Pearson VUE

CAS scheduling guide

Web Registration/Rescheduling/Cancellation

Mobile Registration/Rescheduling/Cancellation

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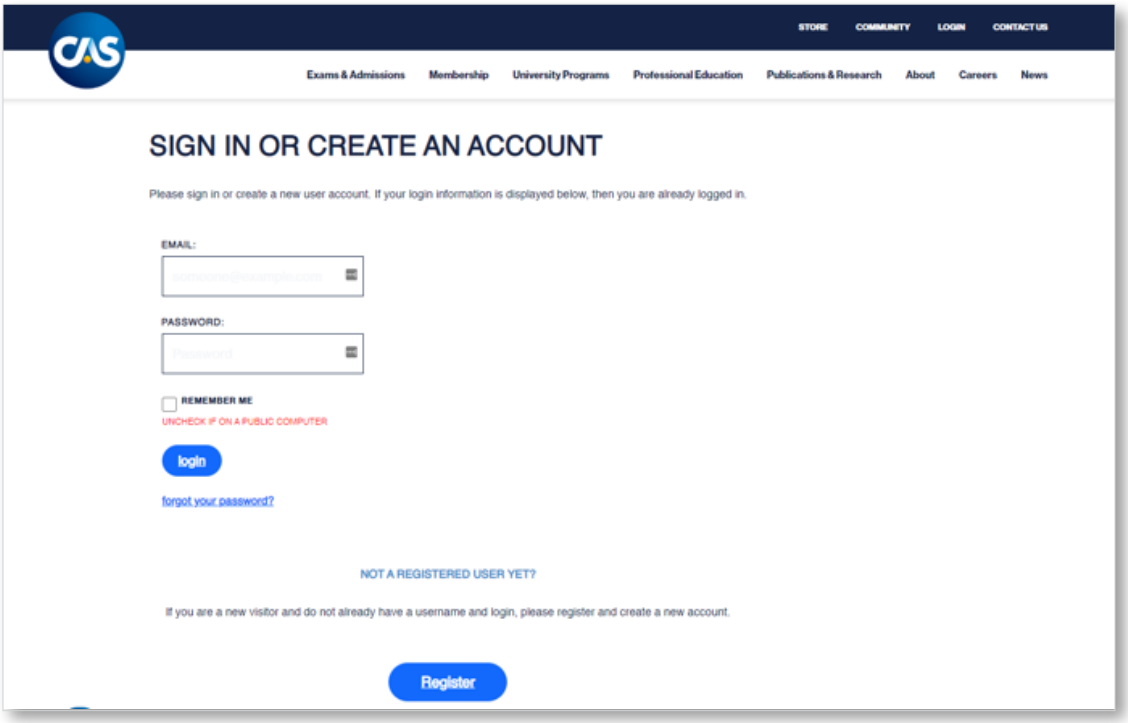
CAS scheduling guide

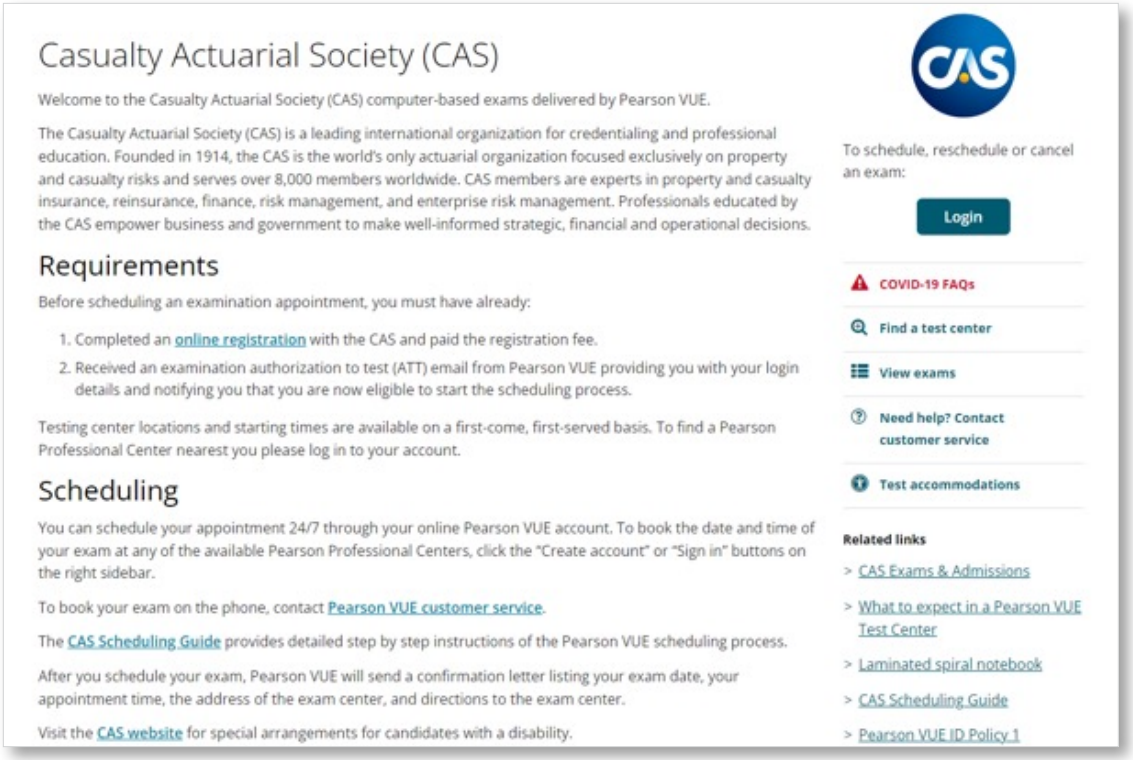
Log in to your account

Before attempting to schedule an exam, you'll first need to log in to your CAS account, which you can do in one of two ways:

1. From the CAS website, follow the instructions provided:



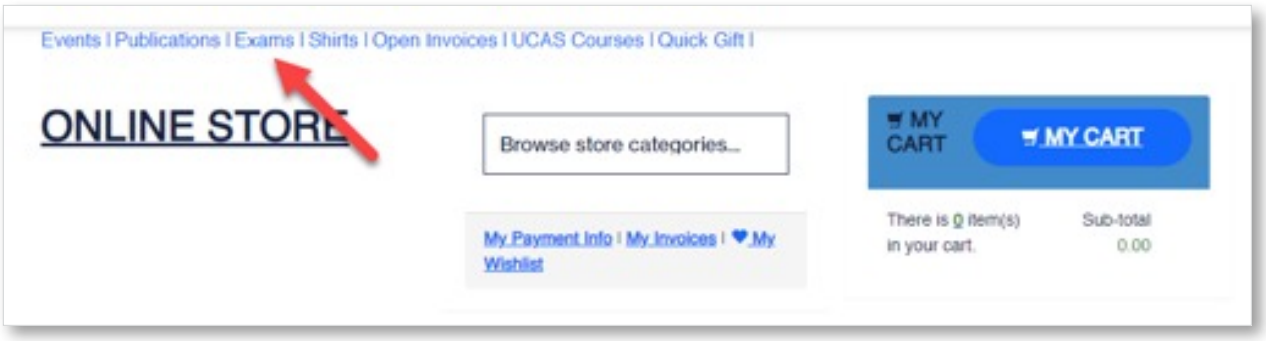
2. From the CAS landing page on the Pearson VUE website, click the **Login** button:

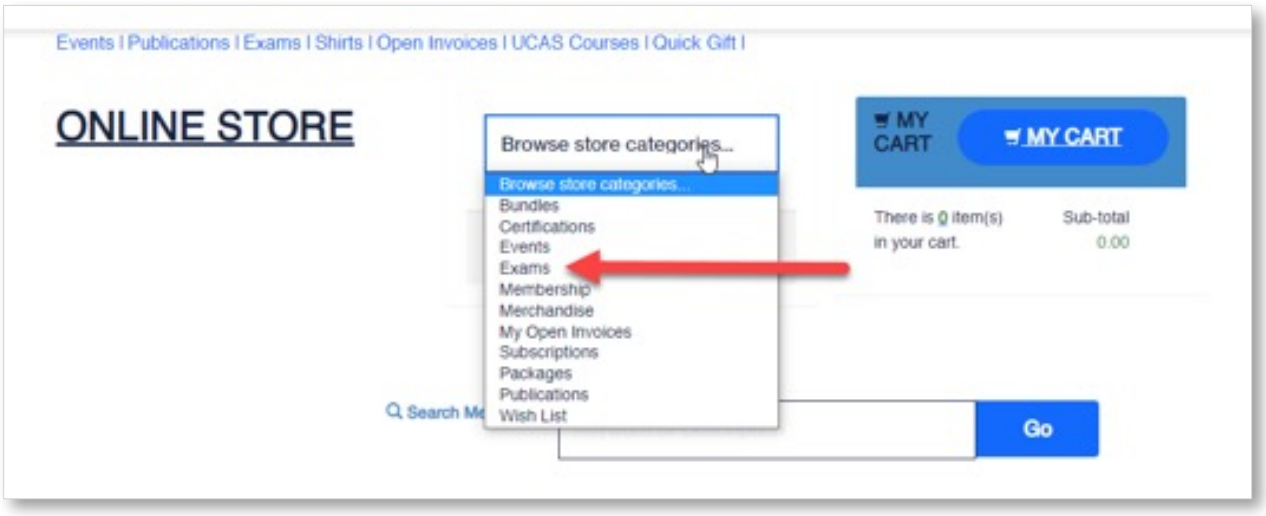


Once you have logged in to your account, you may proceed to register for and schedule an exam.

Register for an exam

To register for an exam, once logged in, navigate to the Online Store. From there, use either the links at the top of the page or the dropdown menu to select **Exams**.

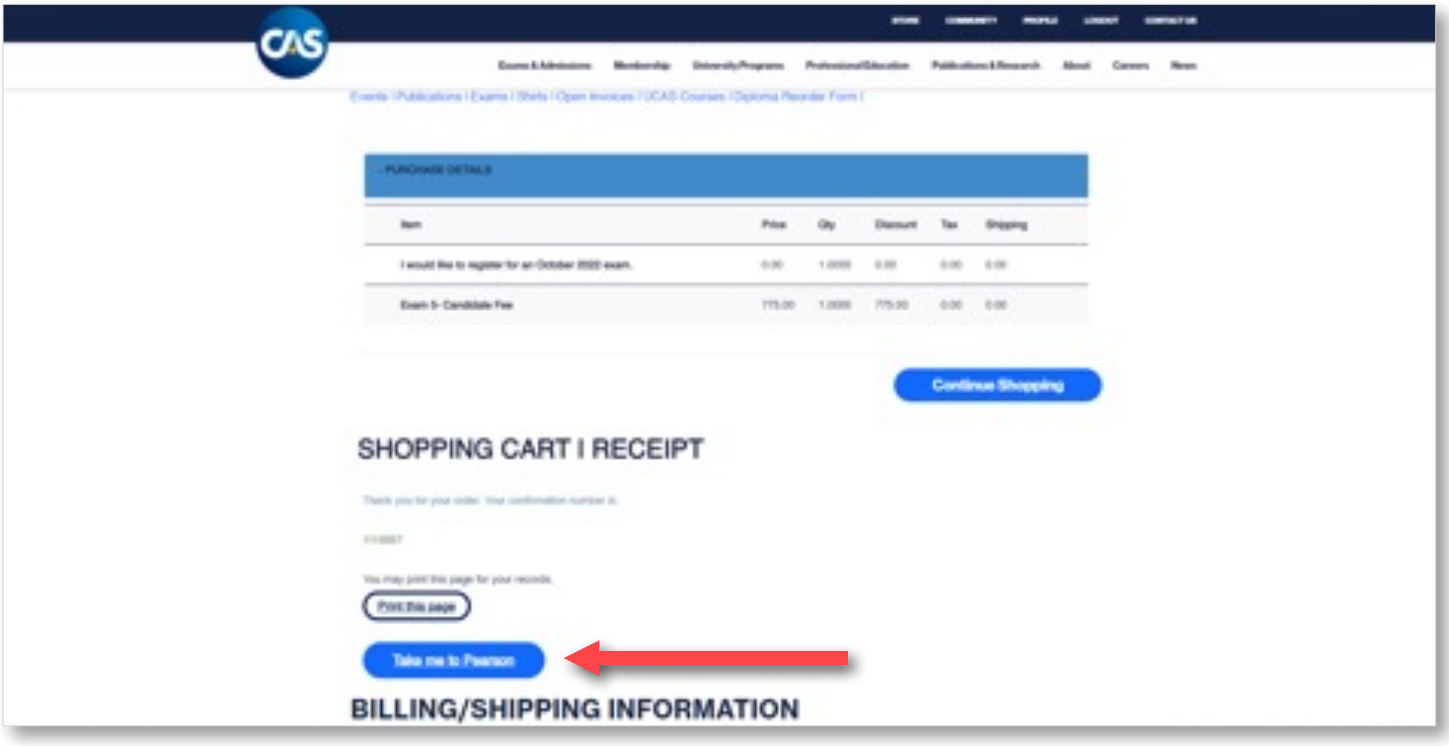




On the resulting page, find the exam you wish to take and click the **Register** button.

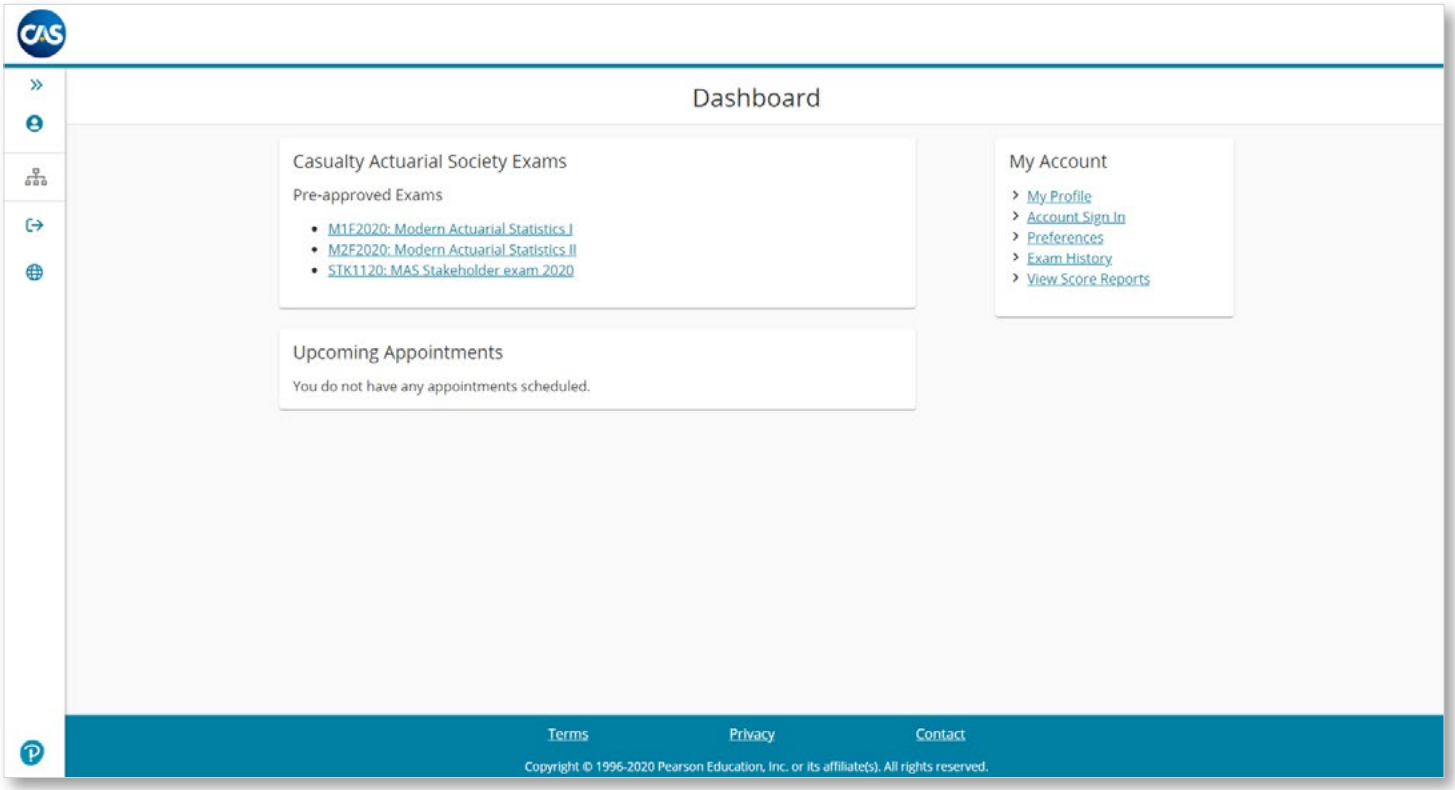
Follow the page prompts to complete registration and pay for your exam.

Once you have successfully submitted your payment, the **Take me to Pearson** button will appear.
Click this button to be redirected to your Pearson VUE dashboard, where you can schedule your exam.

