ASSOCIATION FOR SUPPLY CHAIN MANAGEMENT

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

Skip to Scheduling

If you already have an Authorization to Test (ATT) for your APICS exam

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ASSOCIATION FOR SUPPLY CHAIN MANAGEMENT

ATT Purchase Process Using an Exam Credit

Skip to Scheduling

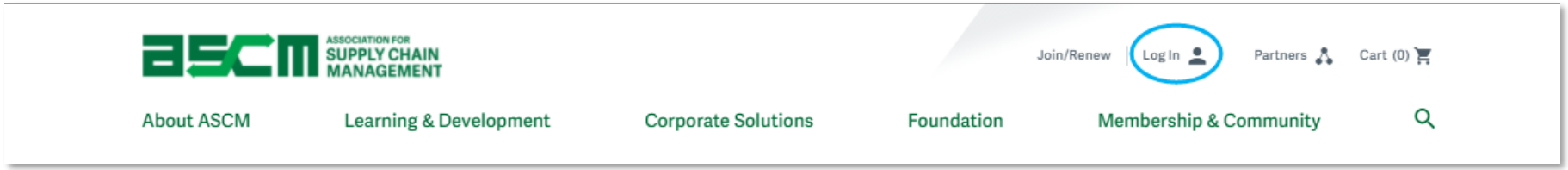
Step 1 - Login

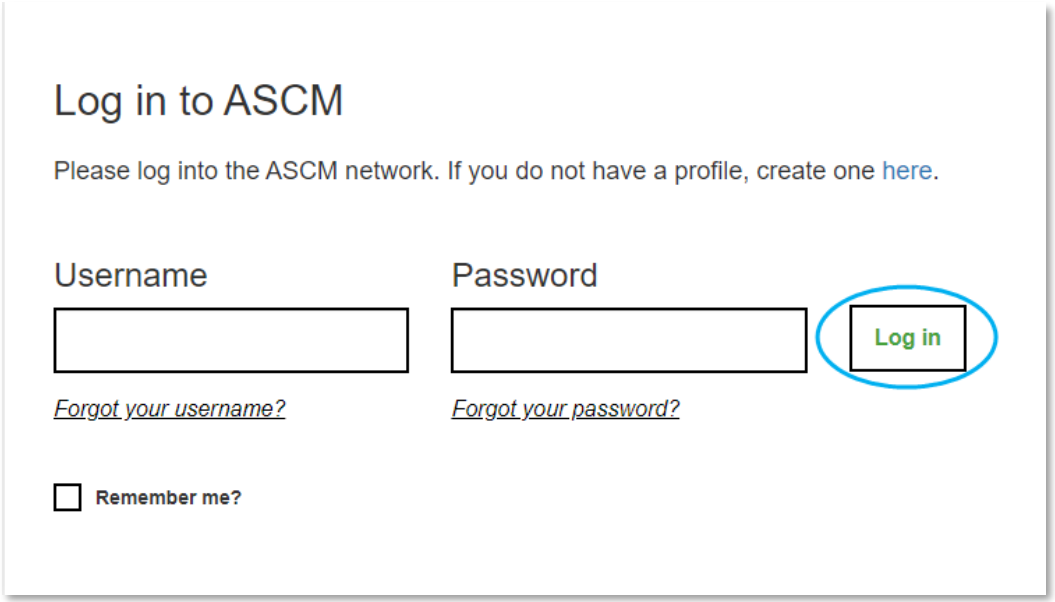
Help

In order to redeem your exam credit, you need to be logged in to your account.

To do so:

1. Go to ascm.org
2. Click “Login”
3. Enter your username and password
4. Click LOGIN





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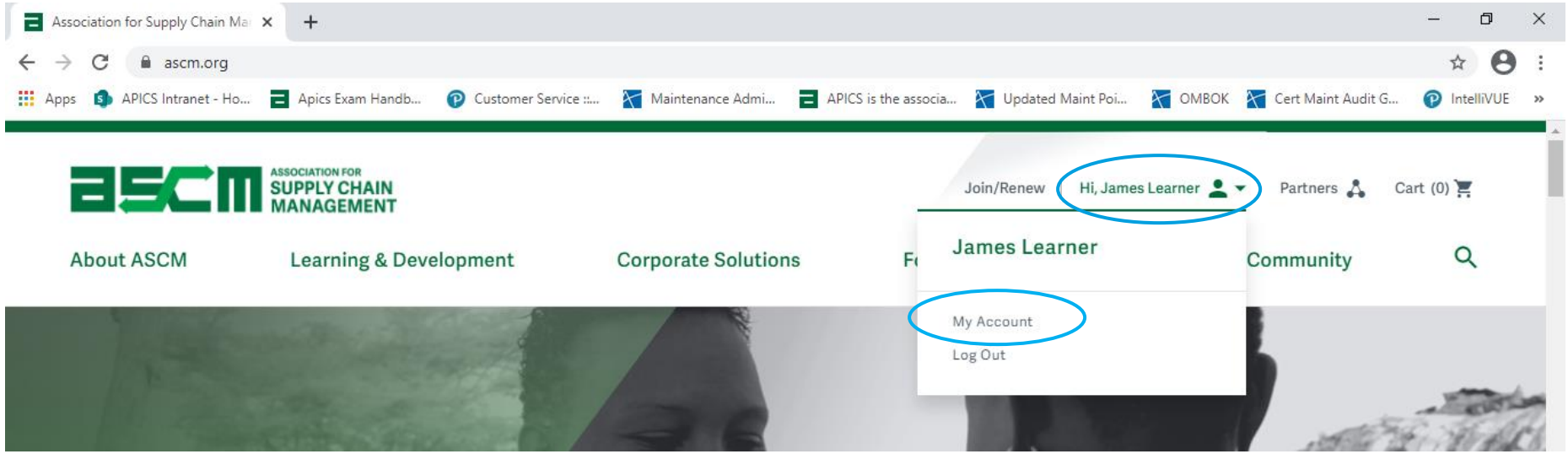
Step 2 – Go to My Account

