How to Schedule Your
GIAC Exam

Administered by ProctorU

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Log in to your SANS/GIAC account
https://www.sans.org/account/login
Select “Certification Attempts”

Account Dashboard

Account Details
- Account Profile
- Communication Preferences
- My Orders
- My Applications
- My Account Secret
- Logout

My GIAC Certification
- Certification Attempts
- Practice Tests

My Online Training
- SANS OnDemand
- SANS OnDemand via ACLP
- Self Study
Select “Certification Attempts”
Select "Schedule a Proctor"
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
You will be redirected to ProctorU.com

Answer the residency question and click ’Submit’
Review the ProctorU 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

Check to the box to agree, then click ‘Accept Terms’
New to ProctorU? You’ll be prompted to complete the Account Settings info. Then you’ll create an account password.

If your email is already registered with ProctorU, you’ll skip Account Settings & be prompted to reset your password. (you can reenter your current password)
Your GIAC exam will be in Pending status. Click the ‘Schedule’ button to find an exam date & time.
1. Choose a date on the calendar and click ‘Find Available Times’

2. Select your desired appointment time

Note: You must choose an exam date & time that is at least 72 hours away.

The date range in which you can schedule your exam is indicated here.
Click ‘Schedule’ to complete your selection
Your exam appointment is scheduled!

Your order was successful!

<table>
<thead>
<tr>
<th>Session</th>
<th>Institution</th>
<th>Date &amp; Time</th>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>VMBETA</td>
<td>GIAC</td>
<td>05/08/2020 4:50PM EDT</td>
<td>Live+</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Payment Information
- Payment Method
- Credit on Account

Reschedule
Rescheduling or Canceling Your Exam

*You will not be permitted to reschedule or cancel less than 24 hours in advance*

If you have missed your original exam appointment, you will be unable to reschedule until you have paid your reseating fee.

First, log in to your SANS/GIAC account and navigate to your certification attempt (see slides 3 – 5 for reference).

Select ‘View Proctor Details’
First, choose to Reschedule or Cancel your appointment in your GIAC account. Then make your selection again once redirected to ProctorU.

Upon selecting ‘Cancel’ you will be asked to confirm your request prior to receiving an on-screen confirmation.
If you are rescheduling...

1. Choose a date on the calendar and click ‘Find Available Times’

2. Select your desired appointment time

Note: You must choose an exam date & time that is at least 72 hours away.
The date range in which you can schedule your exam is indicated here.
Reschedule 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

June 2020

Select a Time

12:00 AM

Find Available Times

Please click "Schedule" to confirm your time:

1:20AM EDT

Click ‘Schedule’ to complete your selection. You will be redirected to the main ProctorU portal screen, which displays confirmation of the rescheduled appointment.
First, login to your SANS/GIAC account and navigate to your certification attempt (see slides 3 – 5 for reference).

Select ‘View Proctor Details’
Once redirected to your ProctorU portal, select your name in the top right corner, and then ‘Account Settings’ from the dropdown.
Enter your first and last name exactly as they appear on your photo ID. Update any other information, as needed.

Once your information is updated, scroll to the bottom of the page and click ’Update Account’
In addition to FAQs, learn what to expect on exam day!

Be sure to test your equipment PRIOR to exam day. Use the LiveChat feature for troubleshooting assistance!
Helpful Links & Information

- 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

- ProctorU HelpCenter

- GIAC Proctor
  Email: proctor@giac.org