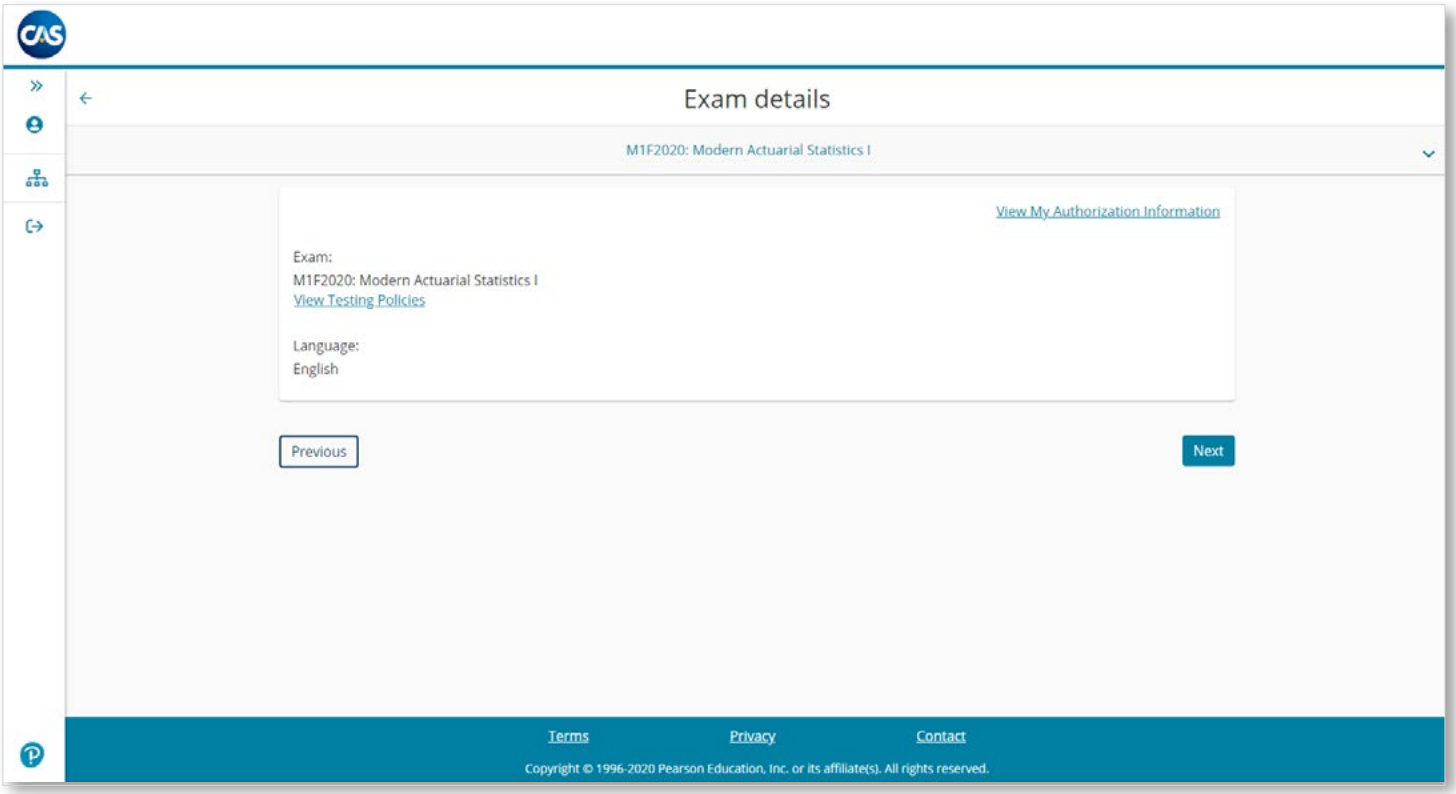


Schedule an exam

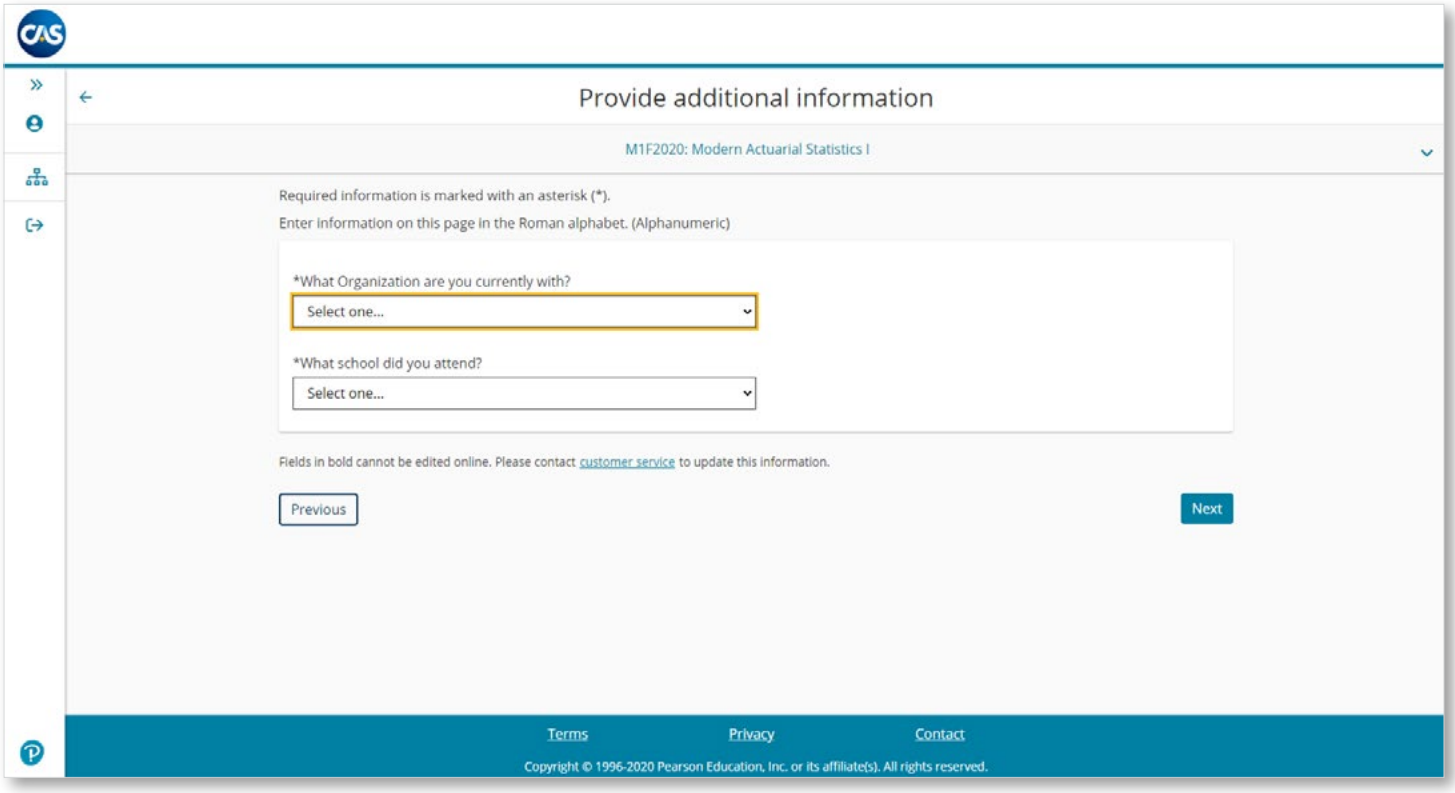
The dashboard will list the exams you have been authorized to take. Click on the exam you wish to schedule.



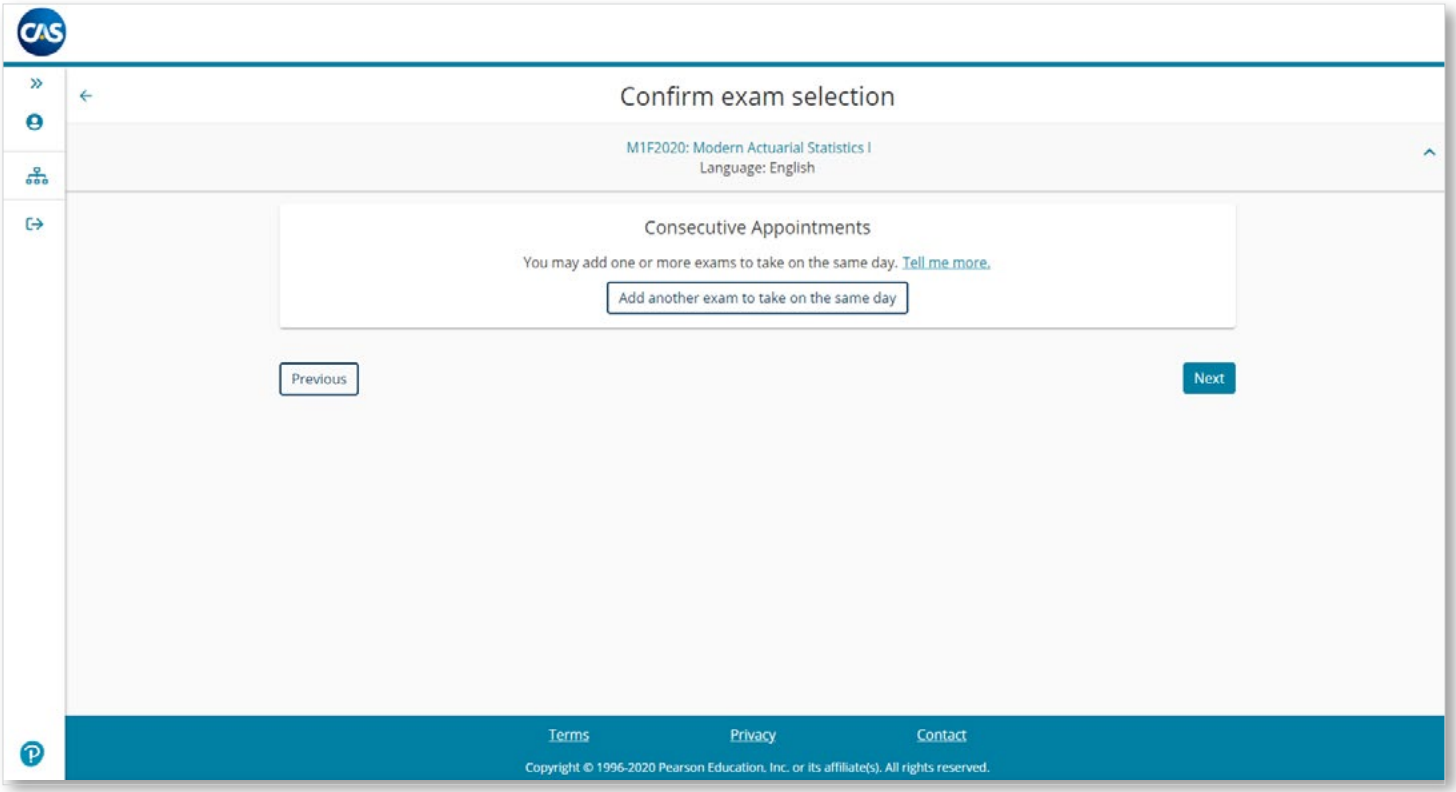
Review exam details.



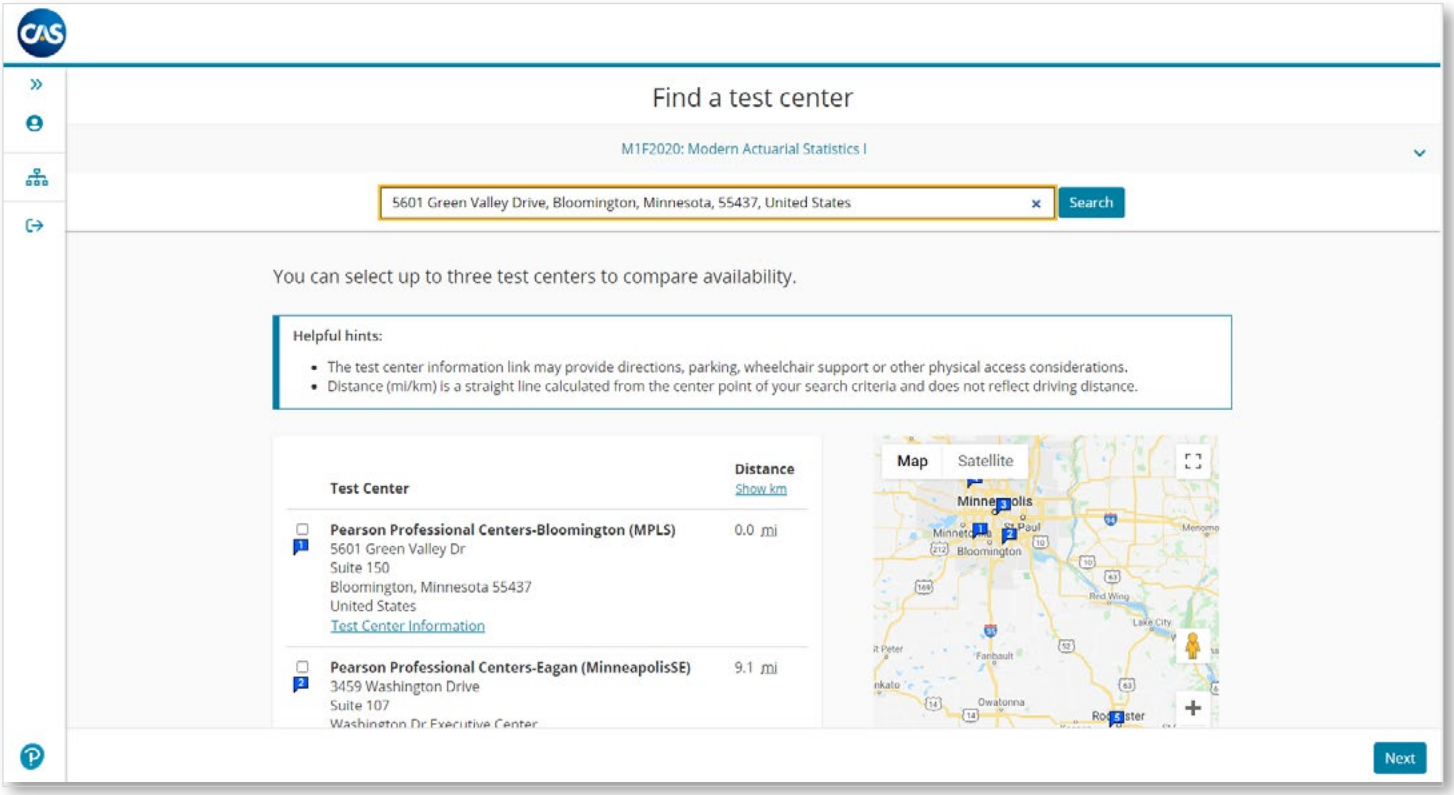
Provide additional information.



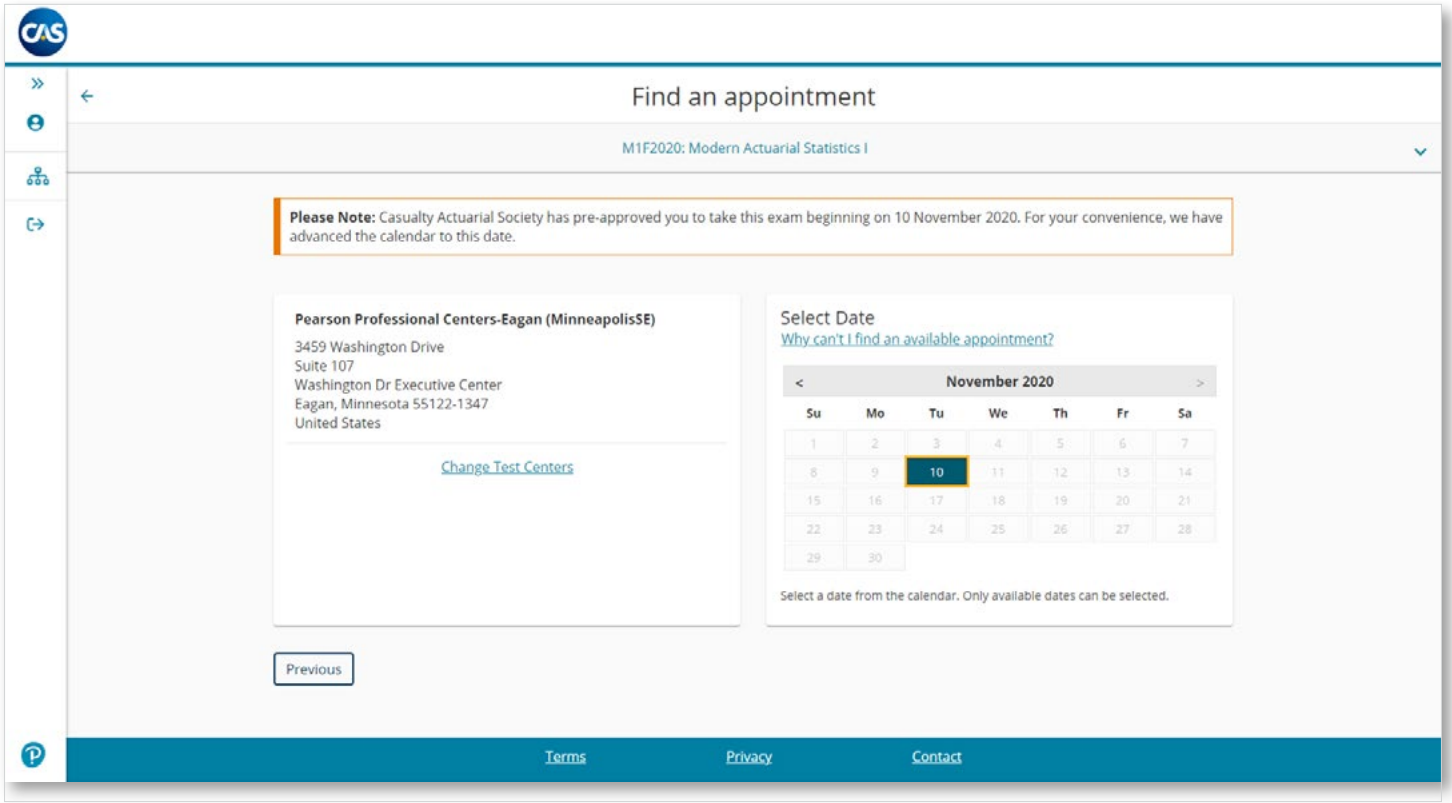
Confirm exam selection.