Help

1. Click the account drop-down menu at the top of your screen
2. Select “My Account”



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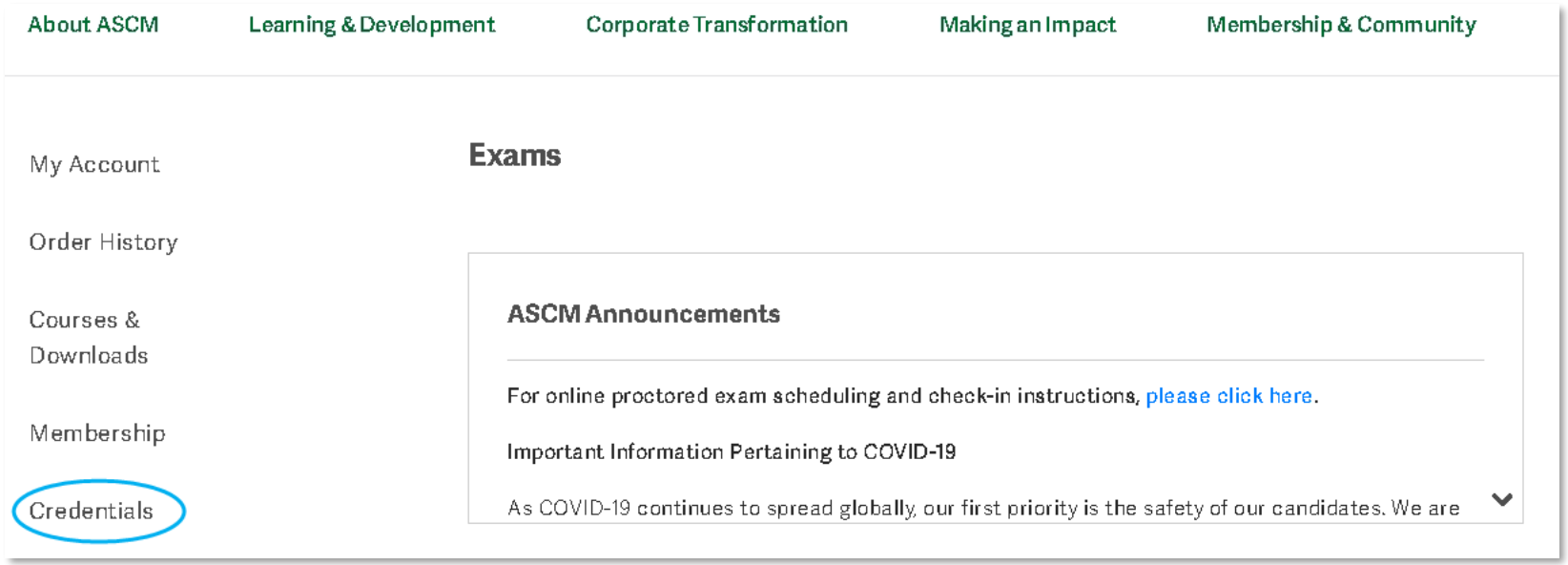
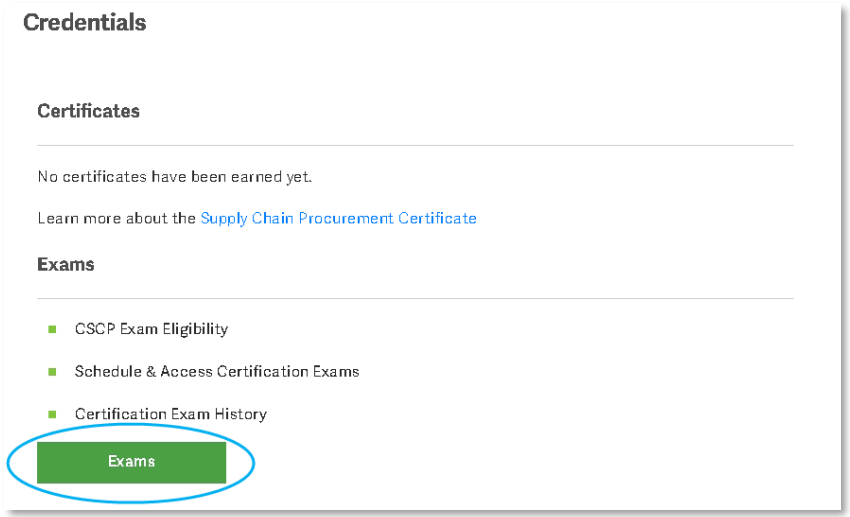
Step 3 – Redeem Your Exam Credit

