How to Schedule Your GIAC Exam

Administered by ProctorU

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Schedule your GIAC Exam Appointment with ProctorU

How to Change your Appointment Date & Time (Cancel or Reschedule)

Updating Your Name to Match Your IDs

Important Resources for ProctorU

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

Account Dashboard

<table>
<thead>
<tr>
<th>Account Details</th>
<th>My Online Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Account Profile</td>
<td>• SANS OnDemand</td>
</tr>
<tr>
<td>• Communication Preferences</td>
<td>• SANS OnDemand via ACLP</td>
</tr>
<tr>
<td>• My Orders</td>
<td>• Self Study</td>
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<td>• My Applications</td>
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<tr>
<td>• My Account Secret</td>
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<td>• Logout</td>
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My GIAC Certification

- Certification Attempts
- Practice Tests
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.

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**Deadlines**

All deadlines and other date/time information used and/or associated with this certification portal are in Coordinated Universal Time (UTC) – also referred to as Greenwich Mean Time (GMT) – unless explicitly stated otherwise. Please keep this in mind when you are presented with any date/time information. The current date/time in UTC is shown below and is also provided in the blue information area to the right.

Please be sure that any certification exams, practice exams and/or assessments are completed by the UTC (Universal Time) expiration date listed.

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**Select “Certification Attempts”**
Select “Schedule a Proctor”

If the “Schedule a Proctor” option is not present, please contact proctor@giac.org
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

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.

If you have multiple Pending sessions for the same exam OR no Pending sessions available, please contact proctor@giac.org
1. Choose a date on the calendar. Select your preferred time and AM or PM.

2. Click “Find Available Times”

3. 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.

*If there is no appointment availability prior to your exam deadline, please contact proctor@giac.org*
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>
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<td>GIAC</td>
<td>05/08/2020 4:50PM EDT</td>
<td>Live+</td>
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<tr>
<td>Total</td>
<td></td>
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<td>$0.00</td>
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</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. Select your preferred time and AM or PM.

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.

If there is no appointment availability prior to your exam deadline, please contact proctor@giac.org.
Click ‘Schedule’ to complete your selection. You will be redirected to the main ProctorU portal screen, which displays confirmation of the rescheduled appointment.
Updating Your Name/Account Info

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’
Important Resources in the ProctorU Portal

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!

Frequently Asked Questions
Locate our FAQ’s and system requirements here.
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