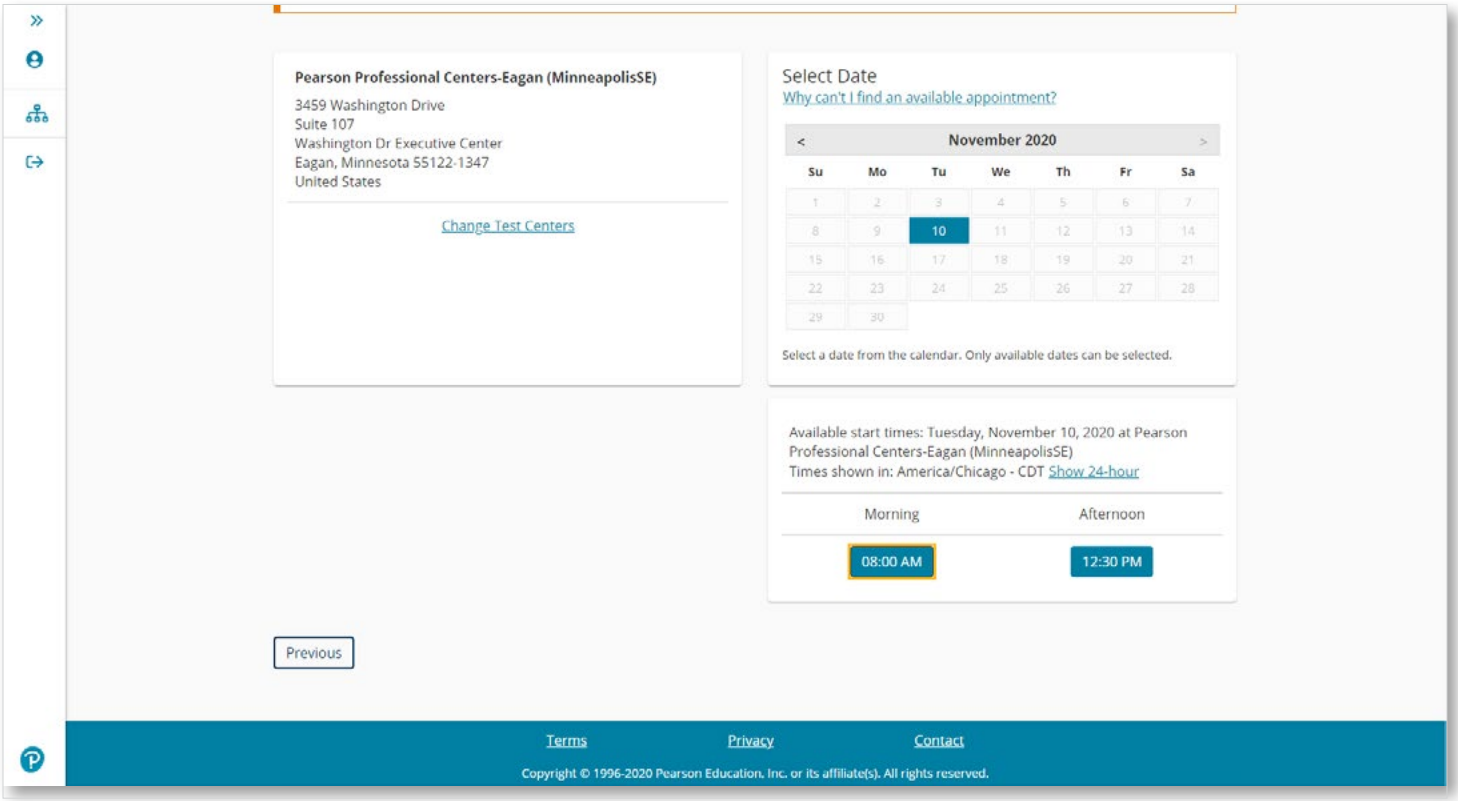
Find your test center.



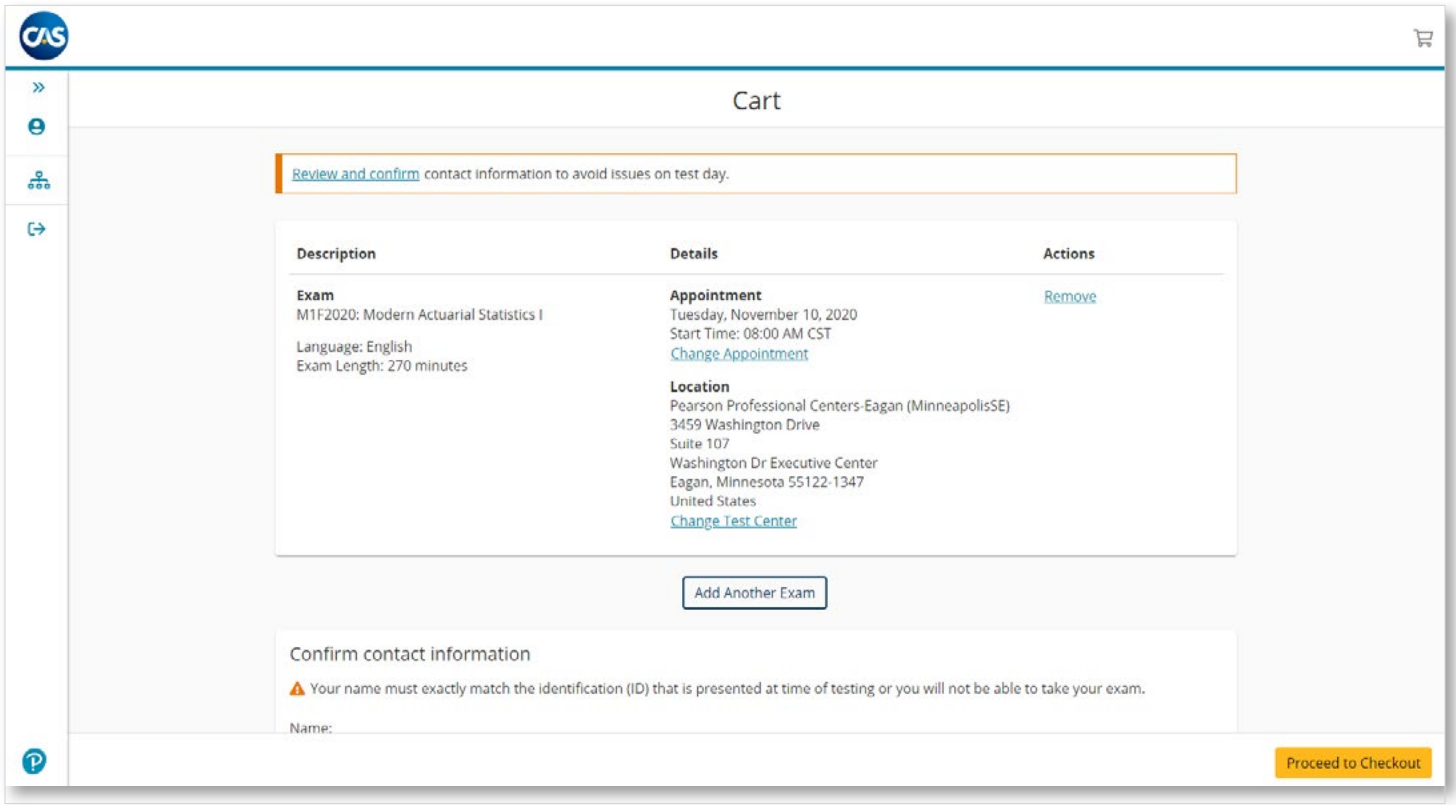
Select a date on which to take your exam. You can scroll through the calendar or select an option from the drop-down menu



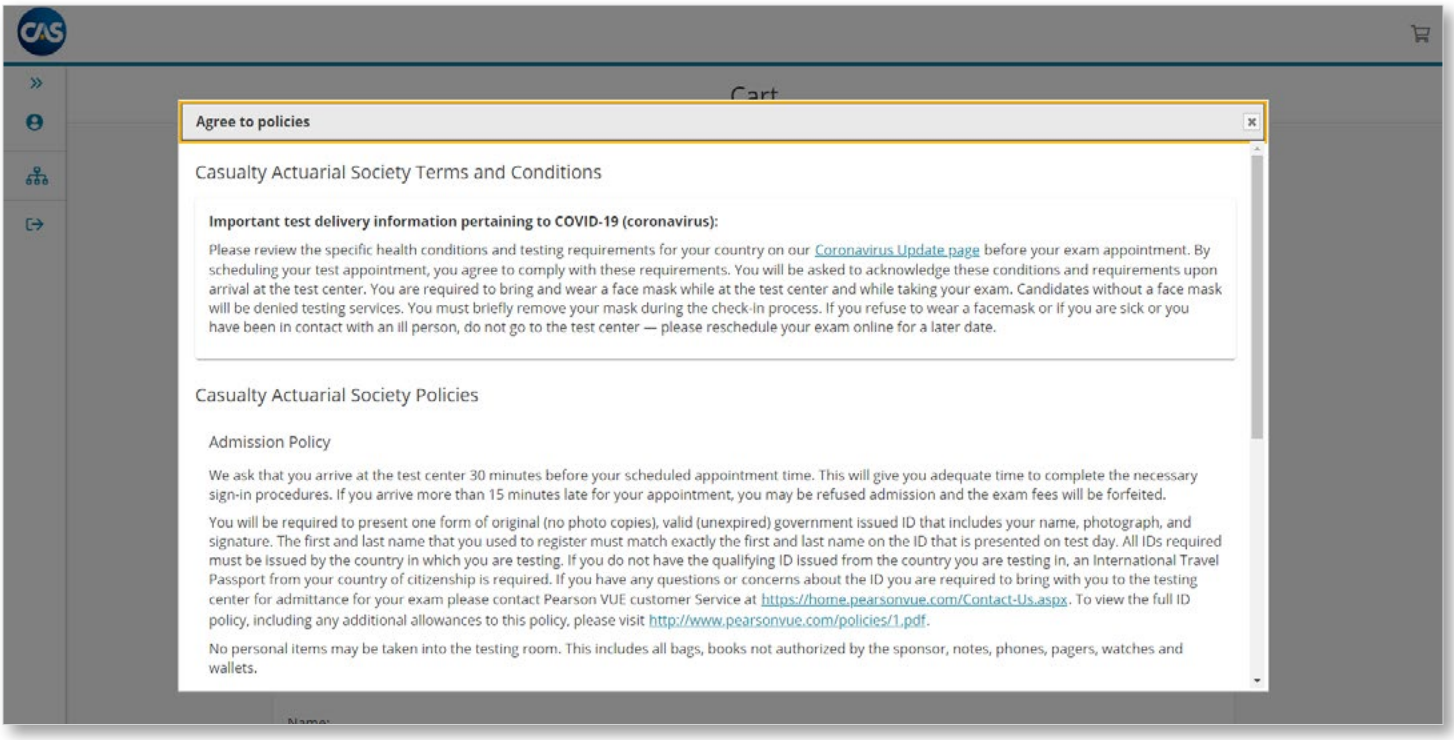
Review the available exam times and select the one you would like to schedule.



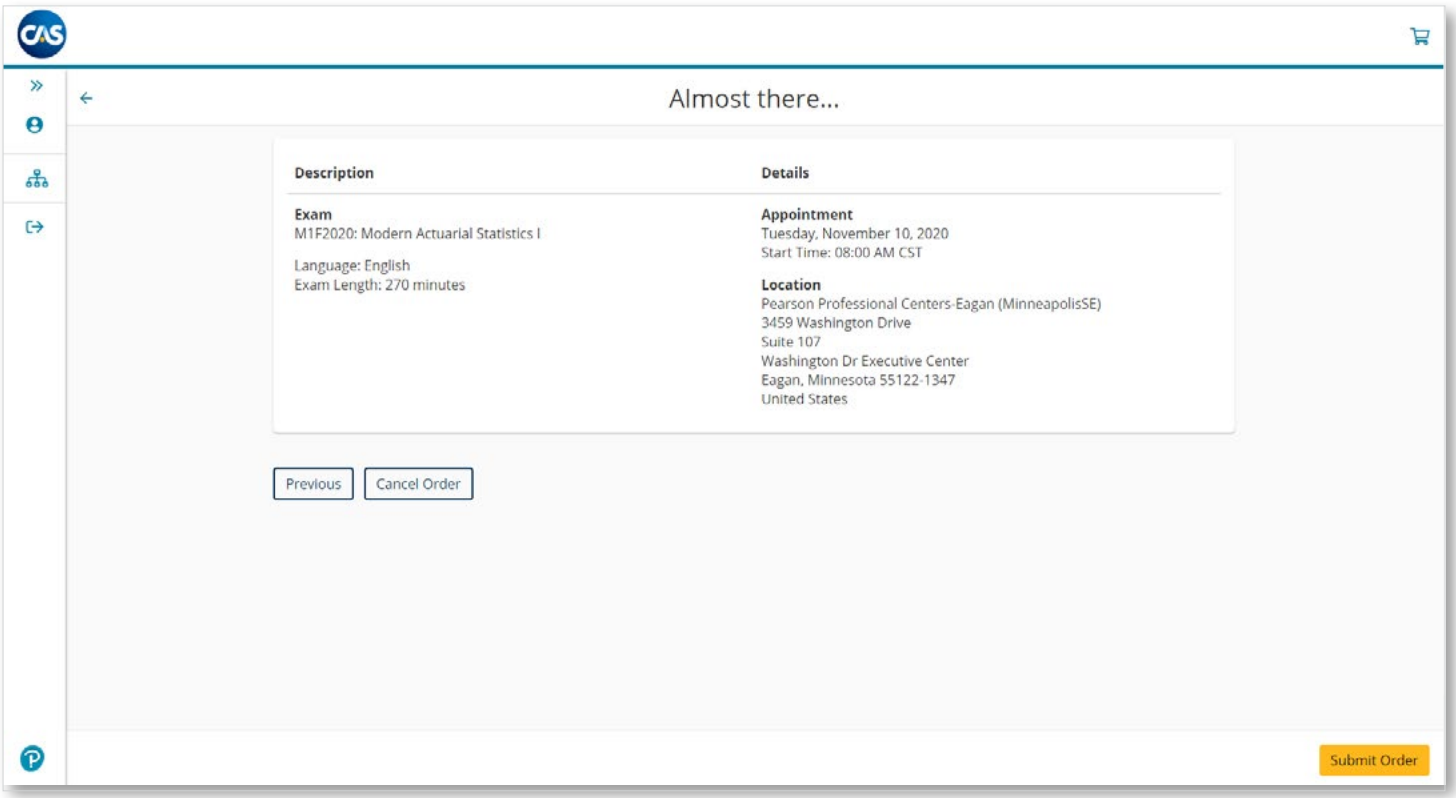
Review your order to make sure the selections you have made are correct. Then click proceed to checkout.



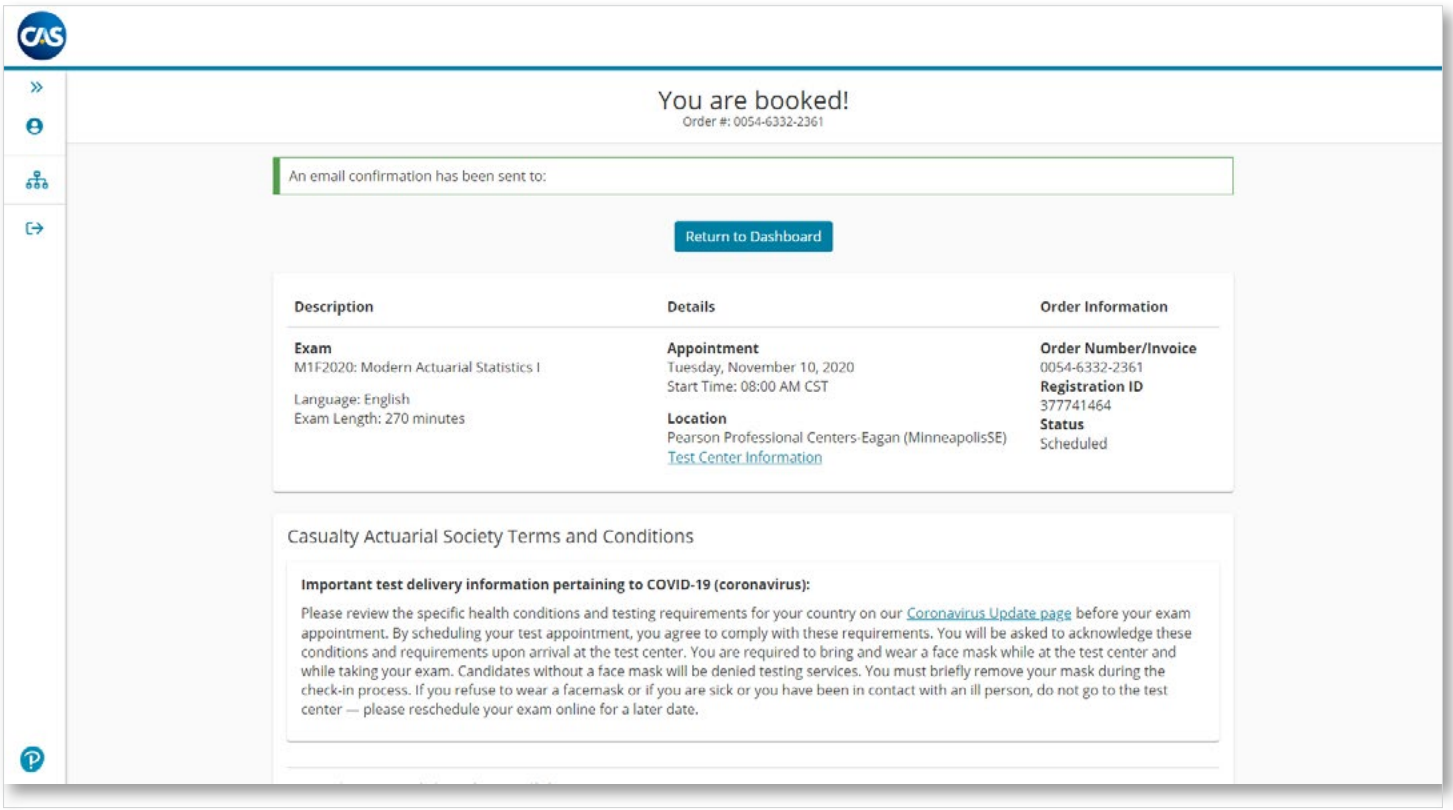
Review CAS policies and accept when you are ready to proceed.



