Employee and Partner 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 Employee	Symantec Partner
A Complete the Symantec Employee Questionnaire.	**A** Create a PartnerNet account, if one does not already exist.
B Wait 24 hours for your CertTracker account to be created.	**B** Wait 48 hours for CertTracker account to be created if creating a new PartnerNet account.

2　Activate your account.

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.
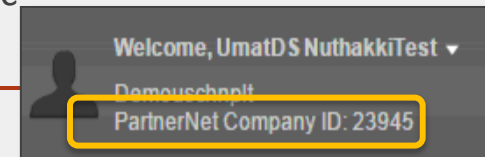
D Click **Agree to terms**.

Symantec Partner

E Click **Personal Information**.

F Verify that your Symantec partner ID is present.

Welcome, UmatD S NuthakkiTest ▾
Demouschnplt
PartnerNet Company ID: 23945

G Contact global_exams@symantec.com for corrections.

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

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 mad
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 Questionnair
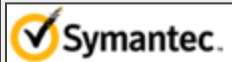SymLearn. Direct link is below:
https://rod.sumtotalsystems.com/symantec/app/management/LMS_ActDetails.aspx?
UserMode=0&ActivityId=166376
It only takes a few minutes and ensures that your employee information is updated in CertTracker. If you have comple
exam and do not see it in CertTracker, please 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

Verifying your CertTracker personal information

Symantec.

Personal Information

New Candidate Record
Fields marked with an * are required.

General Information

* First Name   UmatDS

Middle Name

* Last Name   NuthakkiTest

Company Name   Demouschnplt

To request updates to your "First, Middle, Last o
support incident.

Addresses

* Country   UNITED STATES
*Mailing Address   address 1

    add2

    add3

* City   city123
* State/Province   Californi
* Postal Code   89078

Email Addresses

Preferred Communications Address   Primary Email Address

* Primary Email Address   uschnplt@sym.com
* Verify Email Address   uschnplt@sym.com

Contact Information

PartnerNet

Make the changes you want, and then click Save Changes. If you need assistance, contac

* Indicates required fields.

Title   Mr.

First Name*   UmatDS

Last Name*   NuthakkiTest

Job Title*   Admin#$%#

Job Description*   Administration

Email Address*   uschnplt@sym.com

Ph

Mobile Pl

To request an update to first or last n
please contact your Partner Program
via 'Contact Us'

☐ Address is the same as Company Address

Country*

Address*

Welcome, UmatDS NuthakkiTest ▼

Demouschnplt
PartnerNet Company ID: 23945

add3

City/Town*   city123

State/Province/County*   California

Postal/Zip Code*   89078

Partners verify prefilled information matches PartnerNet account.

5

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.

✓Symantec.

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
Get Logos, etc
Help
FAQ
Contact Us
Incident History
Forms
Complete a Form
Pearson VUE
Schedule Proctored Exams

PEARSON VUE

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

(C)

Home | My Profile | My Order | Return to Testing Program website | Sign Out

✓Symantec.

Home

(A) Schedule Proctored Exams

(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 an
an exam.

Symantec Exams

Exam Catalog

(A) [View Exams]

Symantec Certified Specialist (SCS) – PARTNERS/EMPLOYEES ONLY

Exam Code (B)	Exam Name
250-505	Administration of Symantec Data Center Security S
250-513 (C)	Administration of Symantec Loss Prevention 12

Exam Details

S
Syman

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

(D) View Testing Policies

Price* USD 225.00   (E) [Schedule this Exam]

Language: English

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: S bedrock place, narberth, Connecticut, 19119, United States   Search
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.

D Next

Test Center	Distance* Show km	Directions
☐ 1 **Connection Training Services** 2243 W. Allegheny Avenue 3rd Floor Philadelphia, Pennsylvania 19132 United States	3.5 mi	Get Directions
☐ 2 **Temple University** 1200 Carnell Hall 1803 N. Broad St Philadelphia, Pennsylvania 19122-6003	5.1 mi	Get Directions

C

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

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

Test Center

A

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

D

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

Change Test Centers

Select Date   Why can't I find an available appointment?

B

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 [Select one...] [Go]

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

C

Morning	Afternoon
08:00 AM	12:00 PM
08:15 AM	12:15 PM
08:30 AM	12:30 PM
08:45 AM	12:45 PM
09:00 AM	01:00 PM

7 Check out.

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 Language: English Exam Length: 110 minutes	**Appointment** Friday, August 14, 2015 Start Time: 09:15 AM EDT Change Appointment **Location** Connection Training Services 2243 W. Allegheny Avenue 3rd Floor Philadelphia, Pennsylvania 19132 United States Change Test Center	225.00	Remove

Total Due

Subtotal:	225.00
Discount:	0.00 *Exam restriction for employees*
Estimated Tax:	0.00
ESTIMATED TOTAL DUE: USD 225.00	

Add Another Exam or **Proceed to Checkout**

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 NaUMatDS NuthakkiTest

Telephone: 1-123-456-7890

Apply discounts, if any, and pay.

All

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**.

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

A   Next

Order Total

Employee and Partner prices include discounts automatically.

Subtotal: 225.00

Estimated Tax: 0.00

Discount: 0.00

TOTAL DUE: USD 225.00

B ➕ Add Voucher or Promo Code   What is this?

Voucher/Promotion Code: [_____] Apply   C

Card Details

We accept the following cards: AMERICAN EXPRESS   JCB   MasterCard   VISA

D *Card Type: Select one... ▾

9 Submit order.

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 to: uschnplt@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

Name: UMatDS NuthakkiTest

Symantec CertTracker ID: COMP005026834275

Order Total

Subtotal:	225.00
Discount:	0.00
Estimated Tax:	0.00

To be used by TPQA on internal candidate only.

