How to Schedule your GIAC Exam
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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

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

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.
Agree to GIAC policies

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

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

Helpful hints:
- The test center information link provides 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.

<table>
<thead>
<tr>
<th>Test Center</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Horizons Rochester at Logical Operations</td>
<td>2.6 mi</td>
</tr>
<tr>
<td>3535 Winton Place</td>
<td></td>
</tr>
<tr>
<td>Rochester, New York 14623</td>
<td></td>
</tr>
<tr>
<td>United States</td>
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<tr>
<td>Test Center Information</td>
<td></td>
</tr>
<tr>
<td>Alfred State Certification Center</td>
<td>61.5 mi</td>
</tr>
<tr>
<td>EJ Brown 410, [E7-41]</td>
<td></td>
</tr>
<tr>
<td>10 Upper College Drive</td>
<td></td>
</tr>
<tr>
<td>Alfred, New York 14802</td>
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<tr>
<td>United States</td>
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<tr>
<td>Test Center Information</td>
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<tr>
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<td>70.3 mi</td>
</tr>
<tr>
<td>445 Electronics Pkwy</td>
<td></td>
</tr>
<tr>
<td>Suite 206</td>
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</tr>
<tr>
<td>Liverpool, New York 13088</td>
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</tr>
<tr>
<td>United States</td>
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Continued on next page…
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

Continued on next page…
Review and confirm your contact information, then click “Next” at the bottom right of the page.
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
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.
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
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.

Continued on next page…
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

Continued on next page…
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
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