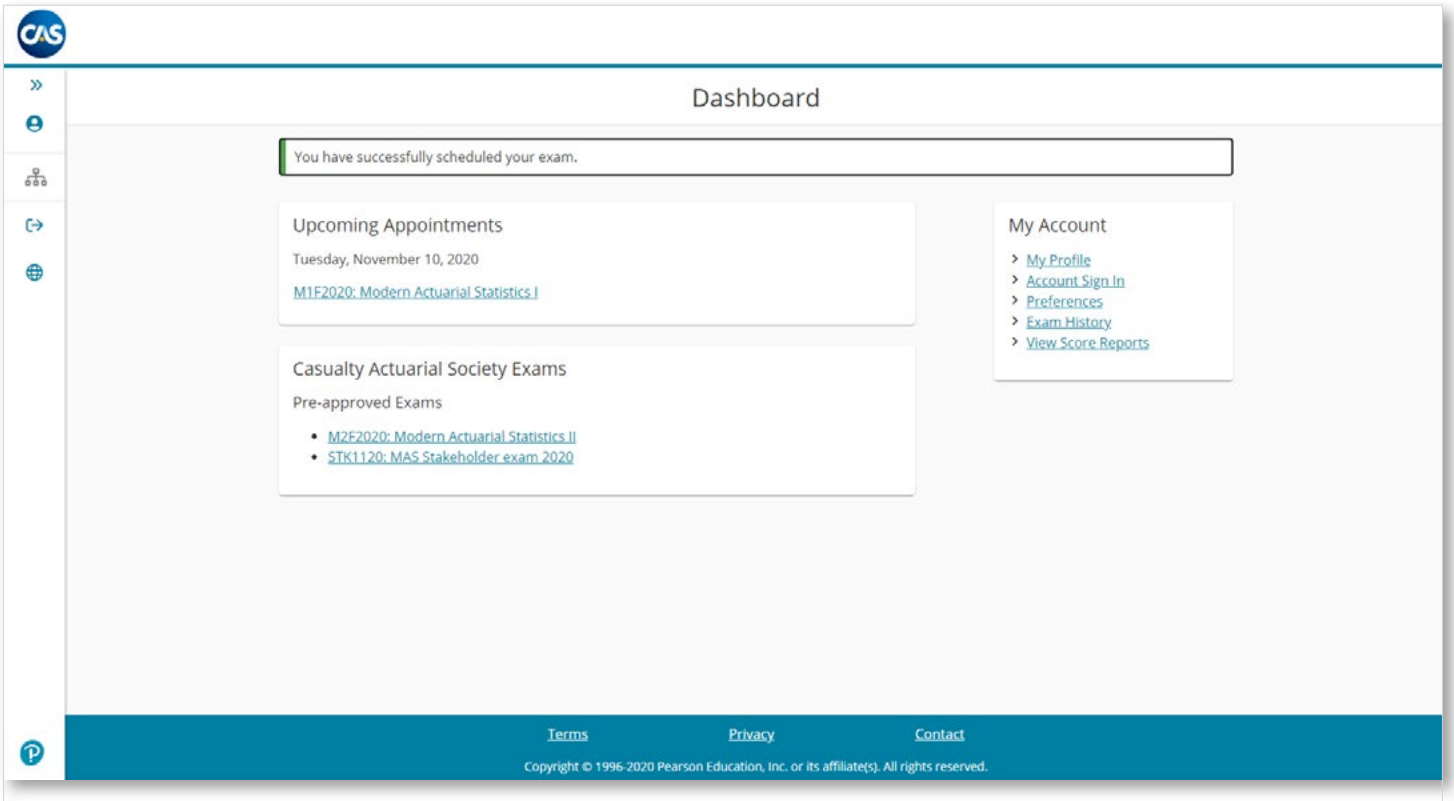
Review your order to make sure the selections you have made are correct. Then click submit order.



You've successfully scheduled your exam appointment. Click return to the dashboard to view your upcoming appointment.

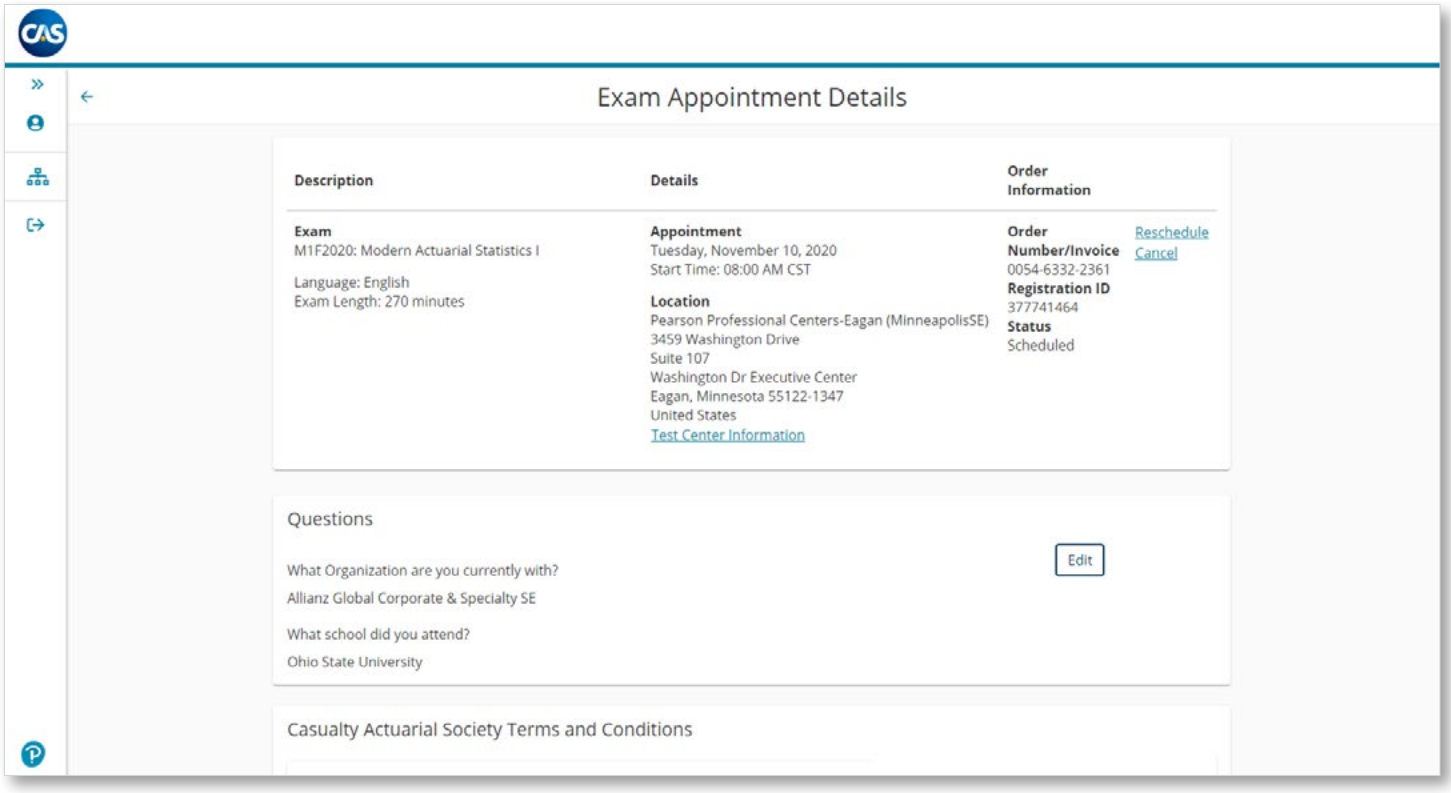


Details of your upcoming appointment can be found on the dashboard.

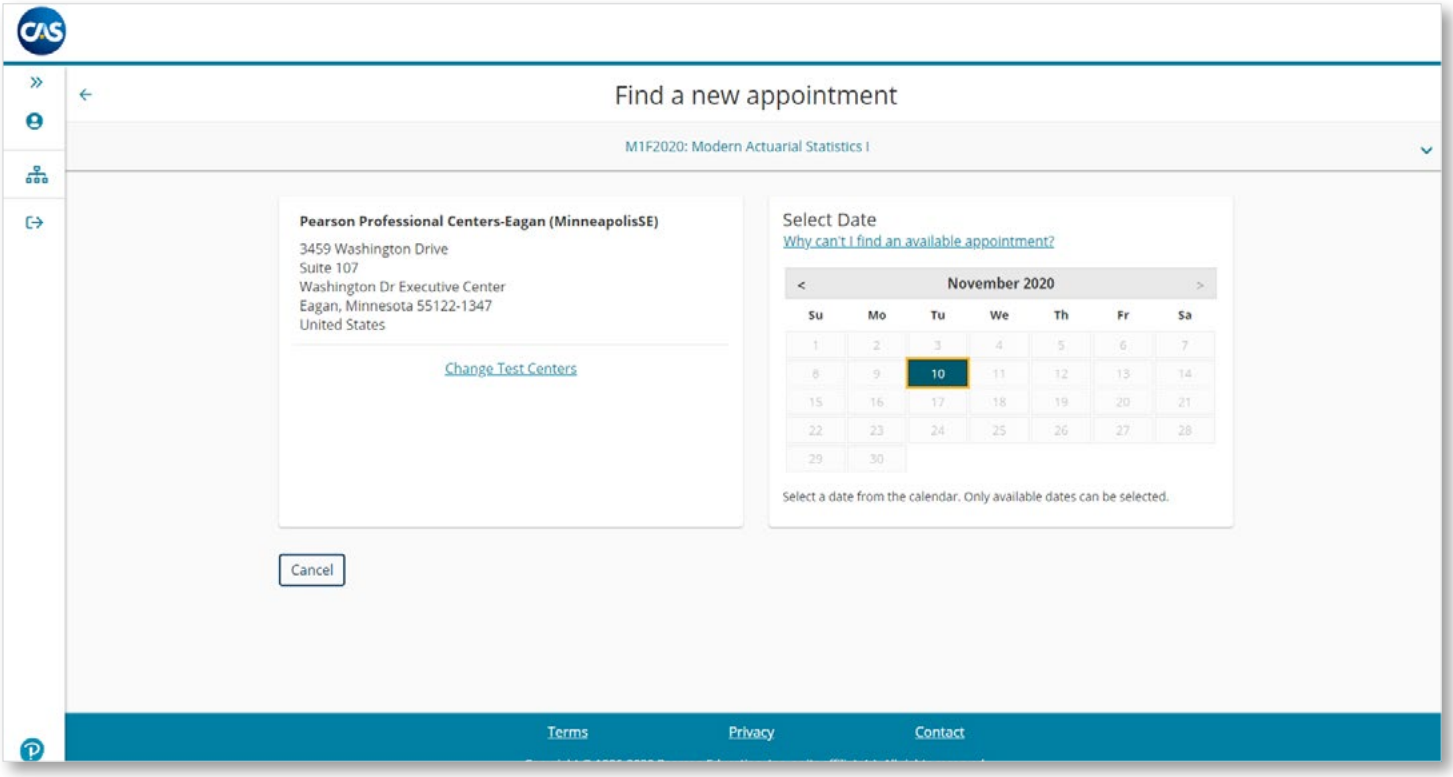


Reschedule an exam

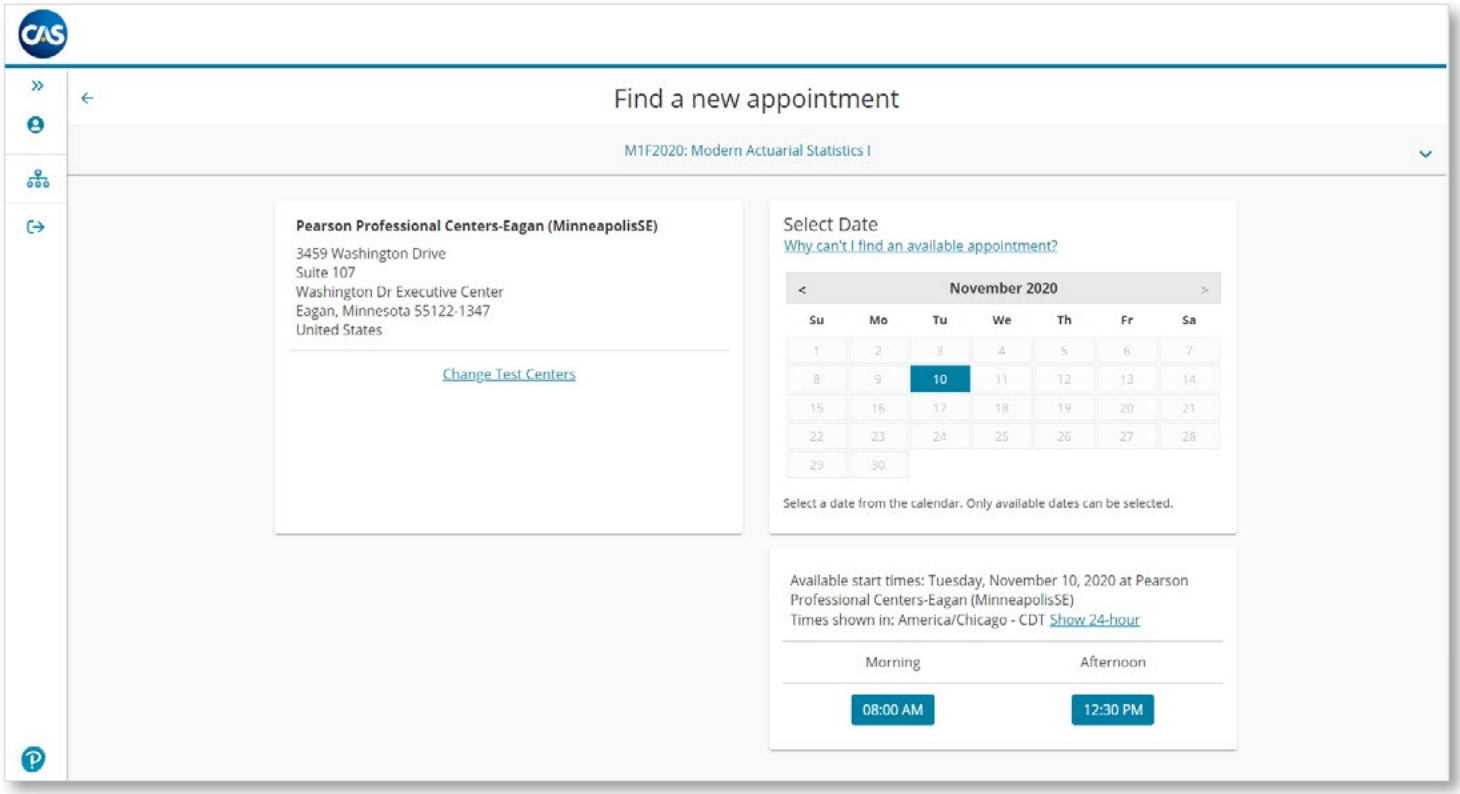
Sign in and go to your exam appointment details. Click on **Reschedule**.
(Exam changes are not permitted within 48 hours of exam date. Pearson VUE has a 48-hour cancellation policy.)



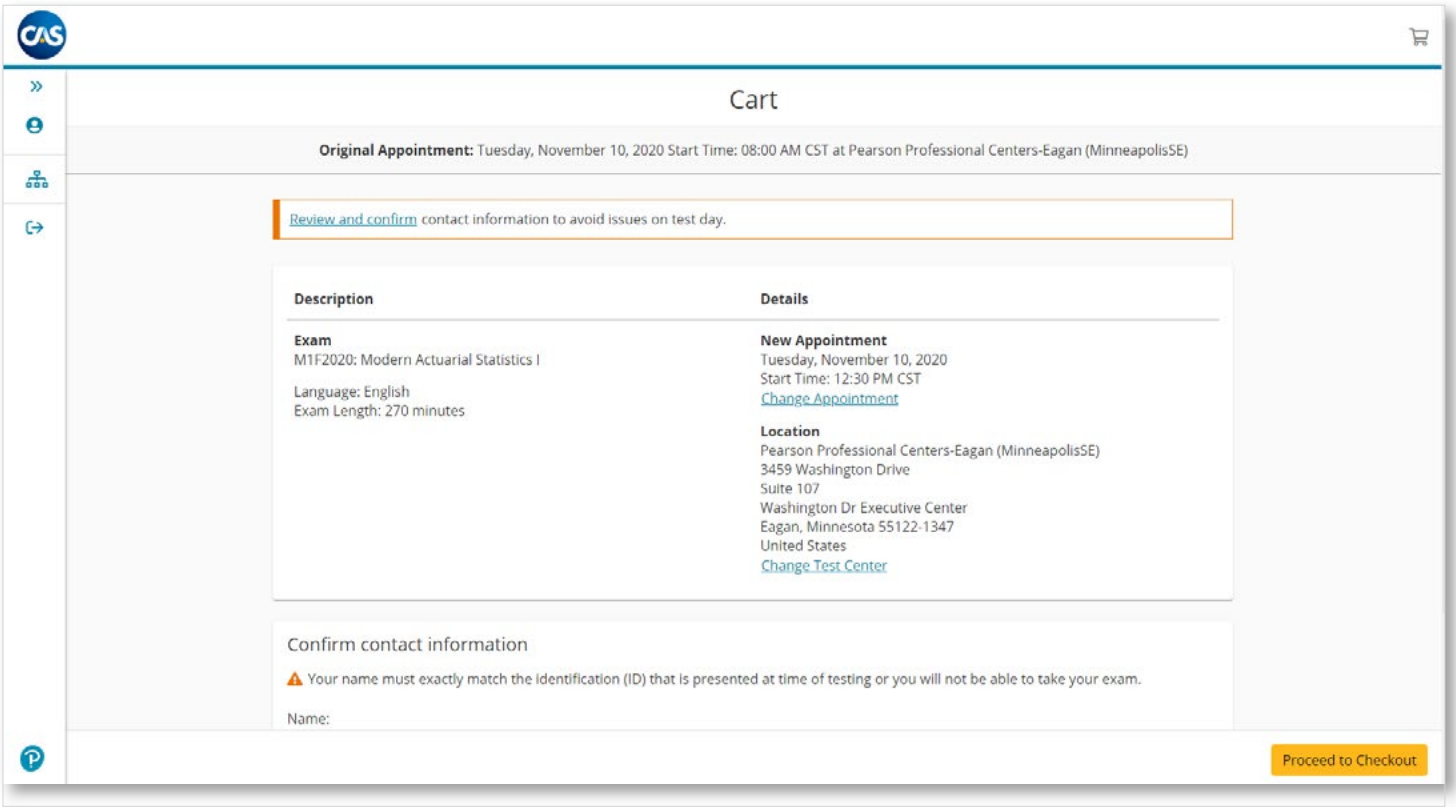
Change the test center and/or a select new date.