Help

To redeem your exam credit:

1. Click “Credentials”
2. Click “Exams”





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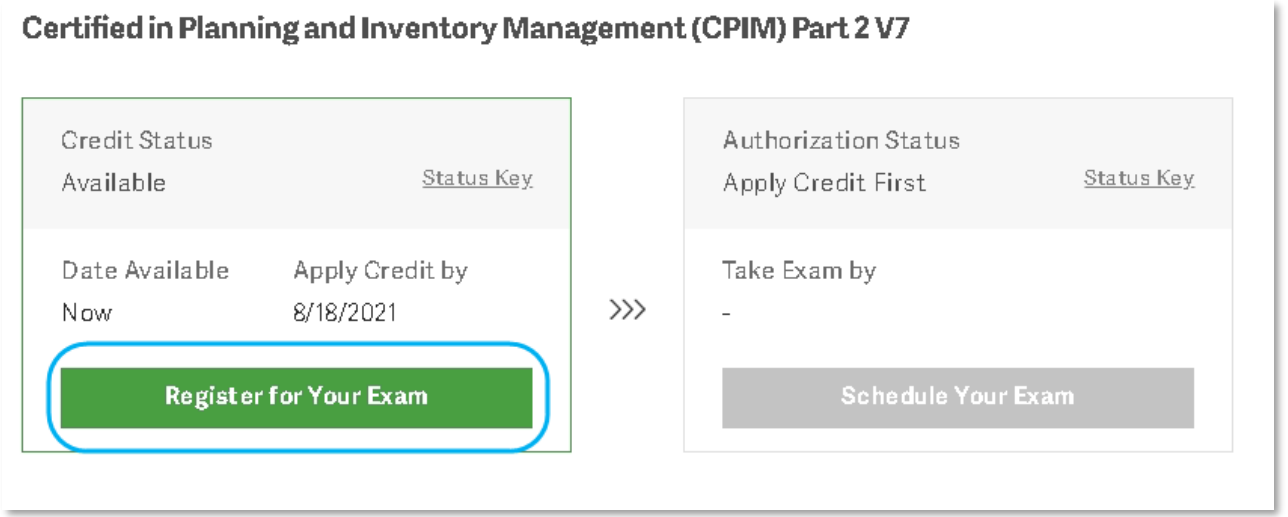
Step 3 – Redeem Your Exam Credit (Continued)

Help

3. Scroll down to your exam credit

4. Click “Register for your exam”



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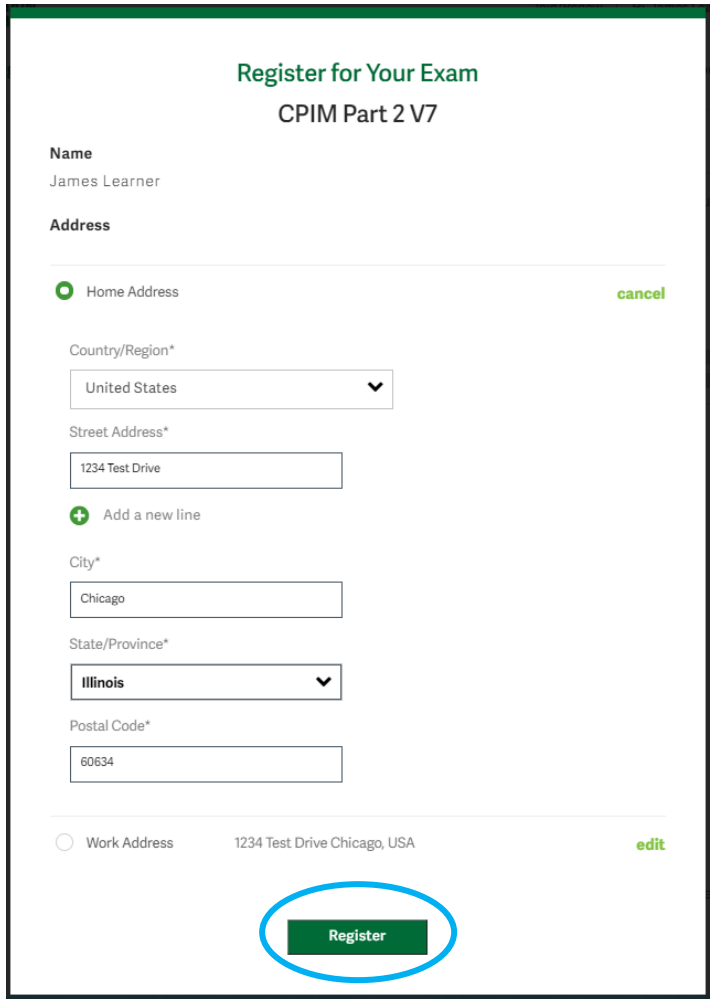
Step 3 – Redeem Your Exam Credit (Continued)

Help

Warning: You will be required to schedule and take your exam within 6 months upon completion of this step.

