APICS Exam Purchasing & Scheduling Tutorial
How will you obtain your Authorization to Test (ATT)?

Select an option below to proceed to the corresponding instructions.

**Exam Credit**
If you will be redeeming a prepaid exam credit

**Direct Payment**
If you will be submitting payment directly for your exam

**Skip to Scheduling**
If you already have an Authorization to Test (ATT) for your APICS exam
Direct Payment ATT Purchase Process

Skip to Scheduling
In order to purchase an APICS exam, you must be logged into your My Account.

How to:

1. Go to ascm.org
2. Click “Login”
3. Enter your username and password
4. Click “Log In”
Once you have logged into your account, you will be able to buy your desired exam

1. Click the “Learning & Development” tab

2. Select on the program that you would like to pursue
Once you have clicked on your desired program, you will be directed to the product page for your selection.

Here you will be able to view all products related to your selection.

To purchase an exam:

1. Select the exam that you would like to purchase in the Exam column
   - Applies to CPIM exams only

2. Review ASCM Code of Ethics and Testing Policies

3. Select “Add to Cart”
Step 4 – Checkout

**Warning:** Exam purchases are non-refundable and non-transferable

1. Verify your item in the Shopping Cart
2. Click “Checkout”

Note: Please be sure the price you see is correct. If you are eligible for ASCM Member + Certification Upgrade pricing and the price is not showing correctly, please contact support@ascm.org before completing your purchase.
3. Select your shipping address preference and complete all address and contact fields

   Note: If you choose to provide a work address, you will be required to submit your company name

4. Provide your phone number

5. Click “Continue”
6. Provide your Billing address

Note: If your billing address is the same as your shipping, you can check the “Same as shipping address” box

7. Select your Payment Type:
   a. Credit card
   b. Paypal Credit
   c. Paypal
Step 4 – Checkout (Continued)

8. Provide payment details

If paying with a credit card, you will be asked to enter:

   a. Name on card
   b. Card number
   c. Expiration date
   d. CVV
   e. Postal Code

If using either PayPal option, provide your PayPal information.

9. Click “Next: Review Order”
Step 4 – Checkout (Continued)

10. Review the order details

11. Click “Place Order”

**Warning:** You must schedule and take your exam within six months of purchase
Step 5 – Proceed to My Account

Your order confirmation will appear with your order details

1. Click on “Go to My Account” to initiate the scheduling process
Step 6 – Verification

1. Click “Certifications” on the left-hand banner

2. Click “Exams”
Step 6 – Verification (Continued)

3. Scroll down to the “Your Exams” section and click on “Schedule Your Exam”
4. Review your authorization details including your name, exam name, and authorization period
   - If any issues are identified with your profile information an error message will populate, and the fields will be highlighted in red
   - To update your profile information, select the “Edit” button

5. Click on the ASCM Exam Handbook Link to review exam policies

6. Then select on the ASCM Testing Policies and Code of Ethics link and review
7. Once you have confirmed your information, review the ASCM Code of Ethics and Testing Policies, as well as the ASCM Exam Handbook.

8. Next, check the boxes to agree that:
   - Your profile information is accurate, and your name matches your identification
   - You have read and agree to the ASCM Code of Ethics and Testing Policies and ASCM Exam Handbook

Note: If an exam credit was issued by a Partner or a Corporate Development training, you must also decide if you would like to share your exam information.
9. Select the “Submit” button to be directed to the scheduling process on Pearson VUE’s website.
TT Purchase Process Using an Exam Credit

Skip to Scheduling
In order to purchase an APICS exam, you must be logged into your My Account

How to:

1. Go to ascm.org
2. Click “Login”
3. Enter your username and password
4. Click “Log In”
Step 2 – Go to My Account

1. Click the account drop-down menu at the top of your screen

2. Select “My Account”
Step 3 – Redeem Your Exam Credit

To redeem your exam credit:

1. Click “Certifications”
2. Click “Exams”
3. Scroll down to your exam credit

4. Click “Register for your exam”
Step 3 – Redeem Your Exam Credit (Continued)

*Warning:* Upon completion of this step, your exam must be scheduled and taken within 6 months

5. Select your preferred address

6. Verify that your address is complete and accurate

7. Click “Register”
Step 4 - Verification

1. You will be directed back to the “Your Exams” section of My Account.
2. Click on “Schedule Your Exam”
Step 4 – Verification (Continued)

3. Review your authorization details including your name, exam name, authorization dates, and profile information
   - If any issues are identified with your profile information an error message will populate, and the fields will be highlighted in red
   - To update your profile information, select the “Edit” button
Step 4 – Verification (Continued)

4. Once you have confirmed your information, review the ASCM Code of Ethics and Testing Polices, as well as the ASCM Exam Handbook.