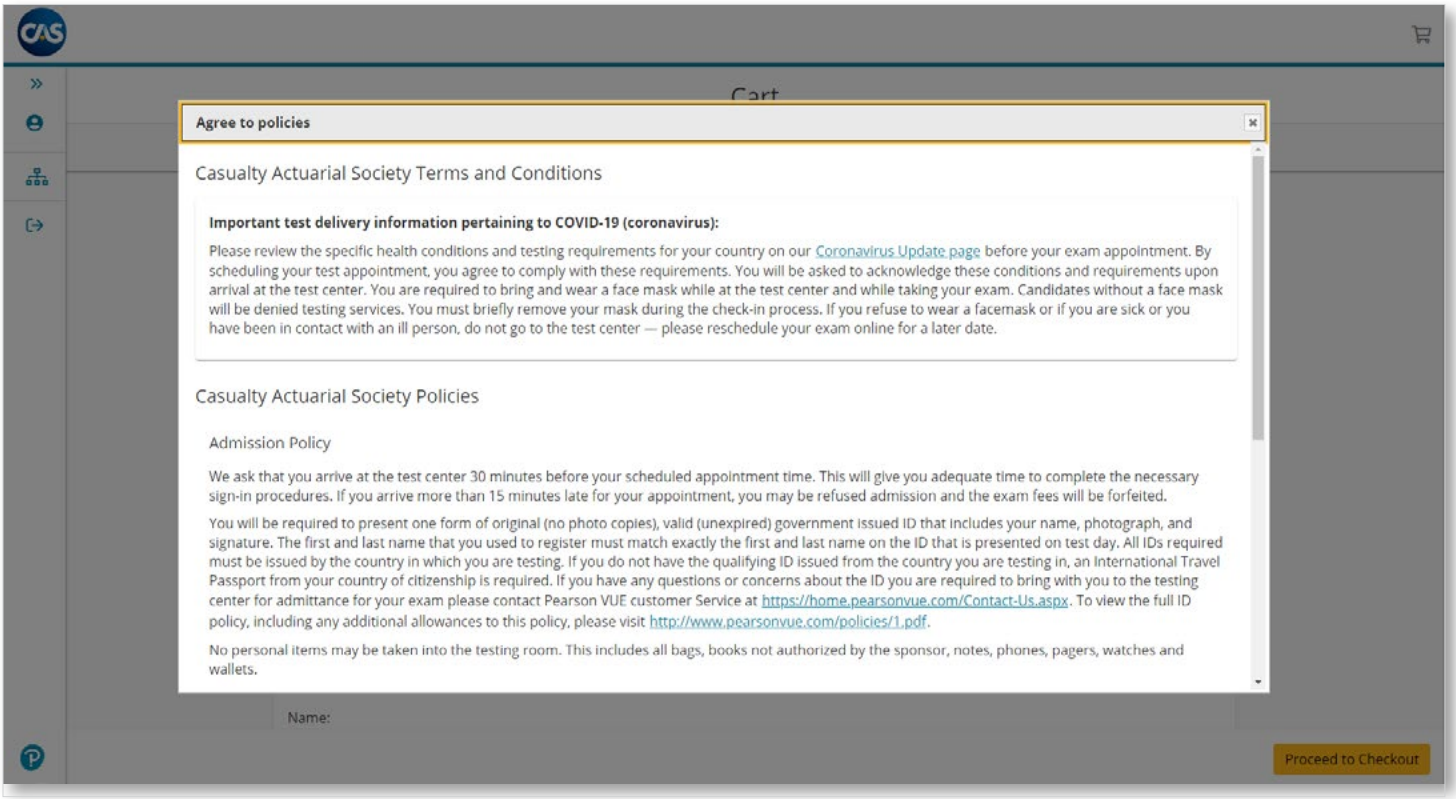
Choose a new time.



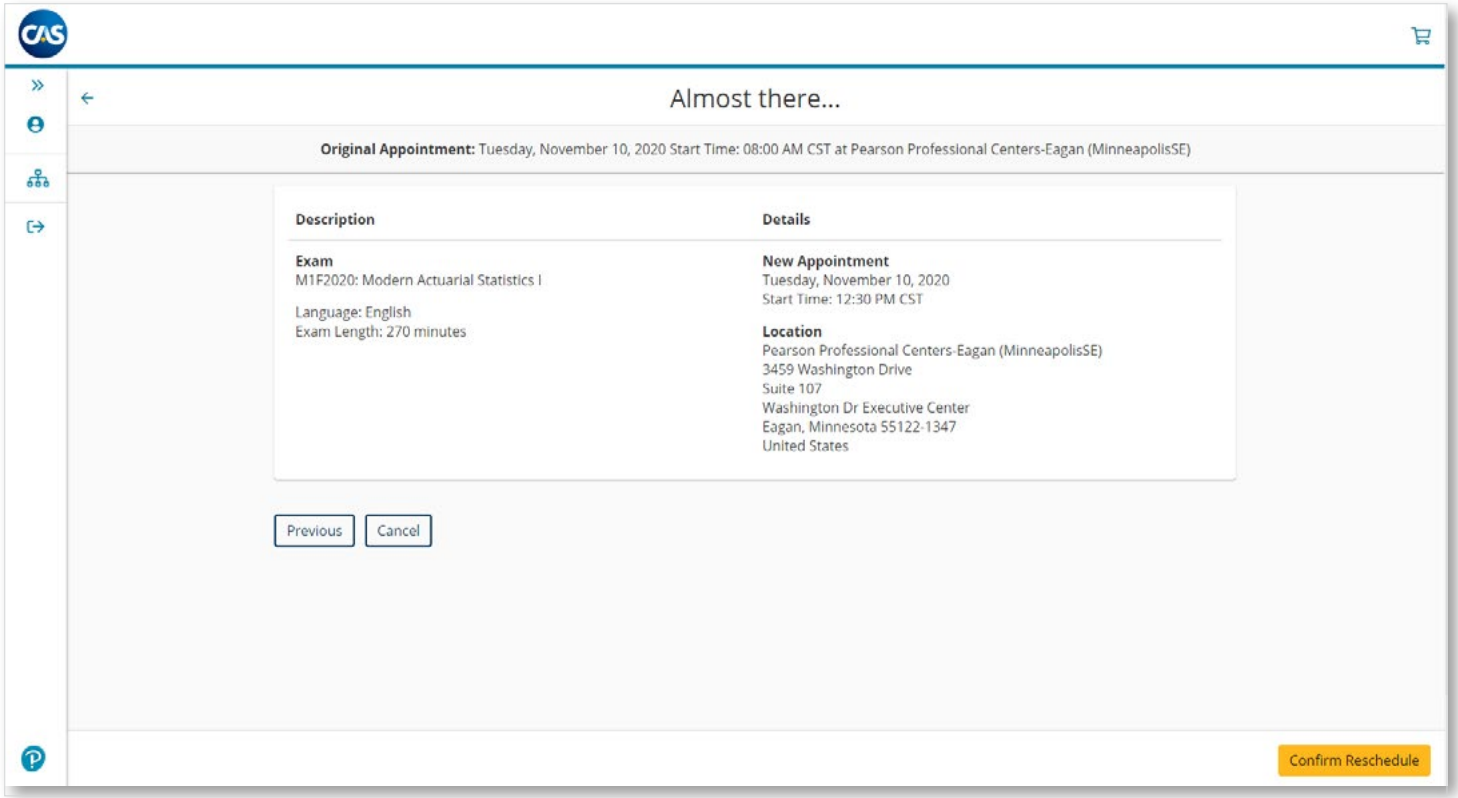
Review cart and proceed to checkout.



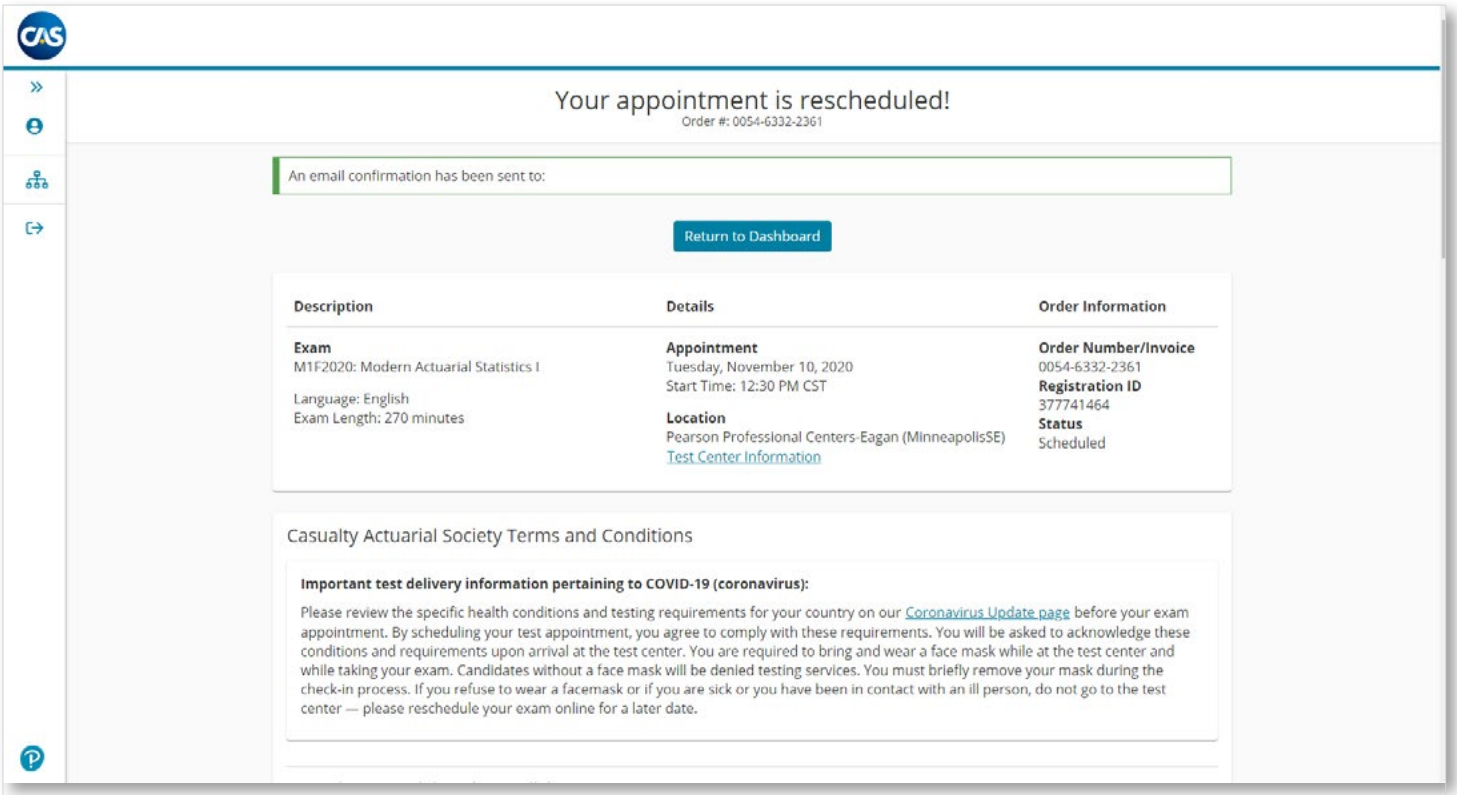
Review and accept CAS exam policies.



Review new appointment and confirm reschedule.

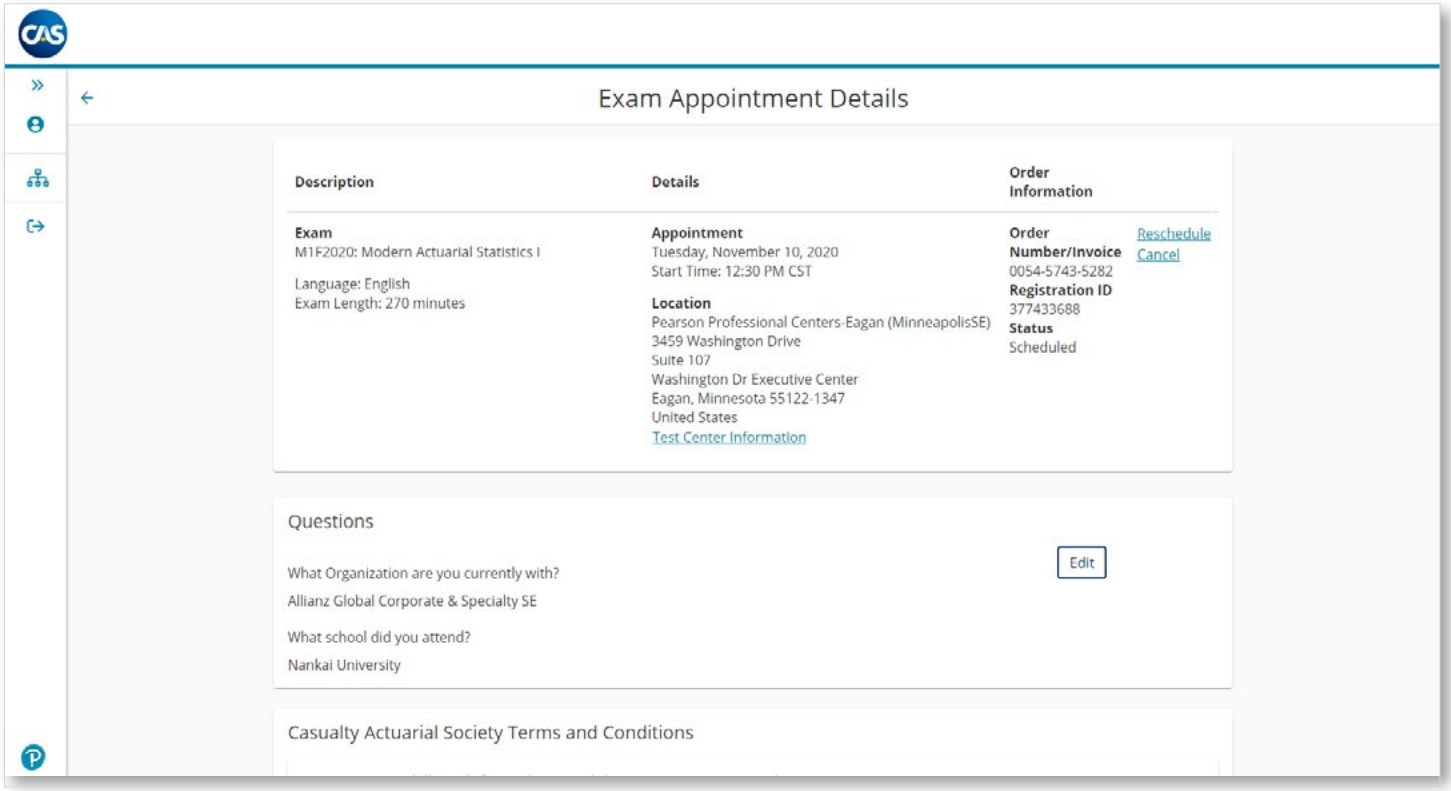


Your appointment has been rescheduled successfully. You will receive an email confirming the change.

