

How to Schedule your GIAC Exam

GIAC
CERTIFICATIONS

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

The screenshot shows the GIAC Certifications portal. On the left is a dark blue sidebar with the GIAC logo and navigation links: Home, Practice Tests, Cert Attempts (highlighted), My Certifications, and Assessments. The main content area is titled 'Certification Attempts' and contains a table with two rows of exam information. Below the table is a modal window titled 'Schedule a Proctor' with a close button (X) and two buttons: 'Remote' and 'On-Site'.

Exam	Certification	Expiration	
GASF Exam - ID 12043970	GIAC Advanced Smartphone Forensics	Dec 3rd 2022 7:08am (UTC) Purchase Extension (30 days left)	Schedule a Proctor
SSAP Exam - ID 12043925	SANS Security Awareness Professional	Dec 4th 2022 4:08pm (UTC) Purchase Extension (31 days left)	Schedule a Proctor

Schedule a Proctor

Please select either on site or remote proctor scheduling

Remote On-Site

1. Log into your [SANS/GIAC account](#)
2. Click the "Certification Attempts" link to access the GIAC Portal
3. Select "Cert Attempts"
4. Click the blue link in the "Certification" column for the following information:
 - Policy information
 - Passing Point for your Exam Version*
 - Certification Objectives
 - Exam Ethics
5. Click the "Schedule a Proctor" button to schedule your exam **On-Site** through Pearson VUE or **Remote** 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 first and last names are spelled correctly *as they appear on your IDs*
3. Verify contact information below and click the “Continue” button

Schedule a Proctor at a Pearson VUE facility ×



GIAC Information Security Fundamentals
Due Date: December 16th 2022 | 4:08pm (UTC)
Schedule By: December 15th 2022 | 4:08pm (UTC)

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

Review the [GIAC Disability Accommodation Policy](#) for information to apply for test accommodations prior to scheduling an appointment.

