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Log into your SANS/GIAC account

https://www.sans.org/account/login
Select “Certification Attempts”

Account Dashboard

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My GIAC Certification

- Certification Attempts
- Practice Tests
5.

Select “Schedule a Proctor”

Please note the **Certification Information READ ME FIRST** bar. You will want to review this information as you prepare for your exam attempt as it contains:

- Deadline Information
- Passing Point Information for your Exam Version*
- Certification Objectives
- Tips for Success
- Exam Ethics

* This is the **only reliable** source for your passing point score. Please note that this score may differ from the current exam version found elsewhere on our website.
Verify your contact information. When the information is correct, select “Continue”.

Make sure your name is exactly the same as it appears on your IDs
Select “Schedule this Exam”

If you have multiple exams, select the exam you wish to schedule
Enter your location information and click “Search.” Select up to 3 testing centers to search for available appointments, then hit “Next”

![Test Center Search](image)

If there is not a Pearson VUE testing center within 60 miles (100 km) of your location, please contact proctor@giac.org
Select a testing center, 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
10. Verify your appointment details. Once confirmed, select “Proceed to Checkout”

Please note that if you miss your exam appointment due to user error, you will be responsible for paying a $150 seating fee in order to reschedule.
Verify one final time that your name is exactly the same as it appears on your IDs. If it does, click “Next”.

If your information is incorrect, select “Update my Information” to fix your name in your SANS/GIAC account and begin the scheduling process again.
Carefully review the GIAC policies. If you agree, mark the checkbox and then select “Next”.

GIAC Policies Overview may be found at [https://www.giac.org/about/policies](https://www.giac.org/about/policies)
Carefully review the details of your exam appointment. If they are correct, select “Submit Order”
You will be brought to a confirmation page and may print your exam details by clicking “Print Summary”.

You should receive an email confirmation within a few hours. If you do not, contact proctor@qiac.org.
Change your Appointment Date or Time (Cancel or Reschedule)

If you wish to cancel or reschedule your GIAC exam appointment, you must do so at least one business day (24 hours) prior to your exam appointment.

1. Log into your SANS/GIAC account
2. Select “Certification Attempts,” “View Proctor Details” and then “Change”
3. After you are transferred to the Pearson VUE scheduling system, select your scheduled exam appointment and click “Cancel” or “Reschedule”
4. You will receive a confirmation email after your appointment is successfully canceled or rescheduled. If you do not receive this email within a few hours, please contact proctor@giac.org.

Please note 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.
If you need to change the name on your Pearson VUE Exam Appointment to match your IDs, you must:

1. **Cancel your exam appointment** (pg. 15)
2. Wait to receive an Exam Appointment Canceled email from giac@giac.org
3. After the email is received, log into your SANS/GIAC account, select “Certification Attempts” and then “Schedule a Proctor”
4. Write your first and last name exactly as it appears on your IDs
5. Select “Continue” and proceed to **Reschedule your Canceled Exam Appointment** (pg. 17)

Contact proctor@giac.org if you have any questions About Pearson VUE Name Matching Guidelines
Reschedule your Canceled Exam Appointment

Log into your SANS/GIAC account and click on “Certification Attempts” and then “Schedule a Proctor.” After you get to the Exam Appointment History page, you must click (1.) “Home” at the top of the page in order to select your (2.) #-hour exam and proceed with (3.) scheduling a new appointment.

Contact proctor@giac.org if you require further assistance.
Pearson VUE requires all GIAC candidates provide two (2) forms of ID at exam appointments:

- IDs must be issued by the country in which the candidate is testing. Otherwise, a passport from the candidate’s country of citizenship is required.
- IDs must be current (not expired) and original (no photo or digital copies)

1) First ID requires:
   - Your First and Last Name
   - Your Photo
   - Your Signature

2) Second ID requires:
   - Your First and Last Name
   - Your Photo or Your Signature

Please click here to view the Pearson VUE ID Policy

Please note that the name on your exam appointment must match your IDs
If they do not, you will not be permitted to take your exam and will be charged a $150 seating fee if you would like to reschedule your exam appointment
Helpful Links & Information

- GIAC Policies Overview
  [https://www.giac.org/about/policies](https://www.giac.org/about/policies)

- GIAC Candidate Rules Agreement

- GIAC Disability/Accommodation Policy
  [https://www.giac.org/about/policies/disability](https://www.giac.org/about/policies/disability)
  Email: ada@giac.org (Accommodations Inquiries)

- GIAC Exam Retakes/Extensions and Tips for Success

- GIAC FAQ’s
  [https://www.giac.org/about/faq](https://www.giac.org/about/faq)

- GIAC Proctor
  Email: proctor@giac.org

For all scheduling assistance including (but not limited to) Pearson VUE canceled appointments emails, contact the GIAC Proctor for prompt rescheduling assistance.