



Customer Proctored Exam Registration Process

This document reviews the steps to register for an exam and earn a Symantec certification or accreditation.

For questions, please contact global_exams@symantec.com

Registration overview

1

Obtain a CertTracker account.

2

Log in to CertTracker and activate your account.

3

Log in to the Pearson VUE registration system.

4

Select the applicable exam.

5

Select a test center.

6

Schedule an appointment.

7

Check out.

8

Apply discounts and pay.

9

Submit order.

Allow approximately 20 minutes to complete the entire process.

1

Obtain a CertTracker account.

All

If you already have a [CertTracker](#) account, log in, and [skip to Step 3](#).

If you forget your credentials, click **Account Login Recovery**, wait for an e-mail, and follow the recovery instructions to reset your user name and create a new password.

Symantec Customer

- A Navigate to [CertTracker](#).

- B Click **First Time Users**.

- C Click **I agree to these terms and want to create a new account**.

Creating a new candidate record

Symantec Customer

A Complete all required fields in the form.

B Click **Submit**.

C Record your CertTracker Candidate ID.

Personal Information
New Candidate Record
Fields marked with an * are required.

General Information

- First Name
Middle Name
- Last Name
Company Name

To request updates to your "First, Middle, Last or Company Name" please use the "New Incident" link

Addresses

- Country
- Mailing Address

- City
- State/Province

Candidate ID Created

First Lastname - COMP005028310134

An email message containing login and account activation instructions has been sent to the email address provided during registration. The account must be activated by Aug 27, 2015.

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v.1507.106

All

A

Open the e-mail confirmation.

B

Click the activation link and type the account activation code when prompted.

C

Verify your user name and set your password.

D

Click **Agree to terms**.

Logout

[Logout](#)

Home

[Manage Notifications](#)[Home](#)[Personal Information](#)[Update Personal Info](#)[History](#)[Change Password](#)[New Incident](#)[Supporting Requirements](#)

Certifications

[Certification Progress](#)[Request Certificate](#)[Publish Credentials](#)

Downloads

Global Exams - 2027

The changes to this candidate have been successfully saved.

Important Exam Registration Announcements

IMPORTANT NOTE ABOUT EXAM REGISTRATION: Your name must exactly match what is list Symantec CertTracker and your identification that is presented at a Pearson VUE test center or you will be to take an exam **and forfeit your exam fee**. Candidate name and company name changes can only be made submitting a CertTracker Incident or emailing Global_Exams@Symantec.com; and, demographic changes 48 hours.

Symantec Employees:

In order to receive your employee exam registration discount, you must complete the Symantec Employee Questionnaire in SymLearn. Direct link is below:

[https://rod.sumtotalsystems.com/symantec/app/management/LMS_ActDetails.aspx?](https://rod.sumtotalsystems.com/symantec/app/management/LMS_ActDetails.aspx?UserMode=0&ActivityId=166376)

[UserMode=0&ActivityId=166376](https://rod.sumtotalsystems.com/symantec/app/management/LMS_ActDetails.aspx?UserMode=0&ActivityId=166376)

It only takes a few minutes and ensures that your employee information is updated in CertTracker. If you have completed exam and do not see it in CertTracker, please contact global_exams@symantec.com.

For a step by step walkthrough of the registration process, please visit:

http://eval.symantec.com/downloads/edu/Exam%20Registration%20Guidelines_Employees_6June13.pdf

3

Log in to the Pearson VUE registration system.

All

A

Click **Schedule Proctored Exams**.

B

Confirm your login and CertTracker ID.

C

Check your language and click **My Profile** to change, if necessary.



Logout

[Logout](#)

Home

[Manage Notifications](#)

[Home](#)

[Personal Information](#)

[Update Personal Info](#)

[History](#)

[Change Password](#)

[New Incident](#)

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[Request Certificate](#)

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Downloads

[Get Logos, etc](#)

Help

[FAQ](#)

[Contact Us](#)

[Incident History](#)

Forms

[Complete a Form](#)

Pearson VUE

[Schedule Proctored Exams](#)

PEARSON VUE

Home

A

C

Language: **English** | 中文 | 日本語 | 한국어

[Home](#) | [My Profile](#) | [My Order](#) | [Return to Testing Program website](#) | [Sign Out](#)



B

Signed In as: UmatDS NuthakkiTest
Symantec CertTracker ID: 2230274

IMPORTANT: Your name must match exactly what is in CertTracker and the identification that is presented at a test center or you will be unable to take an exam.

4

Select the applicable exam.

All

A Click **View Exams**.

B Click **Exam Code** or **Exam Name** to sort the list.

C Click the link to select the applicable exam.

D View exam details.

E Click **Schedule this Exam**.

Home

IMPORTANT: Your name must match exactly what is in CertTracker and an exam.

Symantec Exams

Exam Catalog

A [View Exams](#)

Symantec Certified Specialist (SCS) – PARTNERS/EMPLOYEES ONLY

<u>Exam Code</u>	<u>Exam Name</u>
250-505	Administration of Symantec Data Center Security S
250-513	Administration of Symantec Loss Prevention 12

Exam Details

Exam: 250-505: Administration of Symantec Data Center Security S

[View Testing Policies](#)

Price*: USD 45.00
USD 225.00

Language: English

E [Schedule this Exam](#)

5

Select a test center.

