How to Schedule your GIAC Exam
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v2r4 9.2020
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. 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
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”
   • 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
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”
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
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.
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

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.

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

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

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Select a Time

| 12:00 AM |

4:20PM EDT
Friday, May 8, 2020
3 days from now

4:50PM EDT
Friday, May 8, 2020
3 days from now

5:00PM EDT
Friday, May 8, 2020
3 days from now

Find Available Times

This exam is available from:
Friday May 8, 2020 4:18PM EDT - Tuesday, June 30, 2020 7:50PM EDT
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
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