First Name

Last Name

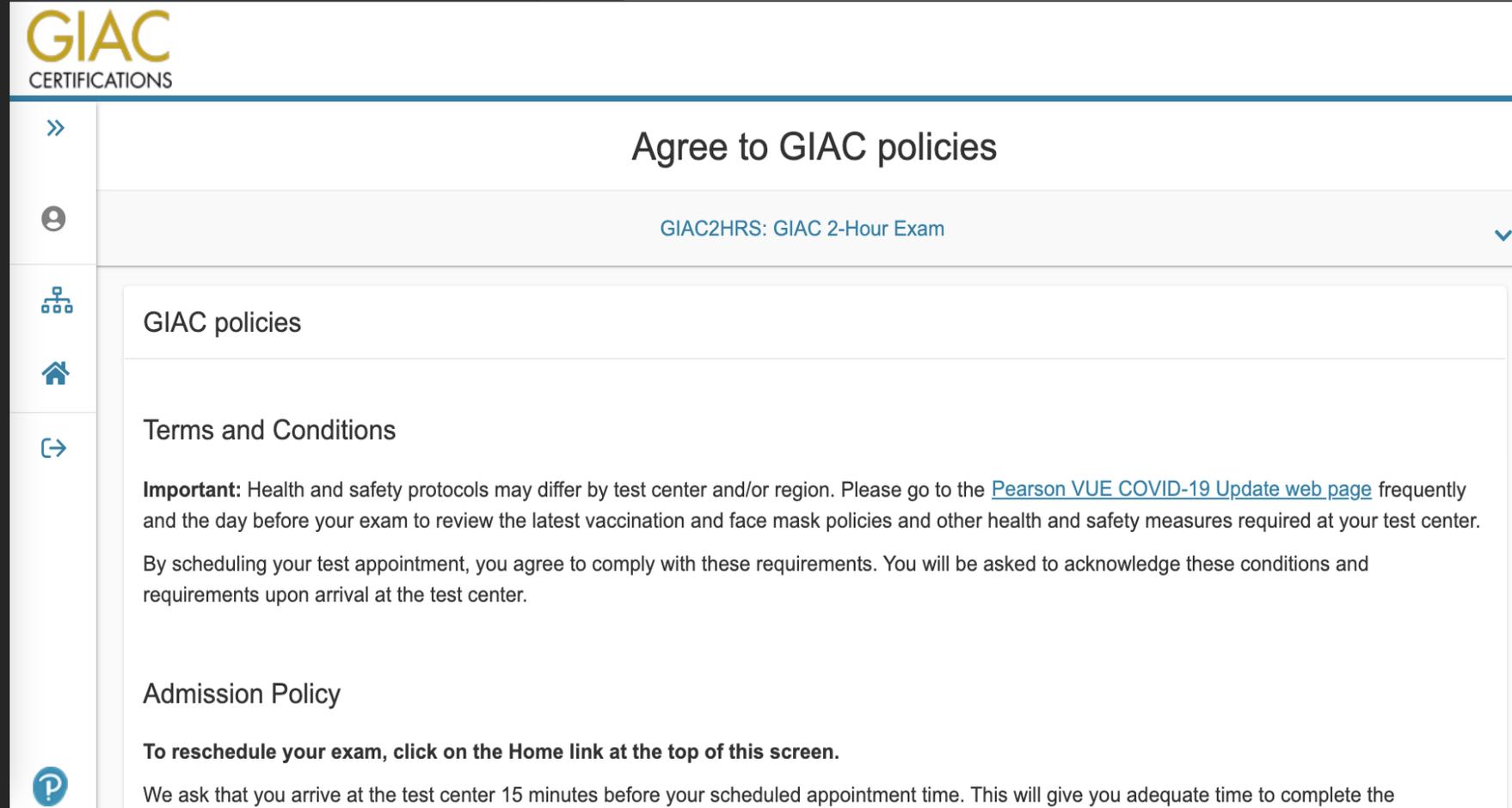
Address

City

[Switch to ProctorU Scheduling](#)

Agree to GIAC policies

Review and agree to the policies presented, then click “Accept”



The screenshot shows the GIAC CERTIFICATIONS website interface. At the top left is the GIAC CERTIFICATIONS logo. The main heading is "Agree to GIAC policies". Below this, the exam name "GIAC2HRS: GIAC 2-Hour Exam" is displayed with a dropdown arrow. A left-hand navigation menu contains icons for home, search, and other functions. The main content area is titled "GIAC policies" and includes a section for "Terms and Conditions".

GIAC policies

Terms and Conditions

Important: Health and safety protocols may differ by test center and/or region. Please go to the [Pearson VUE COVID-19 Update web page](#) frequently and the day before your exam to review the latest vaccination and face mask policies and other health and safety measures required at your test center.

By scheduling your test appointment, you agree to comply with these requirements. You will be asked to acknowledge these conditions and requirements upon arrival at the test center.

Admission Policy

To reschedule your exam, click on the Home link at the top of this screen.

We ask that you arrive at the test center 15 minutes before your scheduled appointment time. This will give you adequate time to complete the

Find a test center

- Select up to 3 test centers at a time, then click “Next” at the bottom right of the page

If you do not see available appointments at nearby test sites by your deadline, please email proctor@giac.org

Find a test center

GIAC2HRS: GIAC 2-Hour Exam

66 Cobb street, roc, New York, 14543, United States Search

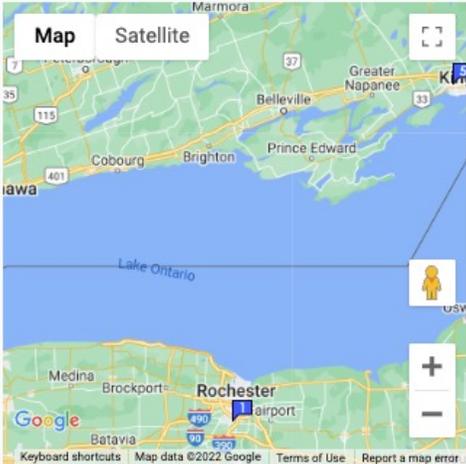
★ MILITARY COMMUNITY looking for on-base test centers, please [click here](#).

