How to Schedule Your GIAC Proctored Exam
Step 1. Log into your SANS/GIAC account (https://www.sans.org/account/login)
Step 2. Click on “Certification Attempts.”
Step 3. You will be brought to the GIAC Exam Engine. Click on the “Attention!” bar to schedule your exam appointment.

Welcome to the GIAC Certification Portal. Please choose an action:

- **Proctor Scheduling (PDF)** — View instructions on how to schedule your proctored exam.
- **Certification Attempts** — Take a certification exam or view your current attempts.
- **Practice Tests** — Take a practice test or view results from previous tests.
- **Assessments** — Take an assessment exam or view results from previous assessments.
Step 4. Click “Schedule a Proctor.”
- Do not click “Select Exam,” as this is the action to take when you are ready to begin your exam.
- Please note of the “Certification Information READ ME FIRST” bar. You’ll want to review this information as you prepare for your exam attempt.
Step 5. Verify your contact information, making sure your name is exactly the same as it appears on your IDs. When the information is correct, click “Continue.”

(Proctoring Through Pearson)

G2700 Exam (1381121)

You will now be directed to our partner’s site to choose a location and schedule a specific date and time to take your proctored exam. GIAC certification exams are proctored by Pearson VUE. You will be required to visit a Pearson VUE test center to take your exam. Once you have completed the scheduling process through Pearson VUE, you will be returned to the GIAC Certification Portal.

Please confirm your contact information below. Once done, please enter your account password and click the continue button to proceed.

Note: By clicking the button to continue, you will be directed to the Pearson VUE scheduling system at pearsonvue.com.

Exam

* First Name
* Last Name
* Address
*(continued)
* City
* State/Province
(required for US & Canada)
* ZIP/Postal Code
* Country
* Phone + __________X
* Cell + __________

* Denotes a required field.
† Please indicate the best way to reach you, as this information will be used to notify you of any changes to your scheduled appointment.

* Enter Password
Step 6. You will be brought into the Pearson VUE scheduling system. Select the exam you wish to schedule and click “Schedule this Exam.”
**Step 7.** Enter your location information and click “Search.” Select up to three testing centers to search for appointment dates and times. Then click “Next.”

- If there is not a Pearson VUE testing center within 60 miles of your location, please email proctor@giac.org.
Step 8. Select a testing center, your preferred exam date (the blue boxes indicate dates available) and your preferred start time.
**Step 9.** If your exam appointment details are correct, click “Proceed to Checkout.”
Step 10. Verify that your name exactly matches your name as it appears on your IDs. If it does, click “Next.” If it does not, do not proceed with scheduling but click “Return to GIAC Certification Portal” to update your name in your SANS/GIAC account. Then you may start over with the exam scheduling process.
Step 11. Carefully review the GIAC Policies. If you agree to the policies, click the checkbox and then “Next.”
Step 12. Carefully review the details of your exam appointment. If they are correct, click “Submit Order.”
Step 12. You will be brought to a confirmation page and may print your exam details by clicking “Print Summary.” You will also receive this information via email.
Changing Your Scheduled Exam Date or Time

- If you wish to cancel or reschedule your exam appointment, you must do so at least one business day (24 hours) prior to your exam appointment by logging into your SANS account and clicking on “Certification Attempts,” “View Proctor Details” and then “Change.” After you are transferred to the Pearson VUE scheduling system, select your scheduled exam appointment and click “Cancel” or “Reschedule.” You will receive a confirmation email after your exam appointment is successfully cancelled or rescheduled.

- If you need to cancel or reschedule your exam less than 24 hours in advance, you will forfeit your exam appointment and be charged a $150 seating fee.
Alternative Proctor Options

- If there is not a Pearson VUE Testing Center within 60 miles of your location, please email proctor@giac.org.