All

Test centers are displayed based on proximity to the address in your record.

A Confirm exam name and language.

B Change search criteria, if desired.

C Select test centers of interest.

D Click **Next** to see available time slots for each selected test center.

Test Center Search

Signed In as: UmatDS NuthakkiTest
Symantec CertTracker ID: 2230274

Exam Selection: ST0-248: Symantec Storage Foundation 6.1 for UNIX Technical Assessment | Language: English **A** [Change Exam](#)

B Find test centers near:
e.g., "5601 Green Valley Drive, Bloomington, MN" or "Paris, France" or "55437"

MILITARY COMMUNITY looking for on-base test centers, please [click here](#).

You can select **up to three** test centers to compare availability.

Test Center	Distance* Show km	Directions
<input type="checkbox"/> 1 Connection Training Services 2243 W. Allegheny Avenue 3rd Floor Philadelphia, Pennsylvania 19132 United States	3.5 mi	Get Directions
<input type="checkbox"/> 2 Temple University 1200 Camell Hall 1803 N. Broad St Philadelphia, Pennsylvania 19122-6003	5.1 mi	Get Directions



Next

D

6

Schedule an appointment.

All

A

Click the radio button for a center.

B

Choose a date from available days in blue.

C

View the available appointments.

D

Repeat for other test centers, if desired.

E

Select the test center and the time.

Choose Appointment

Signed In as: UmatDS NuthakkiTest
Symantec CertTracker ID: 2230274

Exam Selection: ST0-248: Symantec Storage Foundation 6.1 for UNIX Technical Assessment | Language: English

[Change Exam](#)

Test Center

Connection Training Services
2243 W. Allegheny Avenue
3rd Floor
Philadelphia, Pennsylvania 19132
United States

Temple University
1200 Carnell Hall
1803 N. Broad St
Philadelphia, Pennsylvania 19122-6003
United States

Select Date [Why can't I find an available appointment?](#)

July 2015							August 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

Show available appointments on

[Change Test Centers](#)

Available Start Times: Friday, August 14, 2015 at Connection Training Services

Morning

08:00 AM

08:15 AM

08:30 AM

08:45 AM

09:00 AM

Afternoon

12:00 PM

12:15 PM

12:30 PM

12:45 PM

01:00 PM

All

A

Verify your login name and CertTracker ID.

B

Review the exam name, language, location, date, and time.

C

Verify the non-discounted price. Discounts are applied at checkout.

D

Click **Proceed to Checkout**.

E

Verify your name matches the name on the ID card you will present at the testing center.

F

Click **Next**.

My Order

A

Signed In as: UmatDS NuthakkiTest-
Symantec CertTracker ID: 2230274

Description	Details	Price	Actions
Exam ST0-247: Symantec Cluster Server 6.1 for UNIX Technical Assessment	Appointment Friday, August 14, 2015 Start Time: 09:15 AM EDT Change Appointment	225.00	Remove
Language: English Exam Length: 110 minutes	Location Connection Training Services 2243 W. Allegheny Avenue 3rd Floor Philadelphia, Pennsylvania 19132 United States Change Test Center		

B

Total Due

C	Subtotal:	225.00	
	Discount:	0.00	<i>Exam restriction for employees</i>
	Estimated Tax:	0.00	
ESTIMATED TOTAL DUE: USD 225.00			

or

D

You can enter voucher/promotion codes on the payment screen.

IMPORTANT: Your name must exactly match the identification that is presented at the test center or you will not be able to sit your exam. [Update my information.](#)

E

NeUMatDS NuthakkiTest

Telepho1-123-456-7890256

All

 I have read and agree to the Symantec policies listed above.

A

Next

A

Read and agree to policies and click **Next**.

B

Click **Add Voucher or Promo Code** if you have a voucher, credit, or discount.

C

Type discount information and click **Apply**.

D

Type credit information and billing address.

E

Click **Next**.

Order Total

Subtotal: 225.00

Estimated Tax: 0.00

Discount: 0.00

TOTAL DUE: USD 225.00

Employee and **Partner** prices include discounts automatically.

B

 Add Voucher or Promo Code [What is this?](#)
Voucher/Promotion Code:

Apply

C

Card Details

We accept the following cards:



D

*Card Type:

All

A Verify all order information.

B Click **Submit Order**.

Your appointment is scheduled and credit card is charged.

C Print receipt, with testing center directions and cancellation/change policies.

D Verify receipt of confirmation e-mail (this is not a receipt).

 An email confirmation has been sent tuschnplt@sym.com  [Print Receipt](#)

Exam Details

Description	Details	Order Information	Price
Exam 250-403: Administration of Symantec Management Platform 7.1 Language: English Exam Length: 110 minutes	Appointment Monday, June 24, 2013 Start Time: 09:00 AM EDT Location Internetwork Learning Institute Get Directions	Order Number/Invoice 0008-1997-5581 Registration ID 258018873 Status Scheduled	225.00

Payment Details

Exams scheduled for NanUMatDS NuthakkiTest Symantec CertTracker ID: COMP005026834275	Order Total Subtotal: 225.00 Discount: 0.00 Estimated Tax: 0.00 TOTAL PAID USD 225.00	<i>To be used by TPQA on internal candidate only.</i>
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[Previous](#)
[Cancel Order](#)
B [Submit Order](#)