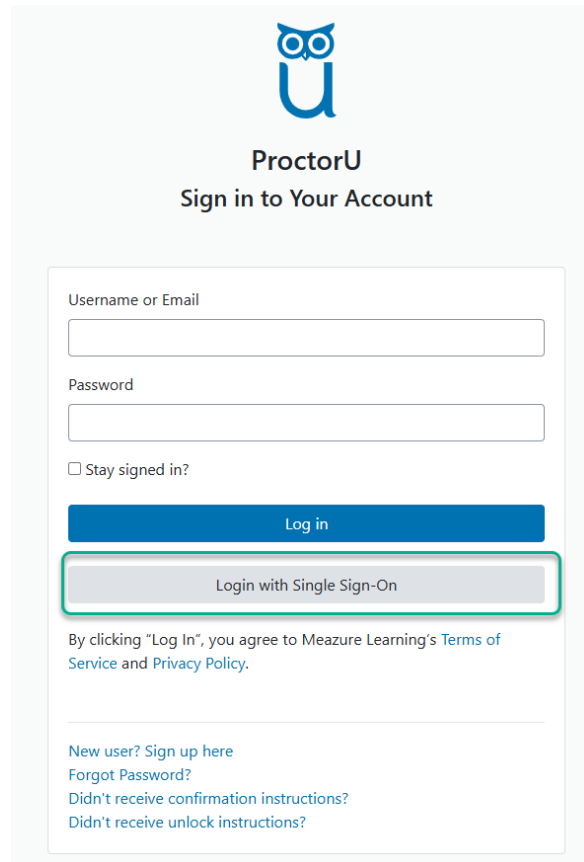


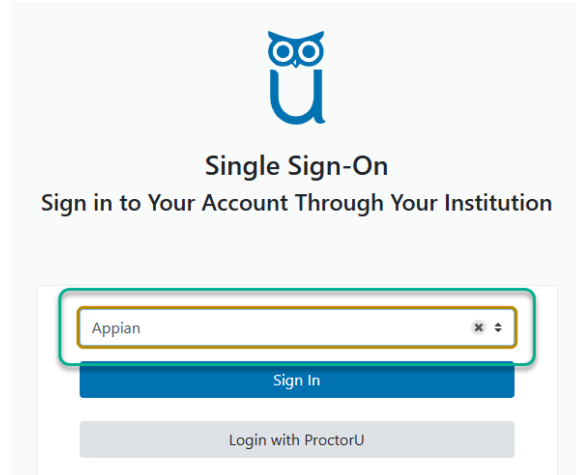
Certification Exam Registration Instructions

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, follow the instructions on the [Community FAQs](#) to create your 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 Meazure Learning and begin the exam registration process.
3. Enter your email address. Do not enter your password.
4. Select “**Login with Single Sign-On**”. Do not click on “Log In”.

The image shows the ProctorU login page. At the top is the ProctorU logo, which is a stylized blue owl with the letter 'U' below it. Below the logo is the text 'ProctorU' and 'Sign in to Your Account'. The main form area contains a 'Username or Email' input field, a 'Password' input field, and a checkbox labeled 'Stay signed in?'. Below these fields are two buttons: a blue 'Log in' button and a grey 'Login with Single Sign-On' button. The 'Login with Single Sign-On' button is highlighted with a green rectangular border. Below the buttons, there is a line of text: 'By clicking "Log In", you agree to Meazure Learning's [Terms of Service](#) and [Privacy Policy](#).' At the bottom of the form, there are three links: 'New user? Sign up here', 'Forgot Password?', and 'Didn't receive confirmation instructions?'. The last link is 'Didn't receive unlock instructions?'.

5. Select Appian from the institution list and select sign in. Do not select “Login with ProctorU”.



6. You may then enter your Appian Community credentials.
7. Once you've entered the ProctorU platform You may select "**Schedule New Session**"
8. You may select your exam and your preferred date and time.
9. Make your exam selections:
 - a. Institution - Appian
 - b. Term - Appian Certification Program
 - c. Exam - Specify the exam you want to take.
10. Select "**Find Session**".
 - a. Choose the date and time of the exam appointment and select "**Schedule**".
11. Agree to all Appian program policies and your candidate agreement.
12. 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).
13. 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 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.
14. Encourage students to watch the [test-taker experience video](#) for what to expect.