this section, there is a box titled 'Terms & Conditions' containing the text 'ProctorU, Inc. Terms of Service'. The text describes the terms of service, stating that they govern access to and use of ProctorU services, websites, and third-party licensed services. It mentions that access is conditioned on acceptance and compliance with these terms. At the bottom of the box, there is a checkbox labeled 'By checking this box, you agree to ProctorU's Terms of Service and Privacy Policy'. Below the checkbox is a blue button labeled 'Accept Terms'.

Your exam will be in Pending status, click the “Schedule” button

7. Select a Date

8. Select a Time

9. Click “Find Available Times”

- Note: ProctorU appointments must be scheduled at least 72 hours in advance
- If there is no appointment availability by your deadline, please contact proctor@giac.org

Schedule Session

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

May 2020						
S	M	T	We	Th	Fr	Sa
u	o	u	h			
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Select a Time

↑
12 : 00 AM
↓

Find Available Times

Exam

This exam is available from
Friday May 8, 2020 4:18PM
EDT - Tuesday June 30,
2020 7:59PM EDT

4:20PM EDT

Friday, May 8, 2020
3 days from now

VMBETA

SELECT

4:50PM EDT

Friday, May 8, 2020
3 days from now

VMBETA

SELECT

5:00PM EDT

Friday, May 8, 2020
3 days from now

VMBETA

SELECT

10. Click “Schedule”

An email confirmation will be sent to your account email from GIAC within 2 hours.

If you do not receive this email, please contact proctor@giac.org

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

← June 2020 →

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Select a Time

↑
10
↓

:

↑
00
↓

AM

Find Available Times

Exam

This exam is available from
Saturday May 9, 2020
10:22AM EDT - Tuesday June 30, 2020 7:59PM EDT
Exam Name
VMBETA

9:50AM EDT
Tuesday, June 30, 2020
about 2 months from now

VMBETA

10:20AM EDT
Tuesday, June 30, 2020
about 2 months from now

VMBETA

Please click "Schedule" to confirm your time: **10:30AM EDT**

10:50AM EDT
Tuesday, June 30, 2020
about 2 months from now

VMBETA

11:20AM EDT
Tuesday, June 30, 2020
about 2 months from now

VMBETA

v2r4 9.2020

14

Change your ProctorU Appointment

To cancel or reschedule a ProctorU appointment, complete the following steps at least 24 hours* prior to your exam appointment:

1. Log into your SANS/GIAC account
2. Select “Certification Attempts” then “View Proctor Details”
3. Click the link to reschedule or cancel your appointment and complete the process
4. Confirm a cancelled or rescheduled appointment by receiving a confirmation email received from GIAC within 2 hours

If you need to cancel your appointment less than 24 hours in advance, you will be charged a **\$150 reseating fee.*

Helpful Links

GIAC Proctored Exam Support

- Email proctor@giac.org

[Pearson VUE Onsite Testing Information](#)

[ProctorU Remote Testing Information](#)

[GIAC Disability Accommodation Policy](#)

- Email ada@giac.org with accommodations inquiries