TOTAL PAID: USD 225.00

Previous   Cancel Order   Submit Order

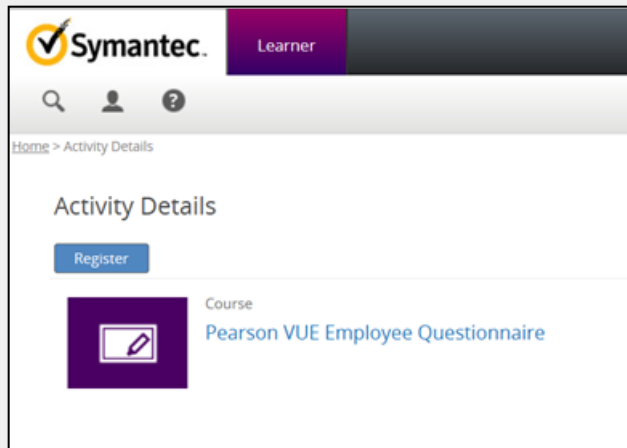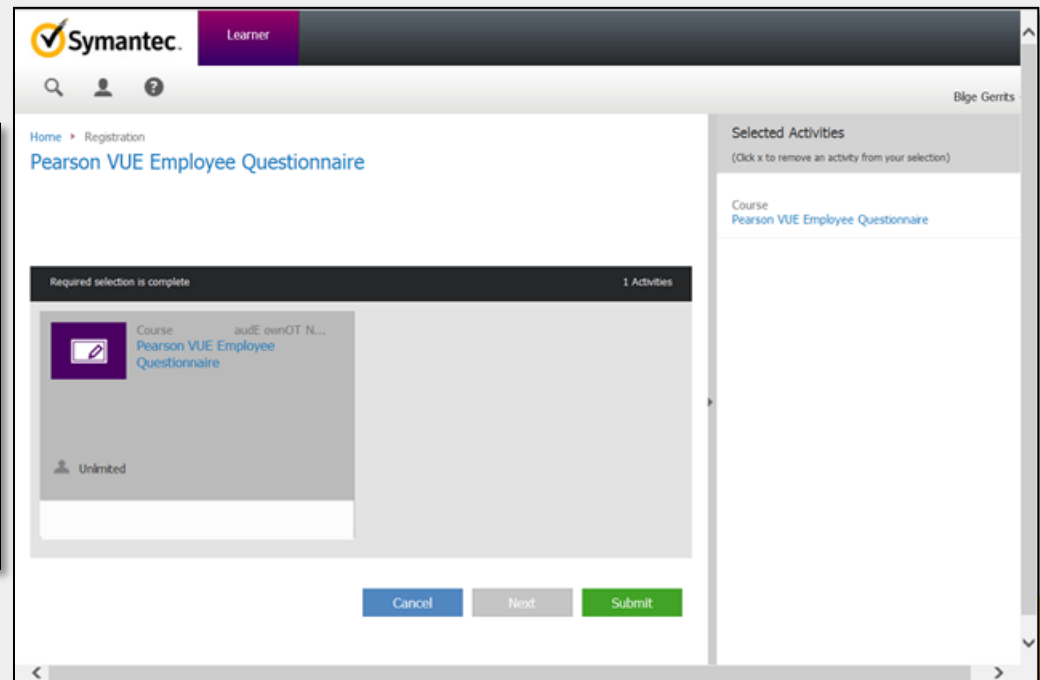# Additional information

Employee questionnaire details

Launching Employee Questionnaire

1. Click this link to access the employee questionnaire activity on LearnCentral.

2. Select **Employees**.

3. Log in using your Symantec network credentials.

4. Click **Register**.

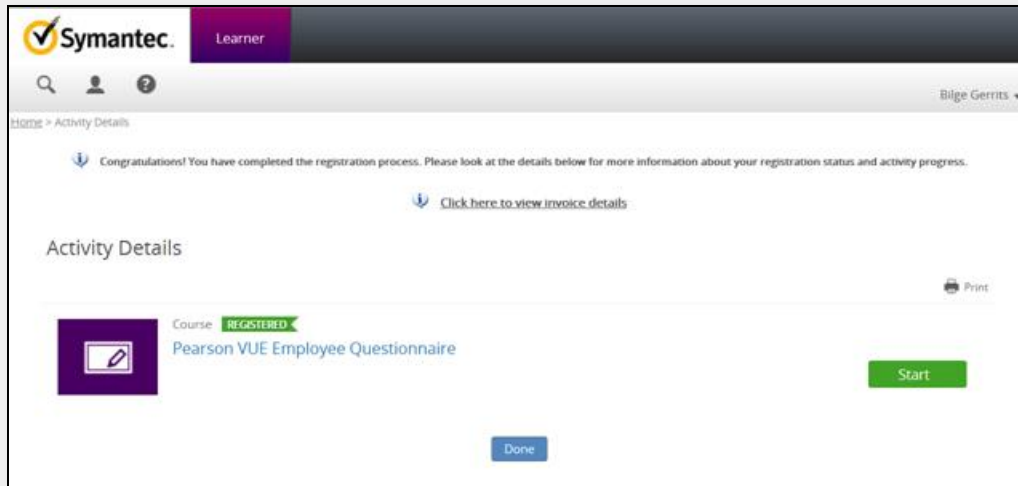5. Click **Submit**.

- Creates a CertTrack account.
- Enables discounted exam fees.

Launching Employee Questionnaire

6. Click **Start**.

7. Click **Next Question** and answer each question.

8. Click **Finish Assessment** when done.

9. Close the Questionmark window.

- Creates a CertTrack account.
- Enables discounted exam fees.

 Back to start