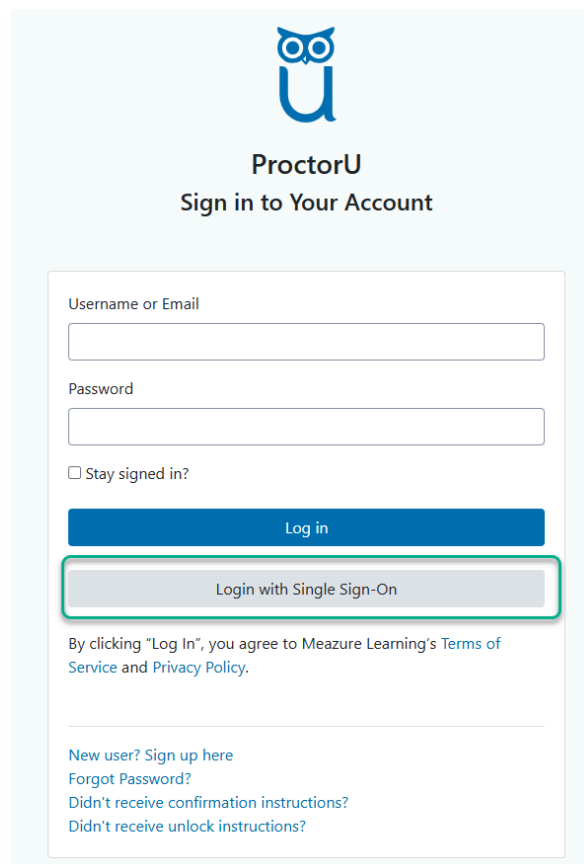


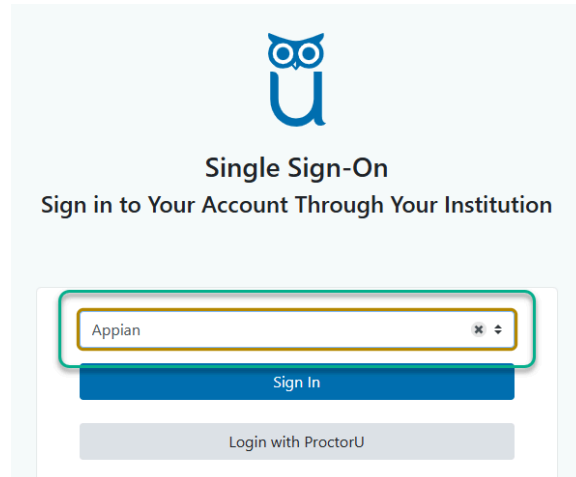
# Certification Exam Registration Instructions

Are you interested in taking one of our Appian Certification exams and need some help signing up? Here are the step-by-step instructions on how to register.

1. Ensure you have an active Appian Community account. If you do not have an account, click on the ["Register Now"](#) link towards the bottom of the page to create an account.
2. Navigate to the [Certifications page](#) on Community.
  - a. Select **"Schedule your exam"** from the main page or your selected exam page to go directly to Measure Learning and begin the exam registration process.
3. Select **"Login with Single Sign-On"**.

The image shows the ProctorU login page. At the top is the ProctorU logo, which is a blue owl head above a stylized 'U'. Below the logo is the text 'ProctorU' and 'Sign in to Your Account'. The main login area is a white box with a light blue border. It contains two input fields: 'Username or Email' and 'Password'. Below these is a checkbox labeled 'Stay signed in?'. There are two buttons: a blue 'Log in' button and a grey 'Login with Single Sign-On' button, which is highlighted with a green border. Below the buttons is a line of text: 'By clicking "Log In", you agree to Measure Learning's Terms of Service and Privacy Policy.' At the bottom of the white box are four links: 'New user? Sign up here', 'Forgot Password?', 'Didn't receive confirmation instructions?', and 'Didn't receive unlock instructions?'.

4. Select Appian from the institution list and select sign in.



5. You may then enter your Appian Community credentials.
6. Once you've entered the ProctoU platform You may select "**Schedule New Session**"
7. You may select your exam and your preferred date and time.
8. Make your exam selections:
  - a. Institution - Appian
  - b. Term - Appian Certification Program
  - c. Exam - Specify the exam you want to take.
9. Select "**Find Session**".
  - a. Choose the date and time of the exam appointment and select "**Schedule**".
10. Agree to all Appian program policies and your candidate agreement.
11. Pay for your exam by credit card or voucher. Please note that the cost will depend on your organization's association. If you have a voucher code, add it to the Voucher Code section and select "**Apply**".
  - a. Schedule your exam. Make sure to review our retake policy (note that you must repay for the exam each time you retake it).
12. Prepare for your exam:
  - a. More information (such as exam rules) can be found on the Program Information and Certification Policies pages or by reaching out to [certifications@appian.com](mailto:certifications@appian.com) for additional questions or concerns.
  - b. Test-takers will need to [test their equipment](#)
  - c. Test-takers must [Download the Guardian Browser](#).
    - i. If you are unable to load this onto a company owned machine you will need to secure a personal or alternative device.
13. Encourage students to watch the [test-taker experience video](#) for what to expect.