5. Select your preferred address
6. Verify that your address is complete and accurate
7. Click Register



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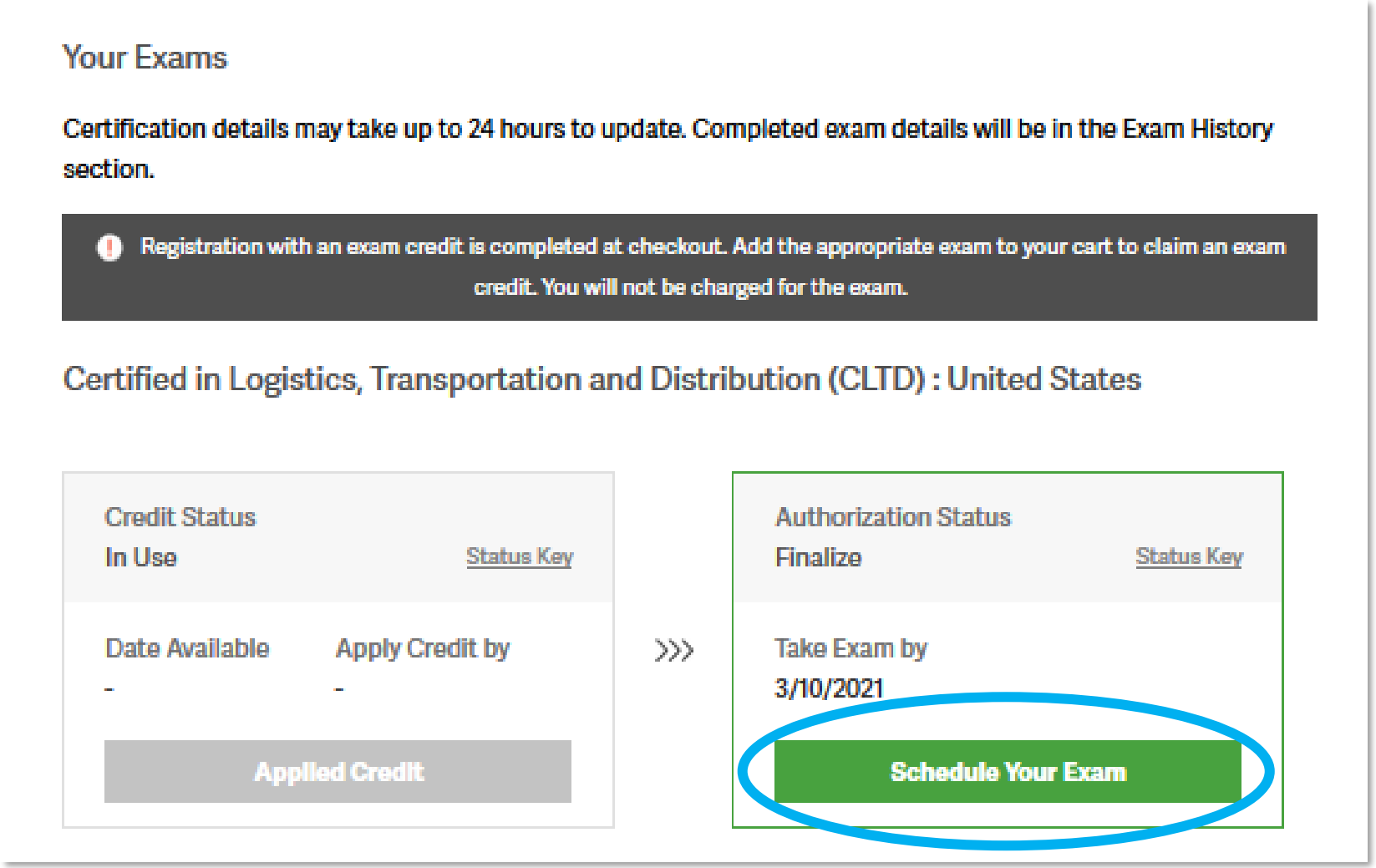
Step 6 – Verification