5. Next, check the boxes to agree that:
   - Your profile information is accurate, and your name matches your identification.
   - You have read and agree to the ASCM Code of Ethics and Testing Polices and ASCM Exam Handbook.

Note: If an exam credit was issued by a Partner or a Corporate Development training, you must also decide if you would like to share your exam information.
6. Select the “Submit” button to be directed to the scheduling process on Pearson VUE’s website.
Scheduling Your Exam
Step 1 - Login

To schedule an APICS exam, you must be logged into your account.

To do so:
1. Go to ascm.org
2. Click “Login”
3. Enter your username and password
4. Select “Log In”
Step 2 – Launch Scheduling Process

If you already have an Authorization to Test (ATT), the following steps will help you begin the scheduling process. If you just completed the verification process after purchasing your exam, please skip this step.

1. Go to “My Account”
2. Click “Certifications” on the left side of your screen
3. Click on “Exams”
4. Scroll down to the “Your Exams” section

5. Click “Schedule Exam”
How do you plan to test?

Select an option below to proceed to the corresponding instructions.

Testing Center

Online
Step 2 – Launch Scheduling Process (Continued)

1. Confirm the exam you will be taking

2. Click “Next” again
Step 3 (Test Center) – Finding a Testing Date and Time

1. Select a date at your preferred testing center(s) or for the online testing platform

2. Continue to Select your start time

Note: The search option will automatically search for testing centers in your area, but you may type in a different area if you intend to test from a different location
Step 3 (OnVUE) – Finding a Testing Date and Time

Note: Time zone display includes country, major city, 3-character code and current time to help users select the correct time zone

1. Confirm or change time zone preference before proceeding with date selection

Note: By confirming time zone preference, the calendar will use test taker preferred time zone

2. Continue to select your appointment start time
Step 4 – Select your Appointment Time

1. Choose how you would like the times to be displayed between 12hr and 24hr formats

2. The first available appointment will automatically populate with the option to explore alternative times

Note: Time-of-day illustrations help test takers avoid booking the incorrect time
Step 4 – If Exploring Multiple Appointment Times (Continued)

Note: This overlay will help in finding additional times to test.

Available appointments will be displayed in time blocks.

Users can identify periods of the day have available times.
Step 5 – Confirm Appointment Details

1. Review appointment information for accuracy.

2. Click on “Proceed to Checkout”

**Warning:** You must complete the scheduling process in full to book your appointment. Closing your web browser at this step will abort the scheduling process.
Step 6 – Review & Agree to Testing Policies

1. Read and confirm that you understand and agree to the APICS and Pearson VUE policies.

2. Click “Accept”

Note: The “Accept” button will not appear until you have read through the entire policy information.
Step 7 – Complete Appointment Booking

1. Confirm the exam and appointment details
2. Select “Submit Order” to complete the scheduling process
Step 8 – Review Appointment Confirmation Page

1. Review the appointment summary and print, if desired

2. An email confirmation will also be sent

Warning: If you need to reschedule later, you must do so at least 24 hours in advance of your appointment.
Support & Troubleshooting

If you encounter any issues, we recommend completing the following steps:

1. Check your internet connection
2. Ensure that you are using either Mozilla Firefox or Google Chrome as your web browser
3. Clear your internet cache
4. If you are using a company computer and/or network, try using a different network of computer.
5. Ensure that you login to your online account
6. Read all information carefully. Some parts of the scheduling process require you to read and agree to terms and policies. Please ensure that the required checkboxes are selected where applicable.
7. Read the APICS Exam Handbook for information about testing policies and procedures.
Below is a list of support resources available if you have questions or need help:

1. Rules, policies, and procedures for taking APICS exams are outlined in the APICS Exam Handbook.

2. If you encounter issues encountered when scheduling or during the testing process, contact Pearson VUE Support.

3. For all other questions, contact ASCM Customer Support.

Note: If you have a question about credits from training that was setup by our Corporate Development Team, please contact corporatedevelopment@ascm.org.