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"/> New Horizons Rochester at Logical Operations 3535 Winton Place Rochester, New York 14623 United States Test Center Information	2.6 mi
<input type="checkbox"/> Alfred State Certification Center EJ Brown 410, [37-41] 10 Upper College Drive Alfred, New York 14802 United States Test Center Information	61.5 mi
<input type="checkbox"/> New Horizons at Logical Operations - NH Syracuse 445 Electronics Pkwy Suite 206 Liverpool, New York 13088 United States	70.3 mi



Find an appointment

1. Select a date at your preferred test center

- If you do not see available appointments at nearby test sites by your deadline, please email proctor@giac.org

2. Select your appointment start time

3. Click “Book this appointment”

4. Review and confirm on next page

5. Submit order

Find an appointment

GIAC2HRS: GIAC 2-Hour Exam

1. Select a date at your preferred test center

New Horizons Rochester at Logical Operations
3535 Winton Place
Rochester, New York 14623
United States

New Horizons at Logical Operations - NH Syracuse
445 Electronics Pkwy
Suite 206
Liverpool, New York 13088
United States

SUNY Corning Community College
Room 100 Chemung Hall, 1 Academic Drive
100/102 Chemung Hall
Corning, New York 14830
United States

[Find another test center](#)

Select a date from the calendar. Only dates with appointment availability can be selected.

< **December 2022** >

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

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

2. Select your appointment start time

How would you like times displayed?

12 hr (e.g., 2:00 PM) 24 hr (e.g., 14:00)

Our next available appointment is:

Thursday, December 8, 2022

 **11:00 AM - 1:00 PM America/New_York - EST**

[Book this appointment](#)

[Explore more times](#)

Review and Confirm

- Review and confirm your contact information, then click “Next” at the bottom right of the page

Is everything correct? Proceed to complete your order

[Review and confirm](#) contact information to avoid issues on test day.

Description	Details	Actions
Exam GIAC2HRS: GIAC 2-Hour Exam Language: English Length: 120 minutes ⓘ	Appointment Thursday, December 8, 2022 Start time: 11:00 AM America/New_York - EST Change Appointment Location SUNY Corning Community College Chemung 100/102 Room 100 Chemung Hall, 1 Academic Drive 100/102 Chemung Hall Corning, New York 14830 United States Change Test Center	Remove

Confirm contact information

⚠ Your name as it appears below must exactly match your name as it appears on your identifications (ID). If it does not when you present your IDs at the testing center, you will not be permitted to take your exam and will be charged a \$150 seating fee. [Update my information](#).

Name:
Cort Carter

Telephone:
+1 12345678

Correspondence Language:

[Next](#)

Submit Order

- Finally, click "Submit Order"
- 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 confirmation, please email proctor@giac.org

Almost there...

Description	Details
Exam GIAC2HRS: GIAC 2-Hour Exam Language: English Length: 120 minutes ⓘ	Appointment Thursday, December 8, 2022 Start time: 11:00 AM America/New_York - EST Location SUNY Corning Community College Chemung 100/102 Room 100 Chemung Hall, 1 Academic Drive 100/102 Chemung Hall Corning, New York 14830 United States

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:

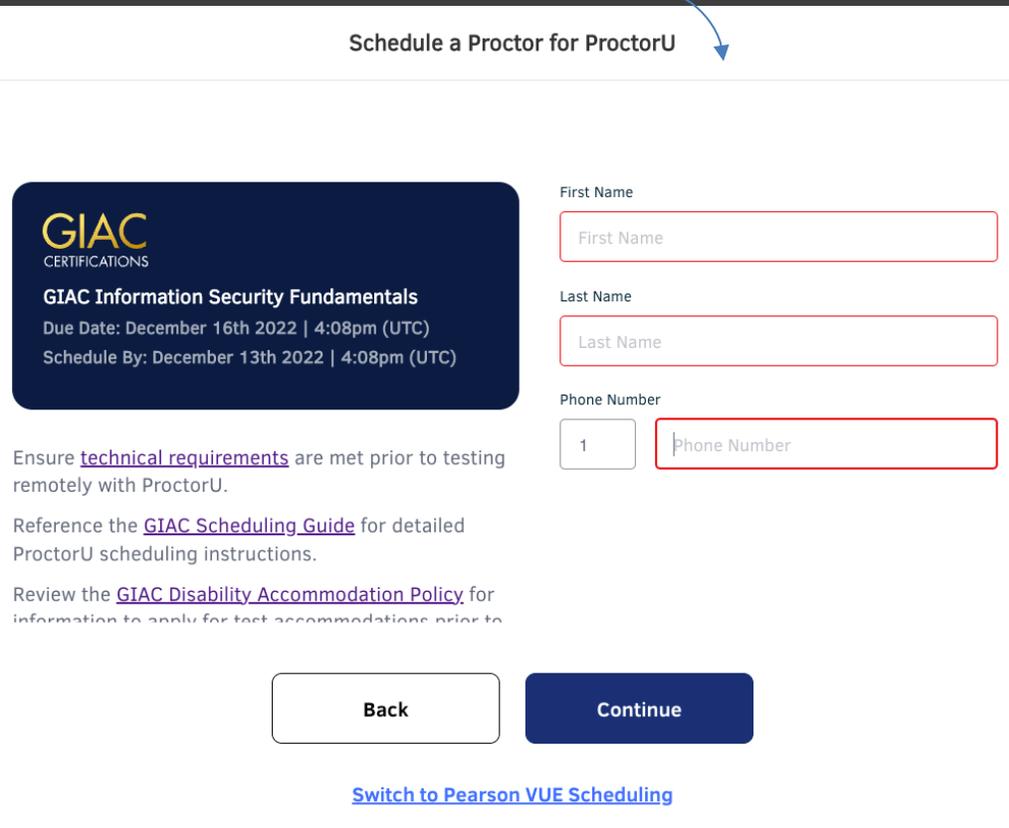
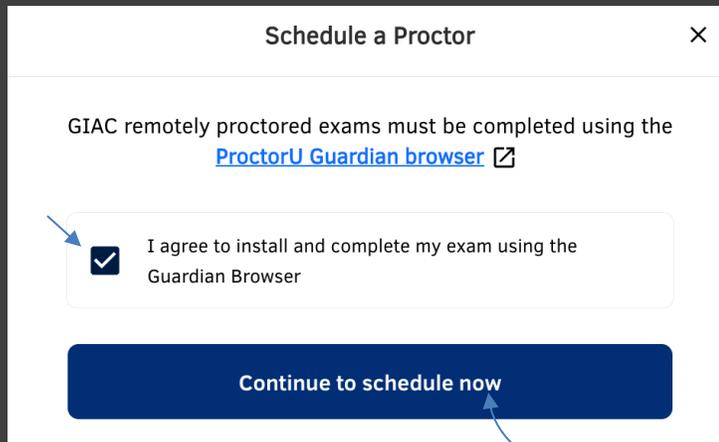
1. Log into your [SANS/GIAC account](#)
2. Click the "Certification Attempts" link to access the GIAC Portal
3. Select "Cert Attempts", "View Details", and then "Manage Appointment"
4. Confirm a canceled or rescheduled appointment by receiving a confirmation email from GIAC within 2 hours

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. Wait to receive an 'Appointment Cancelled Confirmation' email from **GIAC**
2. Log into your [SANS/GIAC account](#), then click the 'Certification Attempts' link to access the GIAC Portal
3. From the 'Cert Attempts' section, proceed to schedule a new on-site appointment for your exam



Schedule with ProctorU

1. Select "Remote"
 - **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. Check "I agree to install and complete my exam using the Guardian Browser" and then "Continue to schedule now"
3. Confirm your name is spelled correctly as it appears on your IDs
4. Verify contact information below and click the "Continue" button

Continued on next page...

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.

Balance: \$0.00 My Sessions My Cart **0** My Orders Support 

Please accept the Terms of Service before continuing.

Terms & Conditions

Terms & Conditions

ProctorU, Inc. Terms of Service

These Terms of Service (“Terms”) govern your access to and use of the ProctorU services, ProctorU’s websites, and the services ProctorU provides to you but are licensed from third parties (the “Services”), and any information, text, graphics, or other materials uploaded, downloaded or appearing on the Services while taking examinations and tests (collectively referred to as “Content”). Your access to and use of the Services is conditioned on your acceptance of and compliance with these Terms. By accessing or using the Services you agree to be bound by these Terms.

By checking this box, you agree to ProctorU’s [Terms of Service and Privacy Policy](#)

[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: Appointments may not be scheduled within the following 72 hours
- 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
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 confirmation, please email 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

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. Click the "Certification Attempts" link to access the GIAC Portal
3. Select "Cert Attempts", "View Details", and then "Manage Appointment"
4. Confirm a canceled or rescheduled appointment by receiving a confirmation email 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](#)