NEW AUTHORIZATION TO TEST (ATT) PURCHASING PROCESS AND PEARSON VUE SCHEDULING PROCESS
First, log in to your My APICS account and navigate to your My APICS page.

Click on the “Authorization to Test (ATT) form” link located in the Purchase an Exam section located on the right-side banner.
ATT Purchasing Process

1. Select your Exam
   - Exam Purchase
   - 2017 BSCM ATT Expiration
   - Code of Ethics and Policies

2. Select your testing country
   - United States
1. Review your Exam Details
2. Click on APICS Exam Handbook to view
3. Click on APICS Testing Policies and Code of Ethics to view
4. Check the box to confirm that you have read and agree to the APICS Code of Ethics and testing Policies
5. Click Continue
1. Verify your contact information

Optional: Click on “Profile Editor” to make necessary changes to your name or email address

2. Check the box to agree that your name entered matches your identifications and that your email address is correct

3. Click Continue
Optional: If you have a campaign code, enter it and click “Apply Campaign Code”

1. Enter all corresponding credit card information.
ATT Purchasing Process

Review Exam details and click “Submit”
Scheduling your Exam

Note: Once you have purchased your ATT, you will be automatically redirected to the Pearson VUE site to schedule your exam.

Click on “Schedule this Exam”
Scheduling your Exam

Note: The search option will automatically search for testing centers in your area

1. Select a testing center

Note: You will be able to select up to 3 test centers to compare availability.

2. Click “Next”
Scheduling your Exam

1. Select an available date

2. Select an available time
## Scheduling your Exam

### My Order

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exam</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| CPIMPart1: APICS CPIM- Part 1 | Appointment  
Wednesday, January 24, 2018  
Start Time: 12:45 PM CST  
Change Appointment |         | Remove |
| Language: English   | Location  
Peoria Regional Office of Education  
Peoria County Courthouse  
324 Main St  
Room 401  
Peoria, Illinois 61602  
United States  
Change Test Center |         |         |
| Exam Length: 225 minutes | |

Review appointment information for accuracy.

Click on "Proceed to Checkout"
Scheduling your Exam

Confirm personal information

Click “Next”
1. Read and confirm your agreement to the APICS and Pearson VUE policies

2. Click “Next”
Scheduling your Exam

1. Confirm appointment details

2. Click “Submit Order”
Scheduling your Exam

Review the appointment summary and print, if desired

An email confirmation will also be sent

### Checkout - Step 4: Summary

<table>
<thead>
<tr>
<th>Confirm Personal Information</th>
<th>Agree to Policies</th>
<th>Submit Order</th>
<th>Summary</th>
</tr>
</thead>
</table>

An email confirmation has been sent to jacklearner@apics.org

### Exam Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Order Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam</td>
<td>GPIM: Part 1: APICS GPIM- Part 1</td>
<td>Order Number</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
<td>0040-0634-4747</td>
</tr>
<tr>
<td>Exam Length</td>
<td>225 minutes</td>
<td>Registration ID</td>
</tr>
</tbody>
</table>

### APICS Policies

**Admission Policy**

Candidates must check in at the test center no later than 15 minutes before their scheduled appointment. Candidates who arrive past this time may be refused admission to the test center and may lose their exam appointment. Furthermore, they may be considered a no-show and may forfeit the full exam fee. We recommend that you become aware of the route and location of your exam site prior to your scheduled appointment.

You will need to bring two (2) forms of identification to the testing site. The first and last names on the primary and secondary identifications presented at the test center must match the first and last names identified in this email in order to receive admittance to the testing center. If you do not bring the required, valid IDs on exam day or the name above does not match your IDs, you will be denied admission to the examination and will forfeit the exam fee.

Candidates must bring a valid primary identification, bearing a future expiration date that includes a recent photograph and signature:

- driver’s license (except in China)
- passport
- military ID
- state ID
- company ID (except in China)