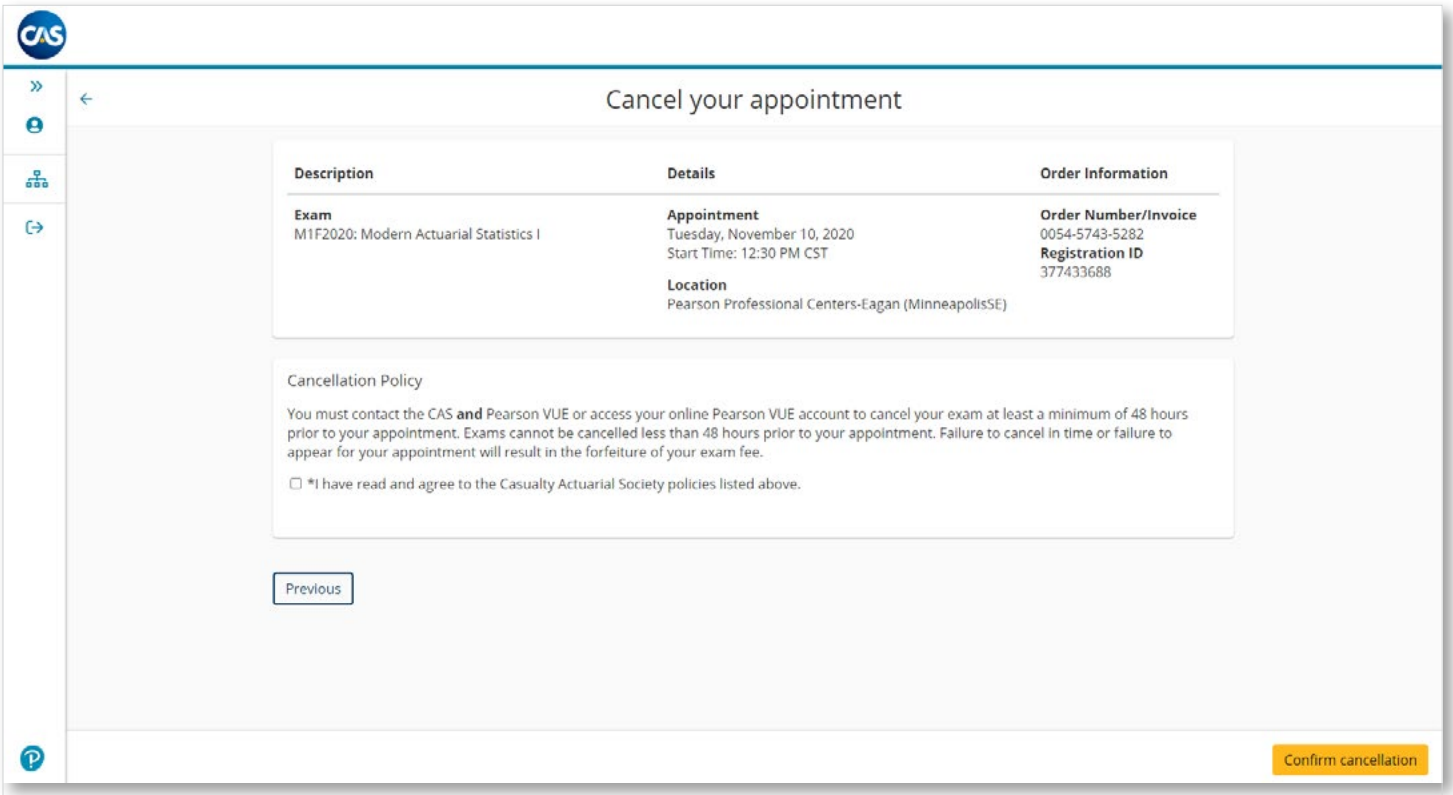


Cancel an exam

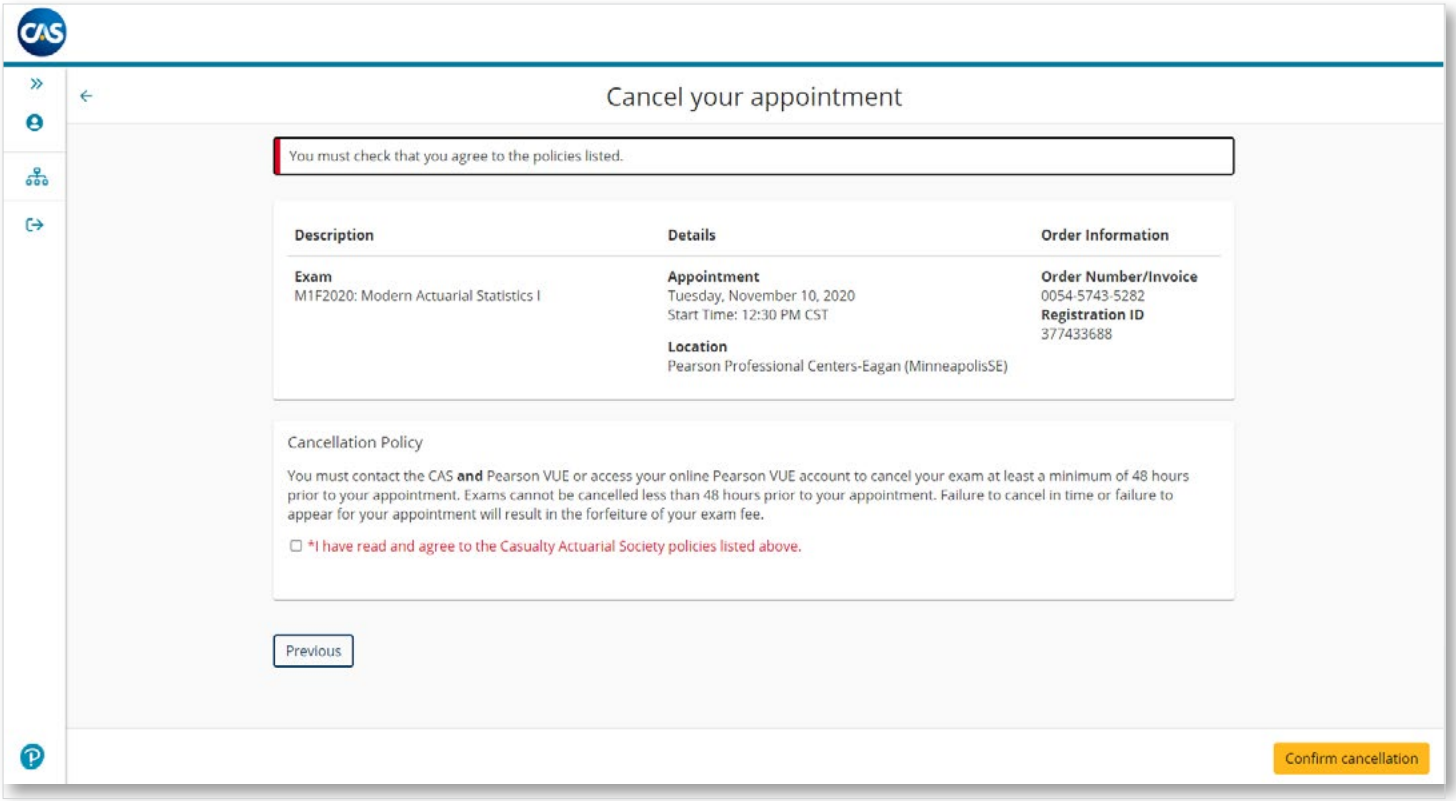
Sign in and go to your exam appointment details. Click on **Cancel**. (Pearson VUE has a 48-hour cancellation policy.)



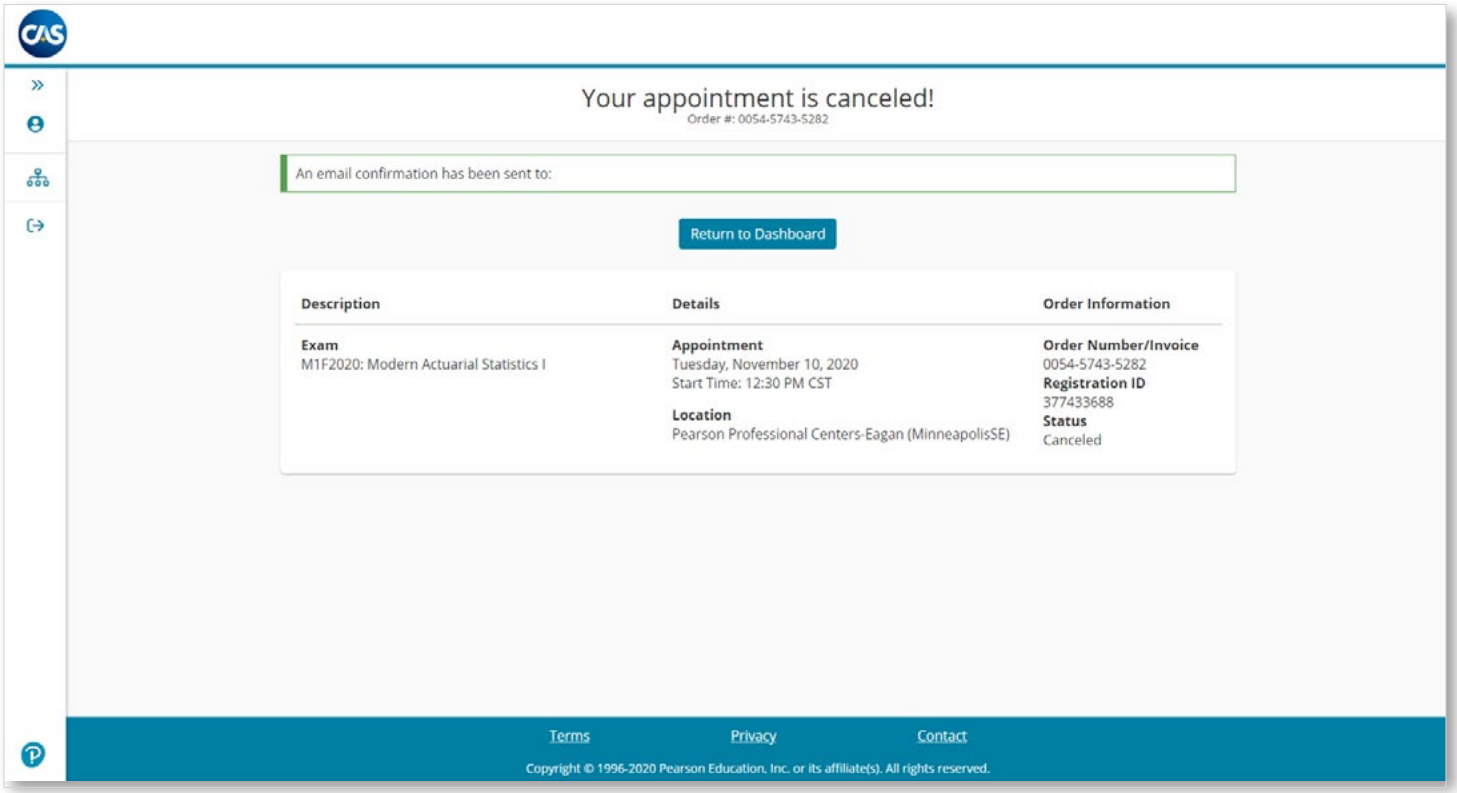
Confirm cancellation.



Agree to policies and confirm cancellation.

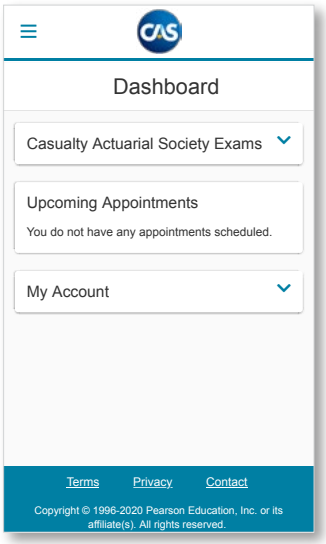


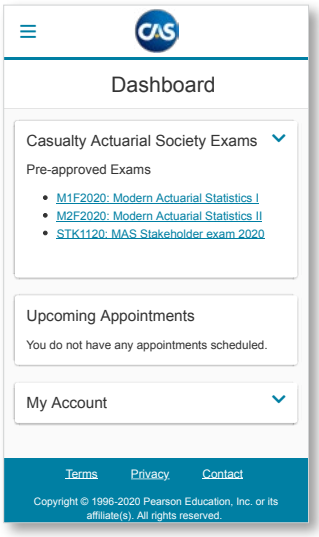
Your appointment has been cancelled. Note the status is canceled in the bottom right corner. You must contact the CAS to inform them of your cancellation status.

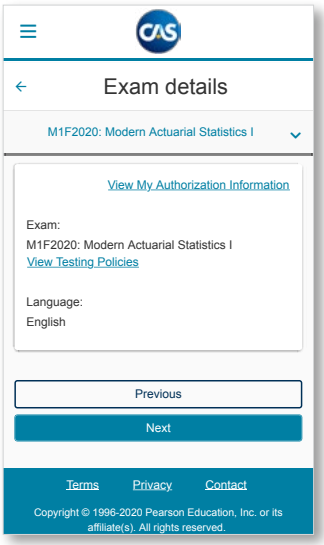


Schedule an exam via mobile

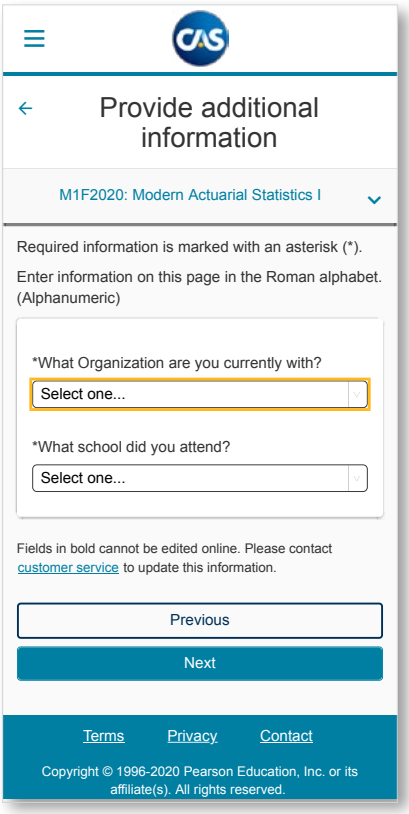
Sign in to your CAS account. The dashboard will list the exams you have been authorized to take. Click on the exam you wish to schedule. Check exam details.

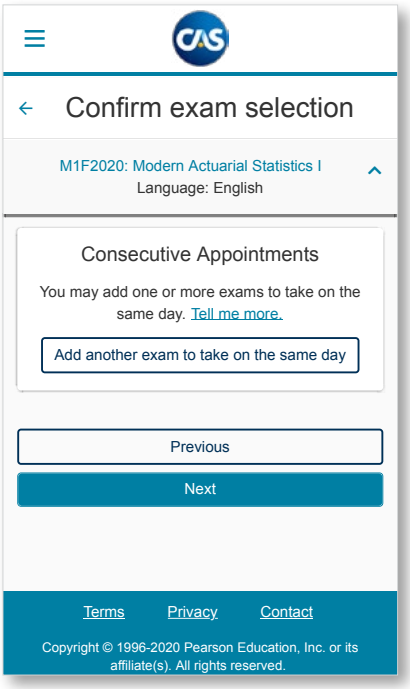




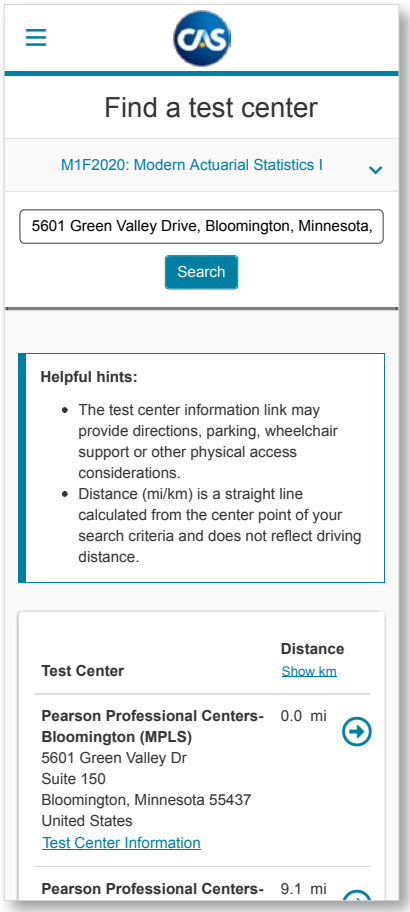


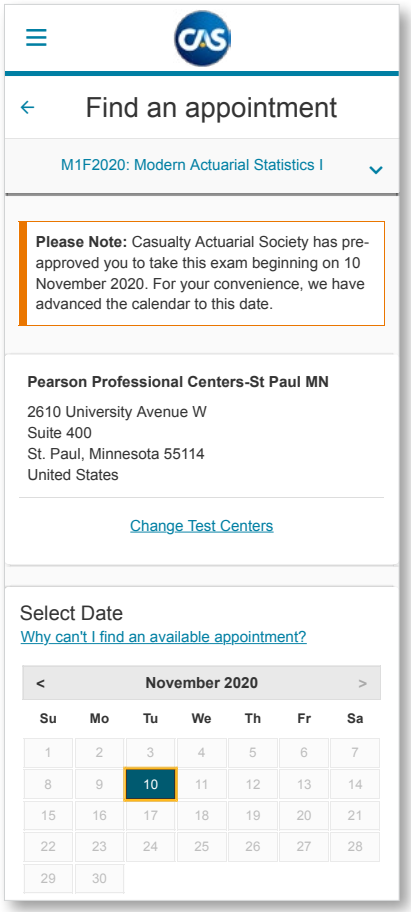
Provide additional information. Confirm exam selection.