Help

1. You will be redirected back to the Your Exams section of My account. Click on “Schedule Your Exam”



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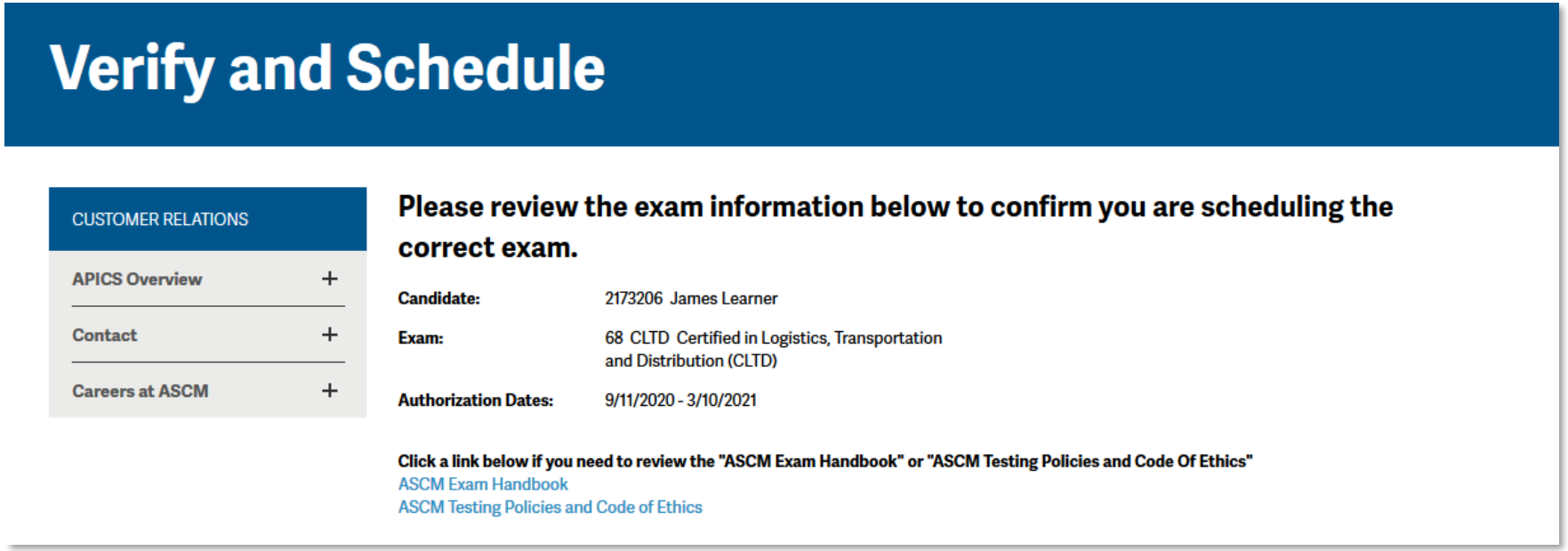
Step 6 – Verification (Continued)

Help

2. Review your authorization details including your name, exam name, and authorization period

3. Click on the ASCM Exam Handbook Link and review testing policies

4. Click on the ASCM Testing Policies and Code of Ethics link and review



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Step 6 – Verification (Continued)

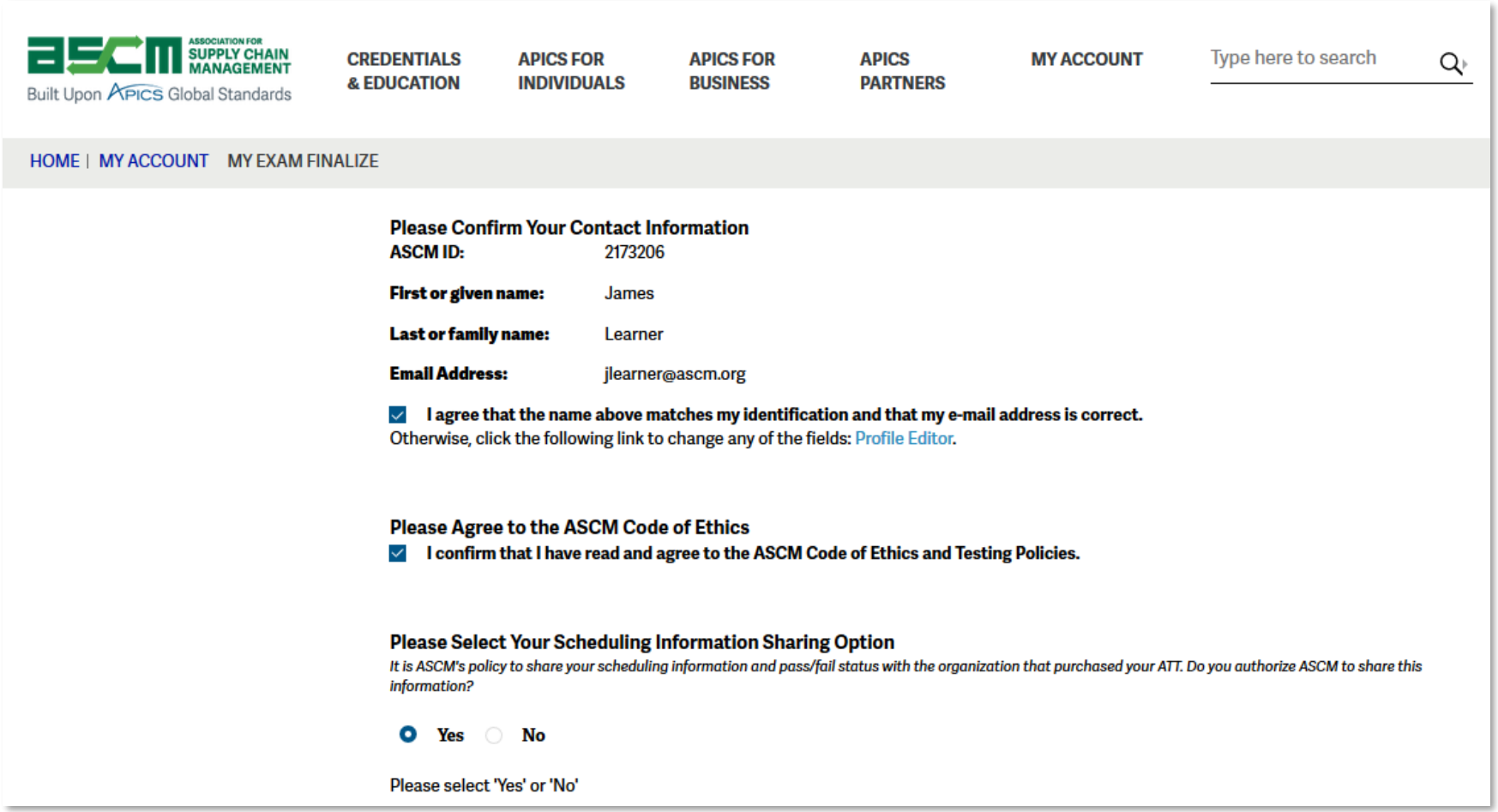
Help

5. Confirm your contact information

6. Check the box to agree that your contact information is accurate

7. Check the box to agree that the first and last name listed matches the first and last name on your identification

Note: You will only need to decide if you want to share your exam information if using an exam credit issued from a partner or through a Corporate Development-run class.



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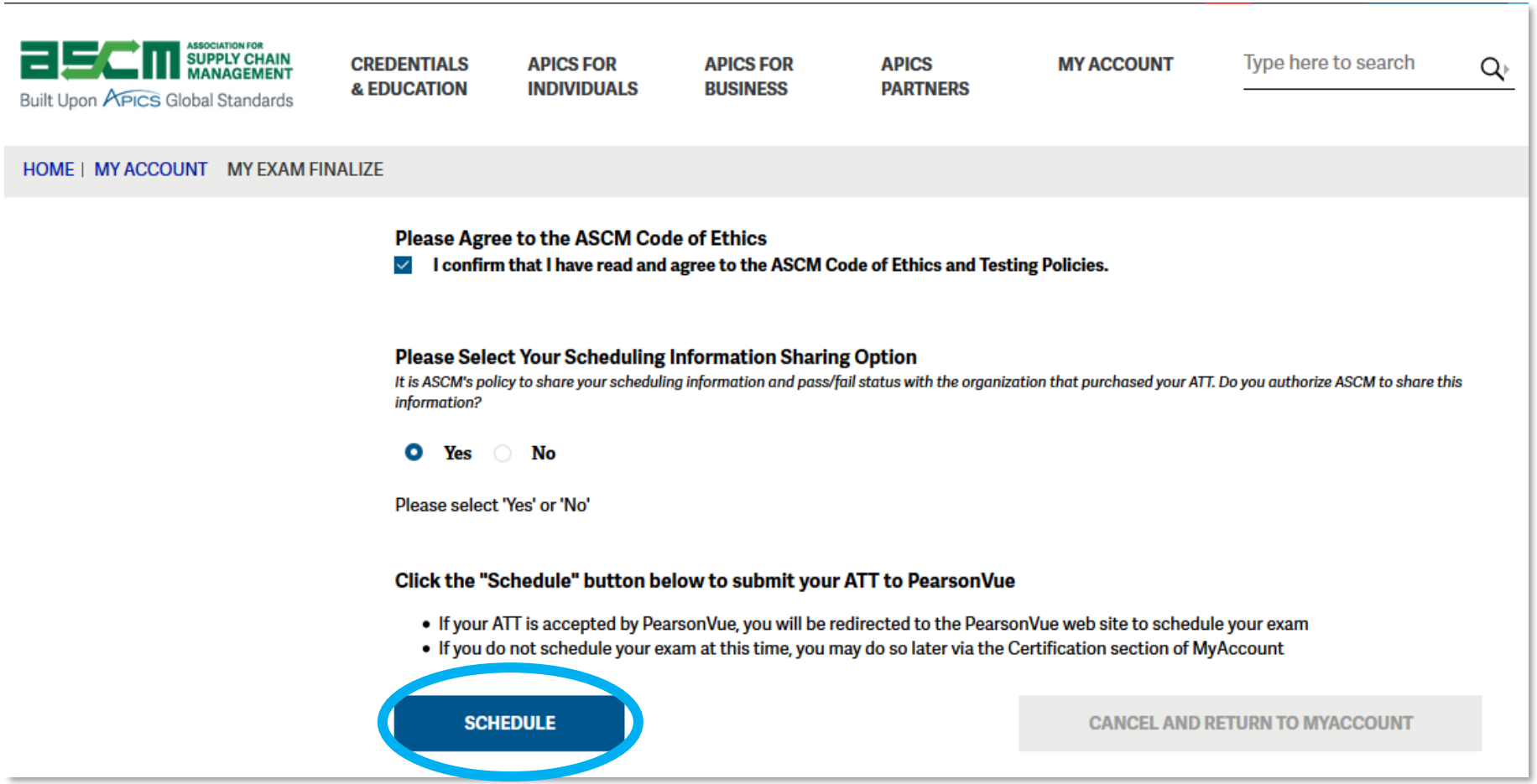
Step 6 – Verification (Continued)