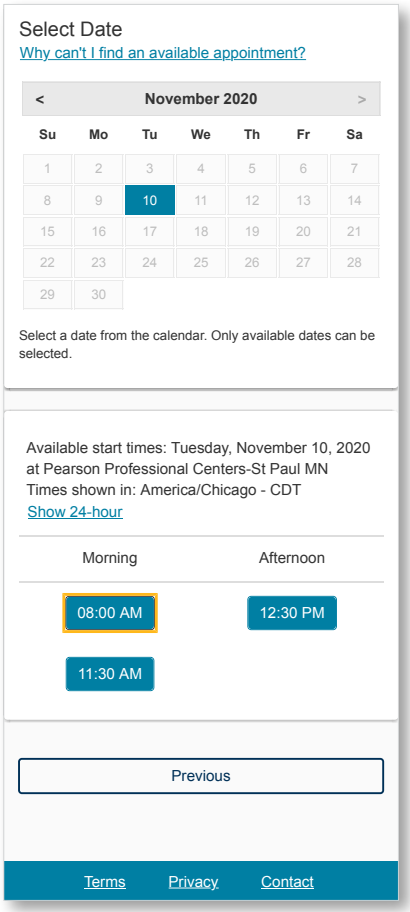




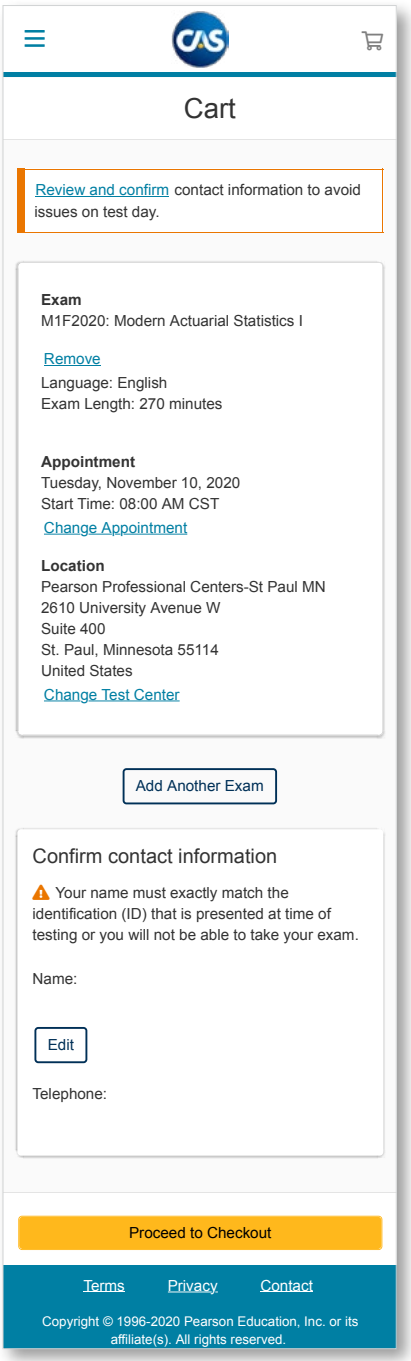
Choose your test center, date, and appointment time.

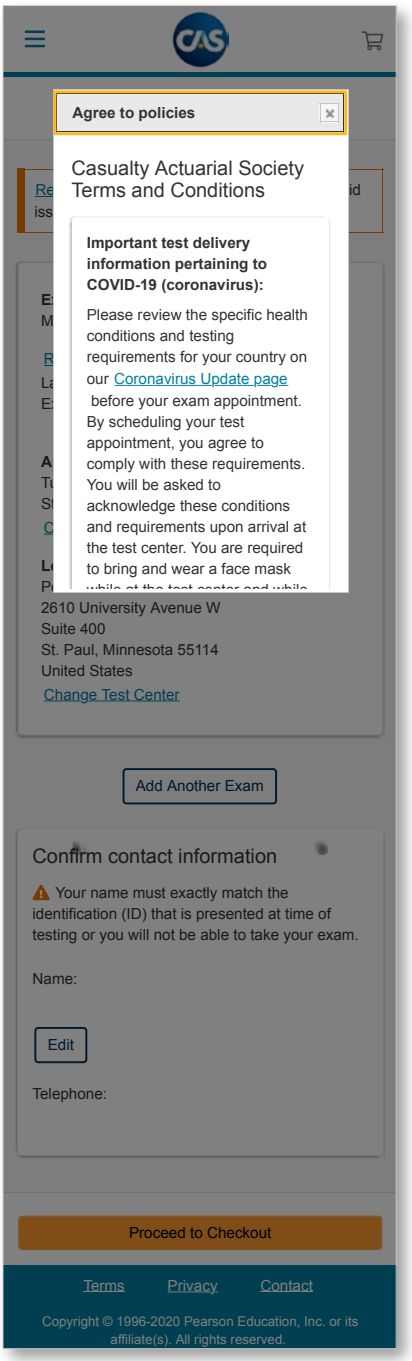


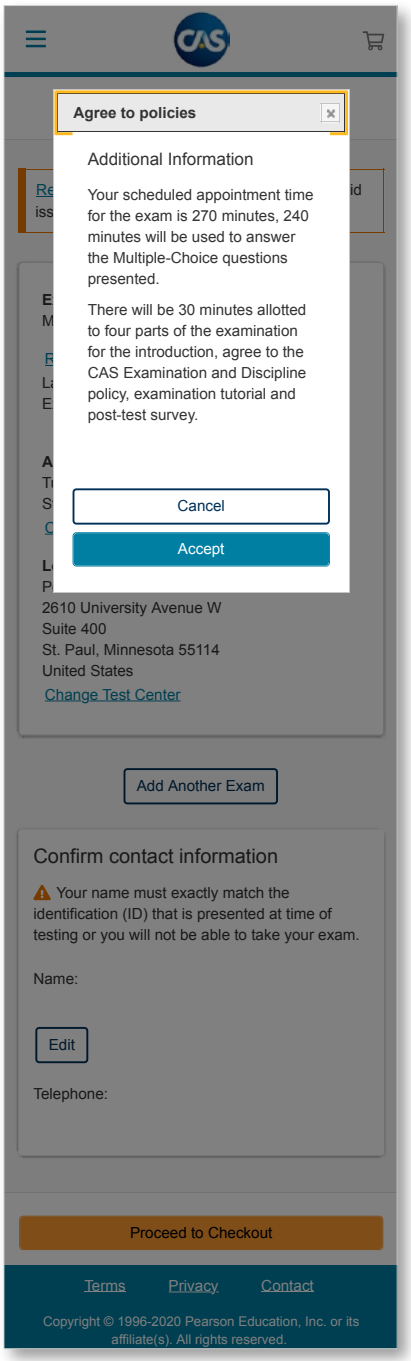




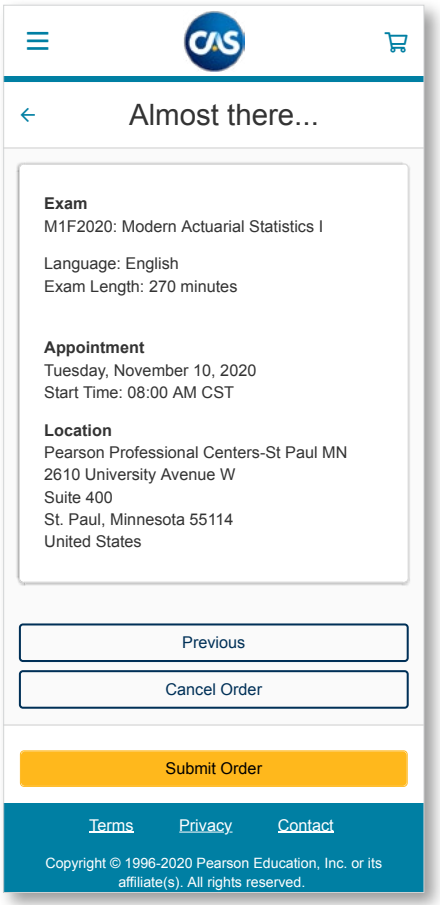
Review your cart and proceed to check out. Accept CAS policies.

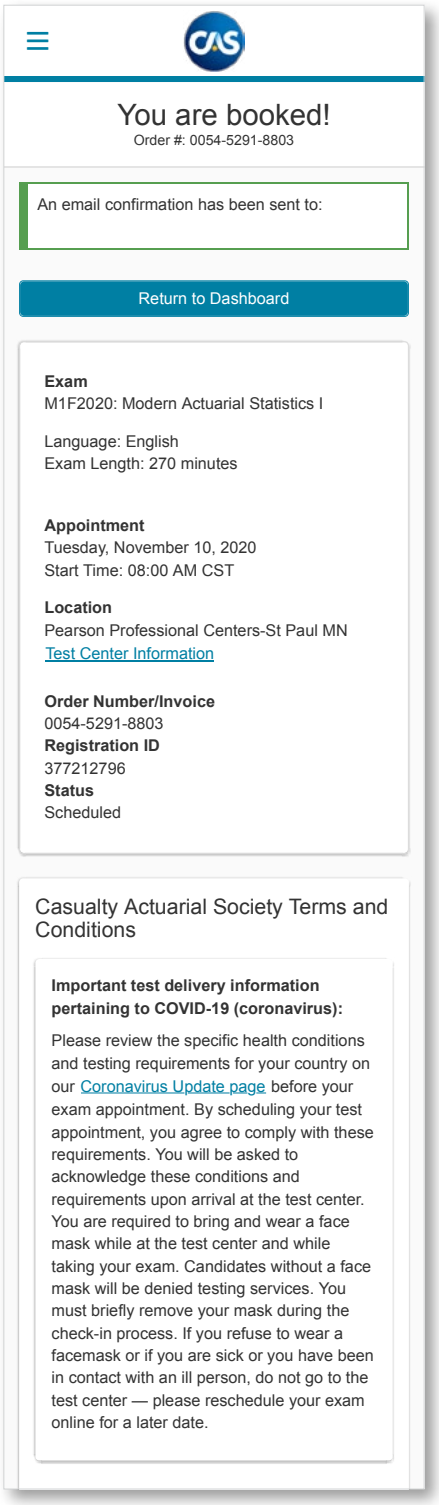


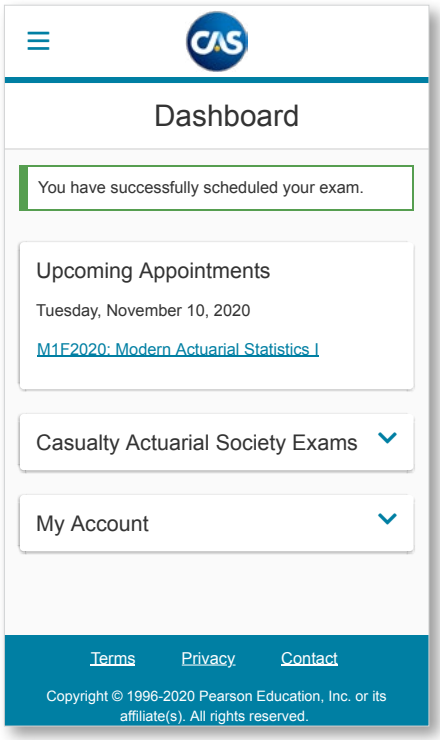




Review your exam information and submit order. Return to the dashboard to view your exam appointment information and upcoming appointment.

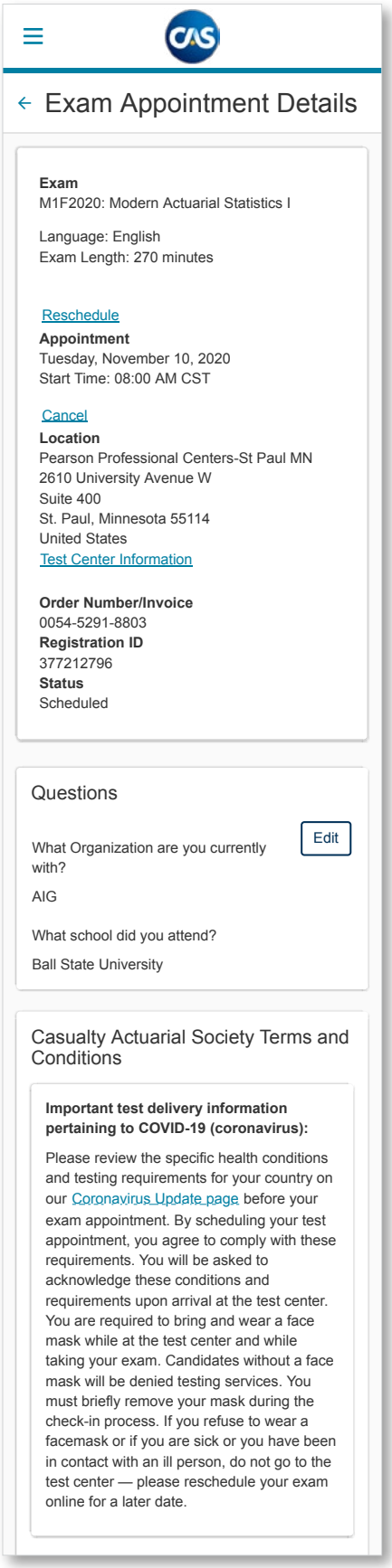


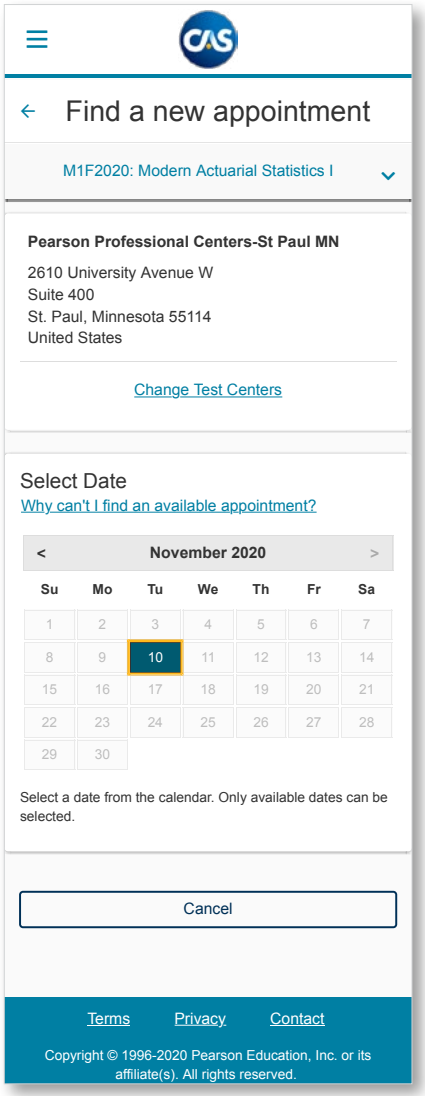


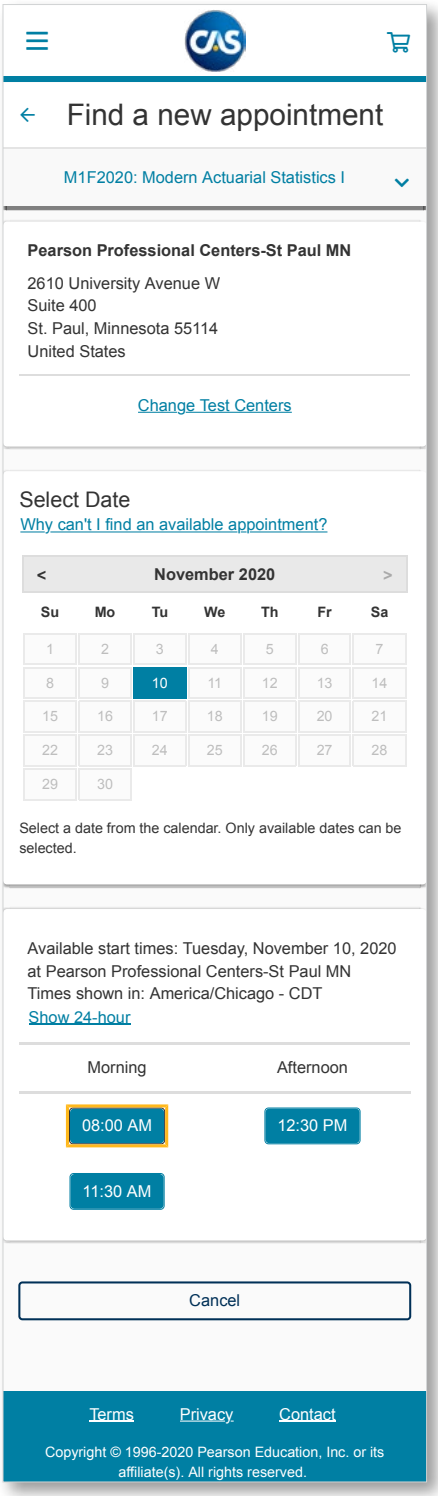


Reschedule an exam via mobile

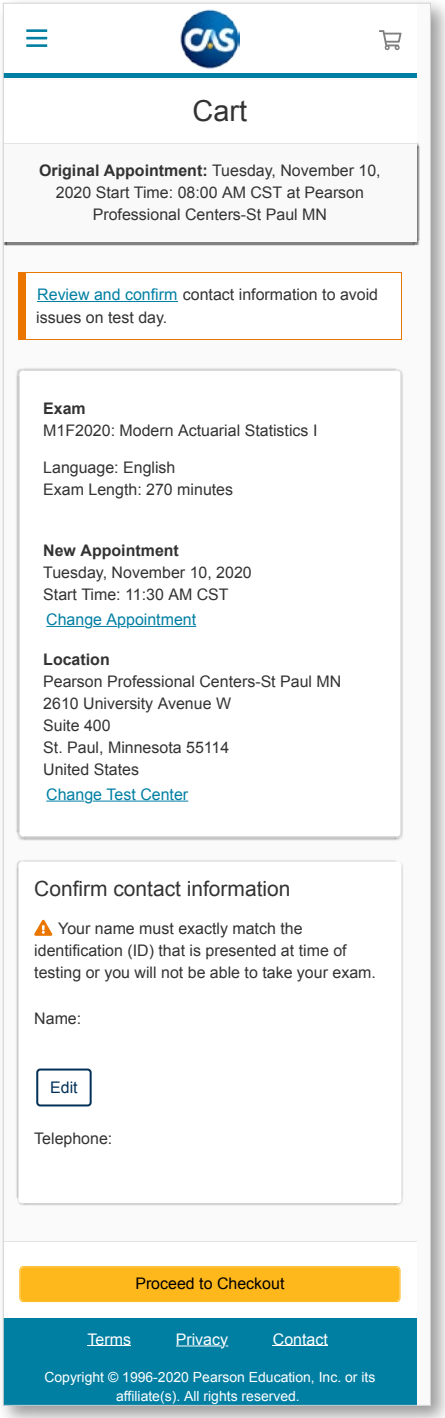
Sign into your account and go to exam appointment details. Choose **Reschedule**. Pick a new date and time for your exam. (Exam changes are not permitted within 48 hours of exam date. Pearson VUE has a 48-hour cancellation policy.)