Help

8. Click on “Schedule” to be directed to begin the scheduling process



Return Home

Proceed to Scheduling Instructions

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ASSOCIATION FOR SUPPLY CHAIN MANAGEMENT

Scheduling Your Exam

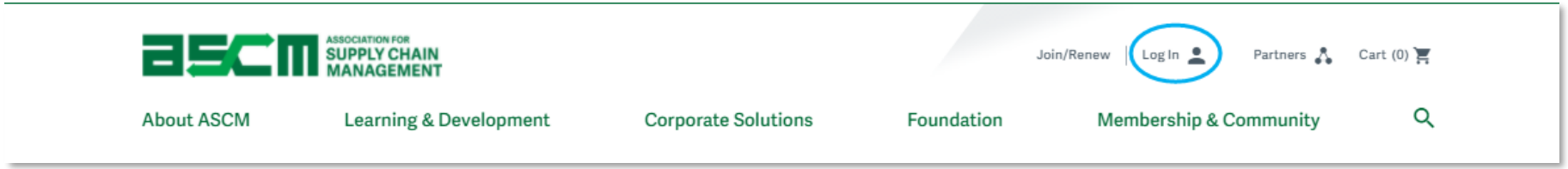
Step 1 - Login

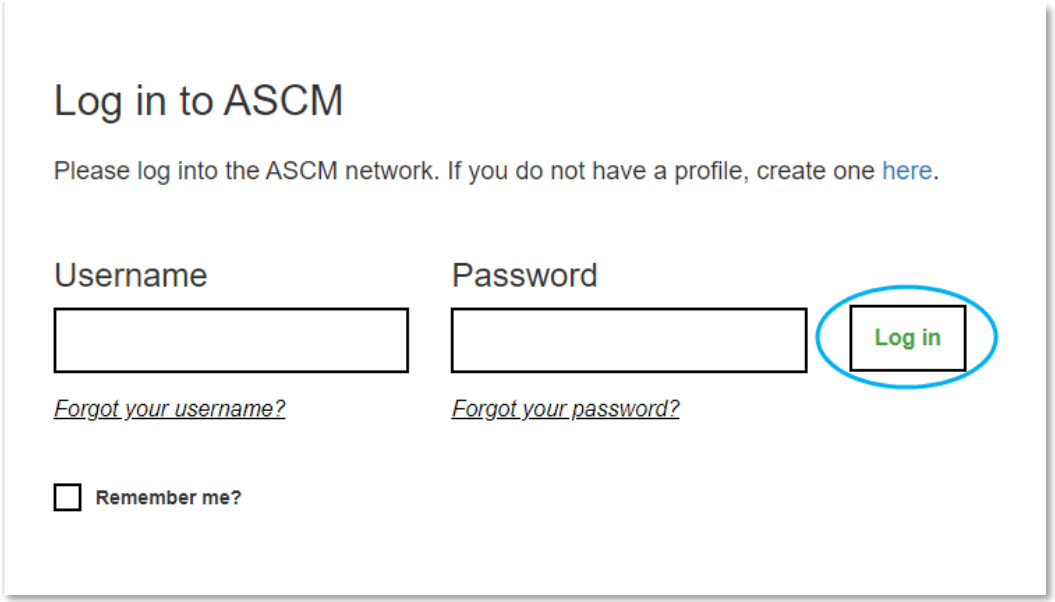
Help

In order to purchase an APICS exam, you need to be logged in to your account.