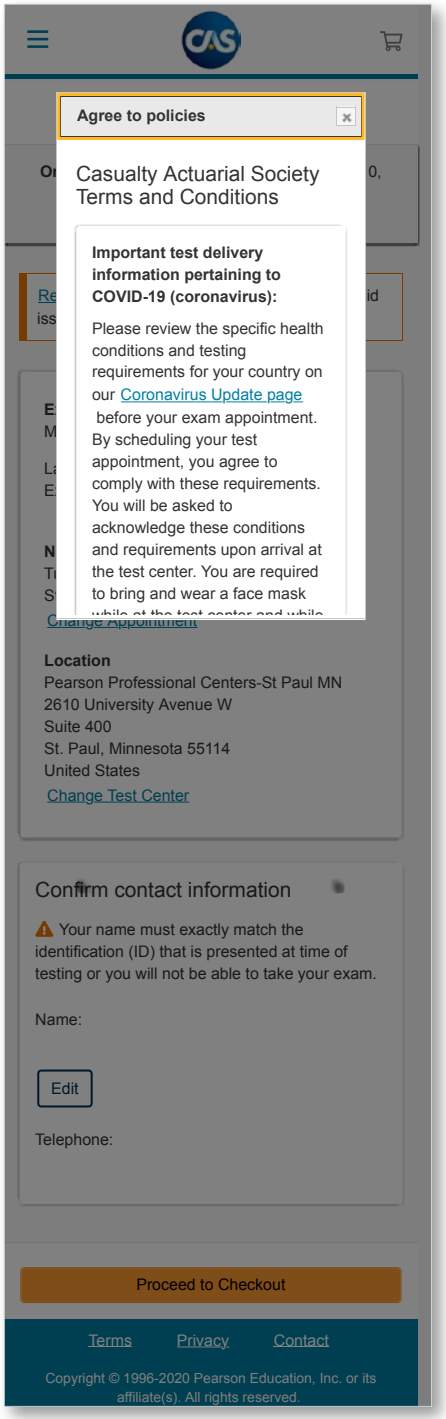


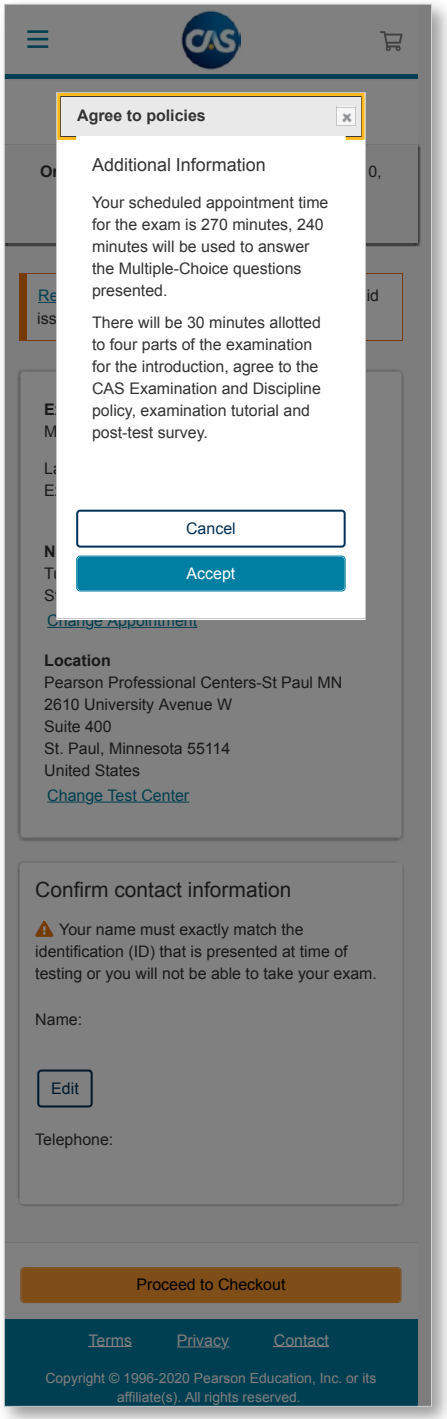




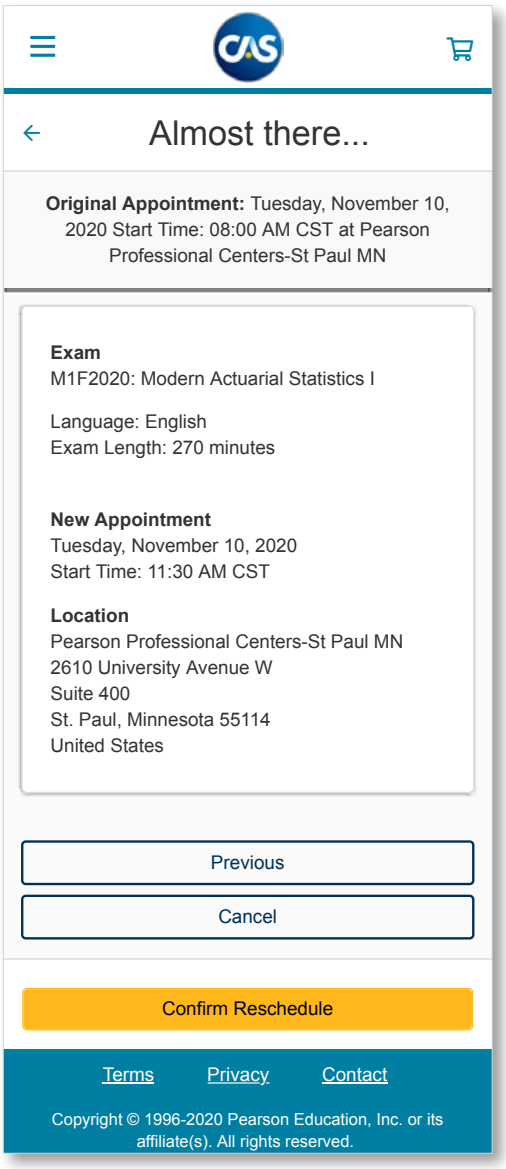
Review your cart and proceed to check out. Accept CAS policies.

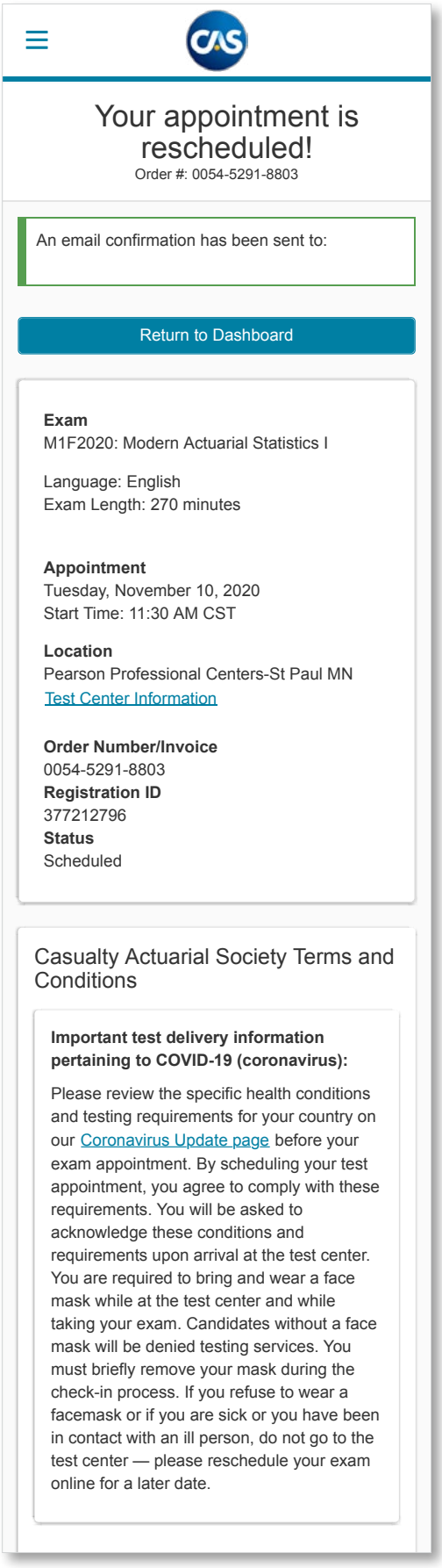






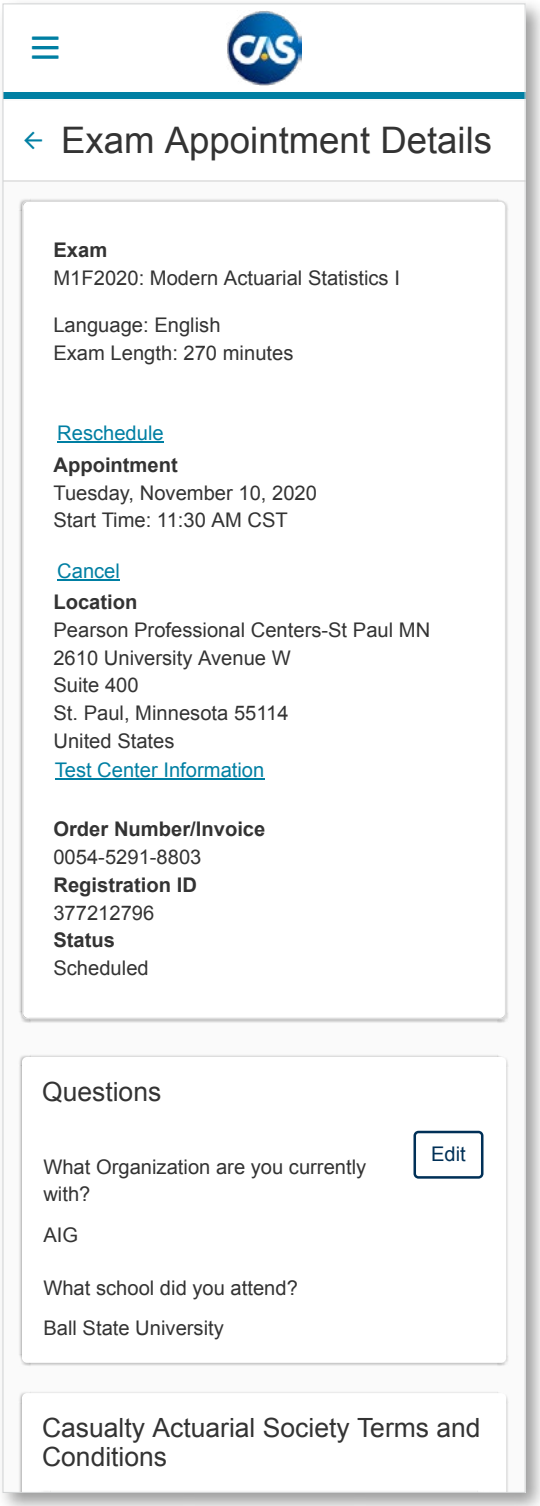
Confirm the rescheduled information. Your appointment is rescheduled. You will receive an email confirming the change.

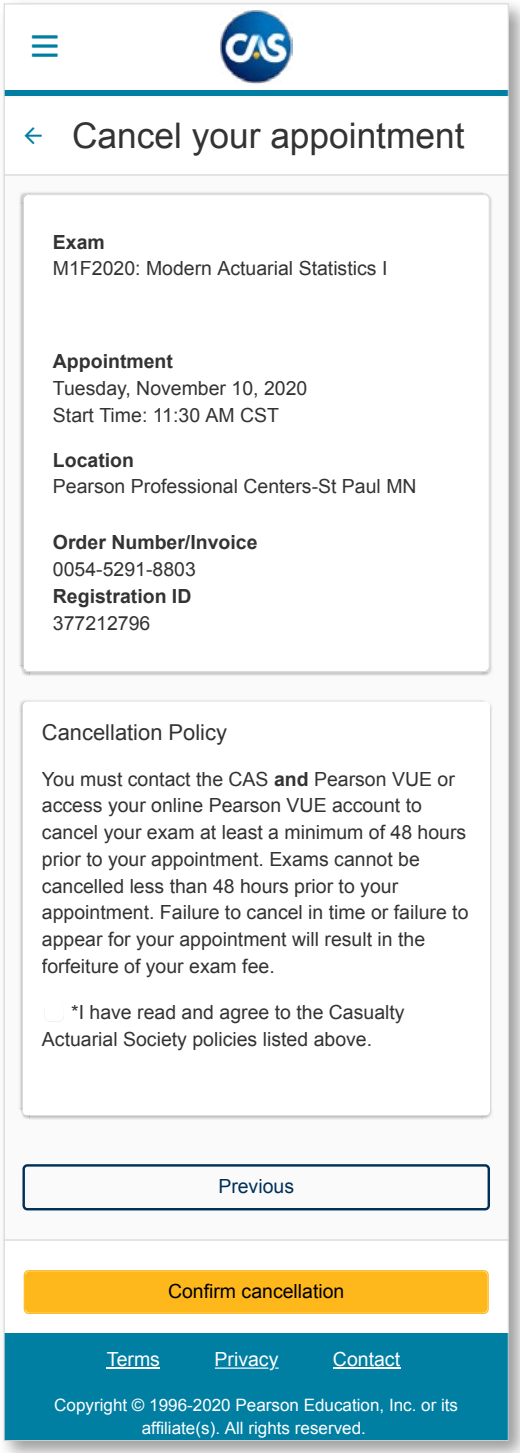
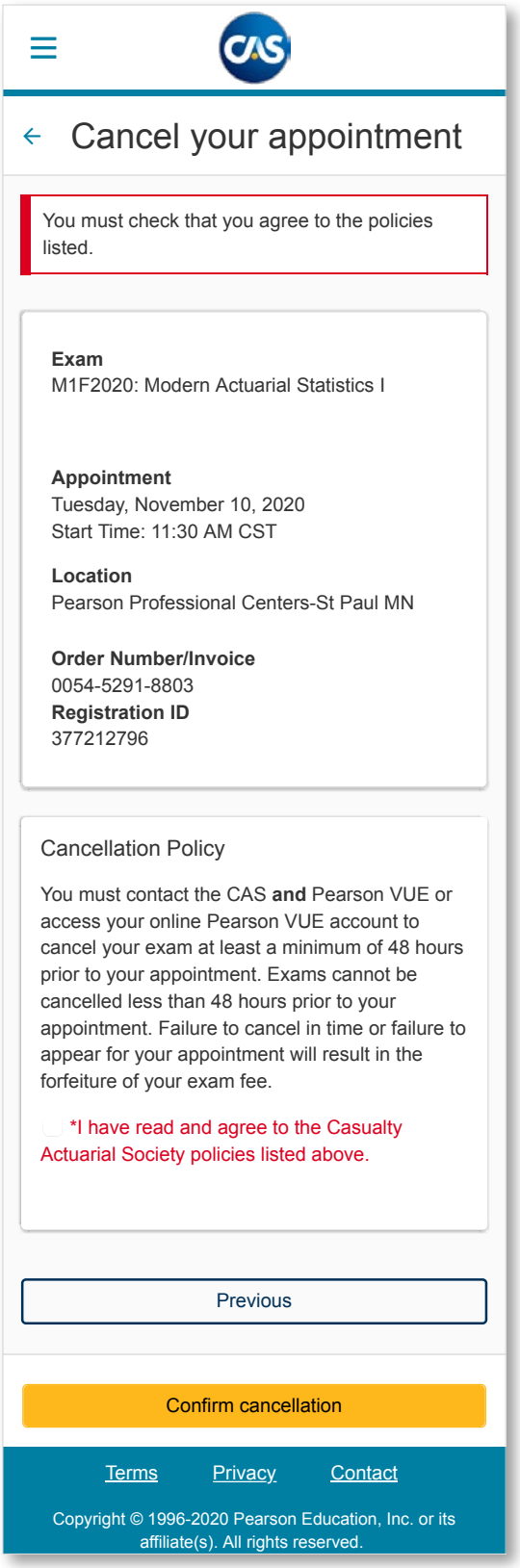
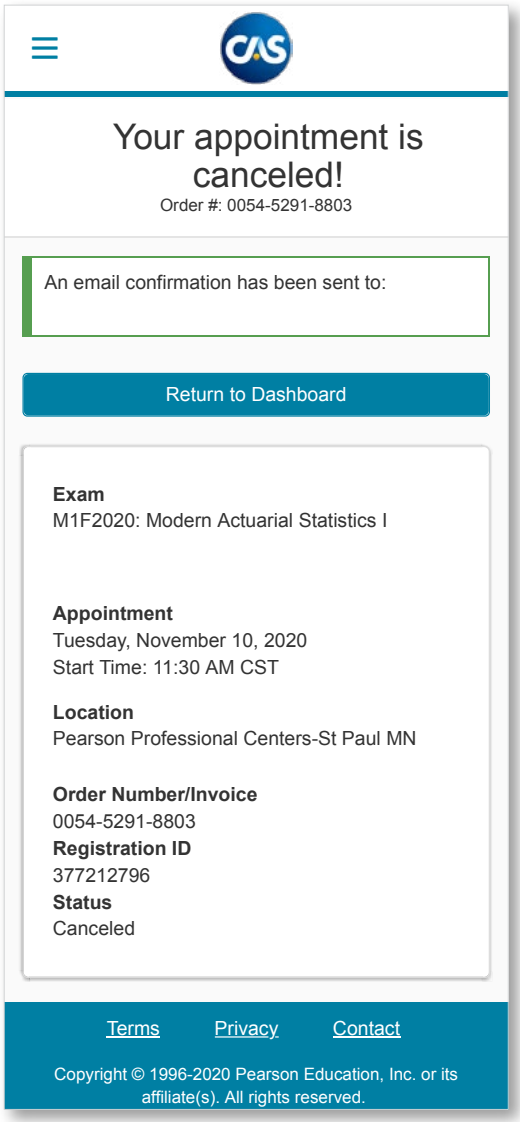




Cancel an exam via mobile

Sign in and go to your exam appointment details. Click on **Confirm cancellation**. Notice the status section is now canceled. (Pearson VUE has a 48-hour cancellation policy.) You must contact the CAS to inform them of your cancellation status.





Agree to policies and confirm cancellation.