To do so:

1. Go to ascm.org
2. Click “Login”
3. Enter your username and password
4. Click LOGIN





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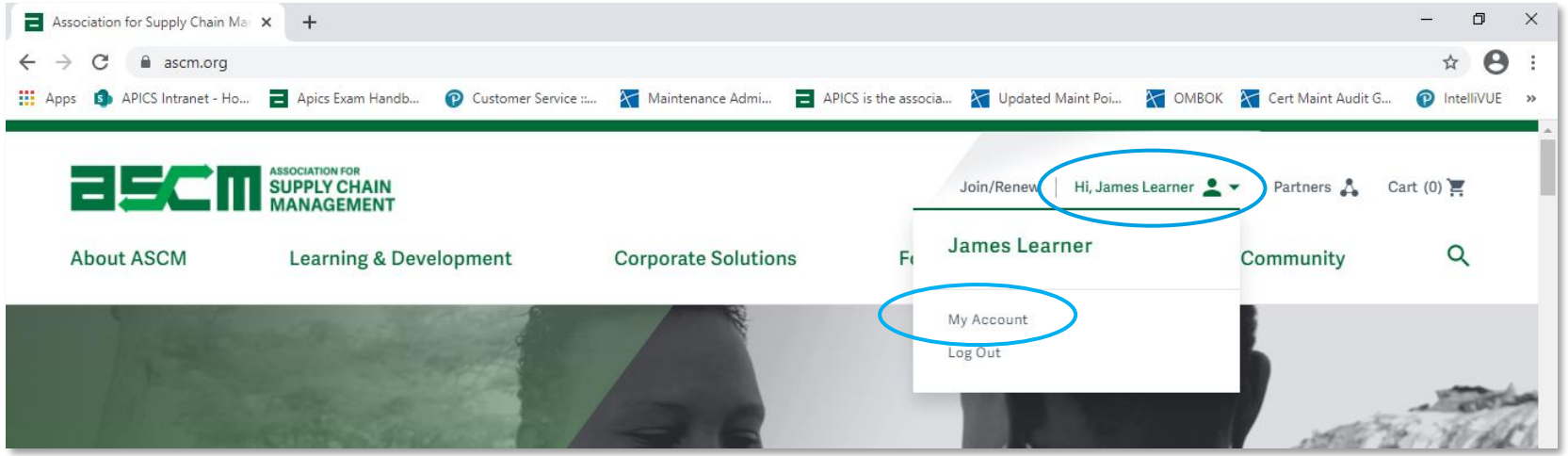
Step 2 – Launch Scheduling Process

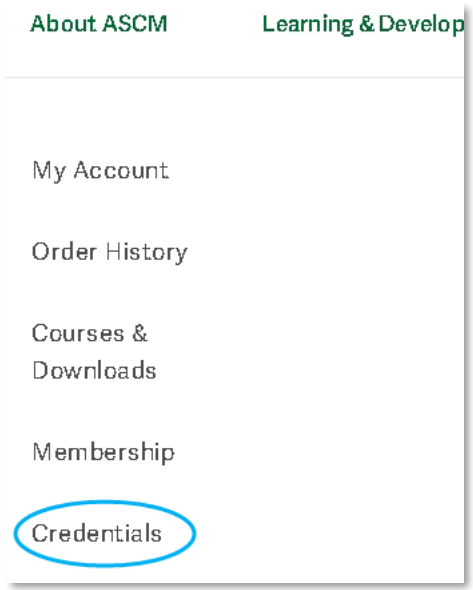
Help

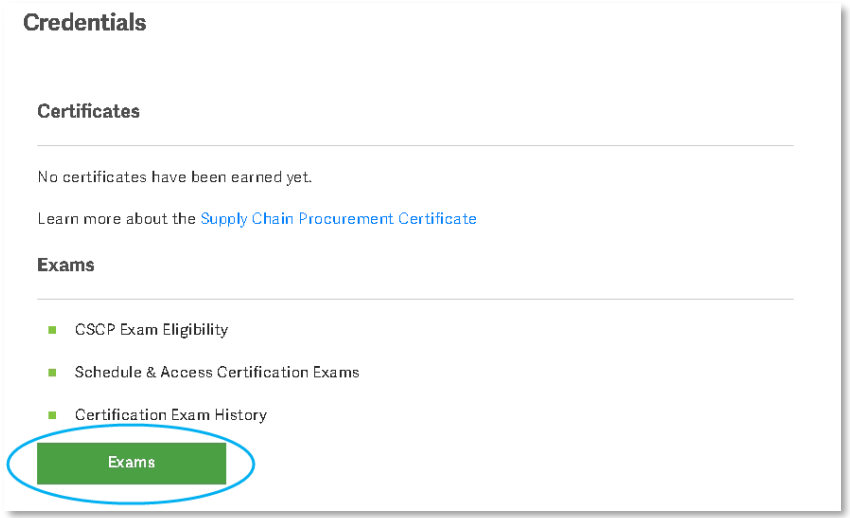
If you already have an Authorization to Test (ATT), the following steps will help you begin the scheduling process. If you just completed the verification process after purchasing your exam, please skip this step.

To do so:

1. Go to My ACCOUNT
2. Click Credentials on the left side of your screen
3. Click on Exams







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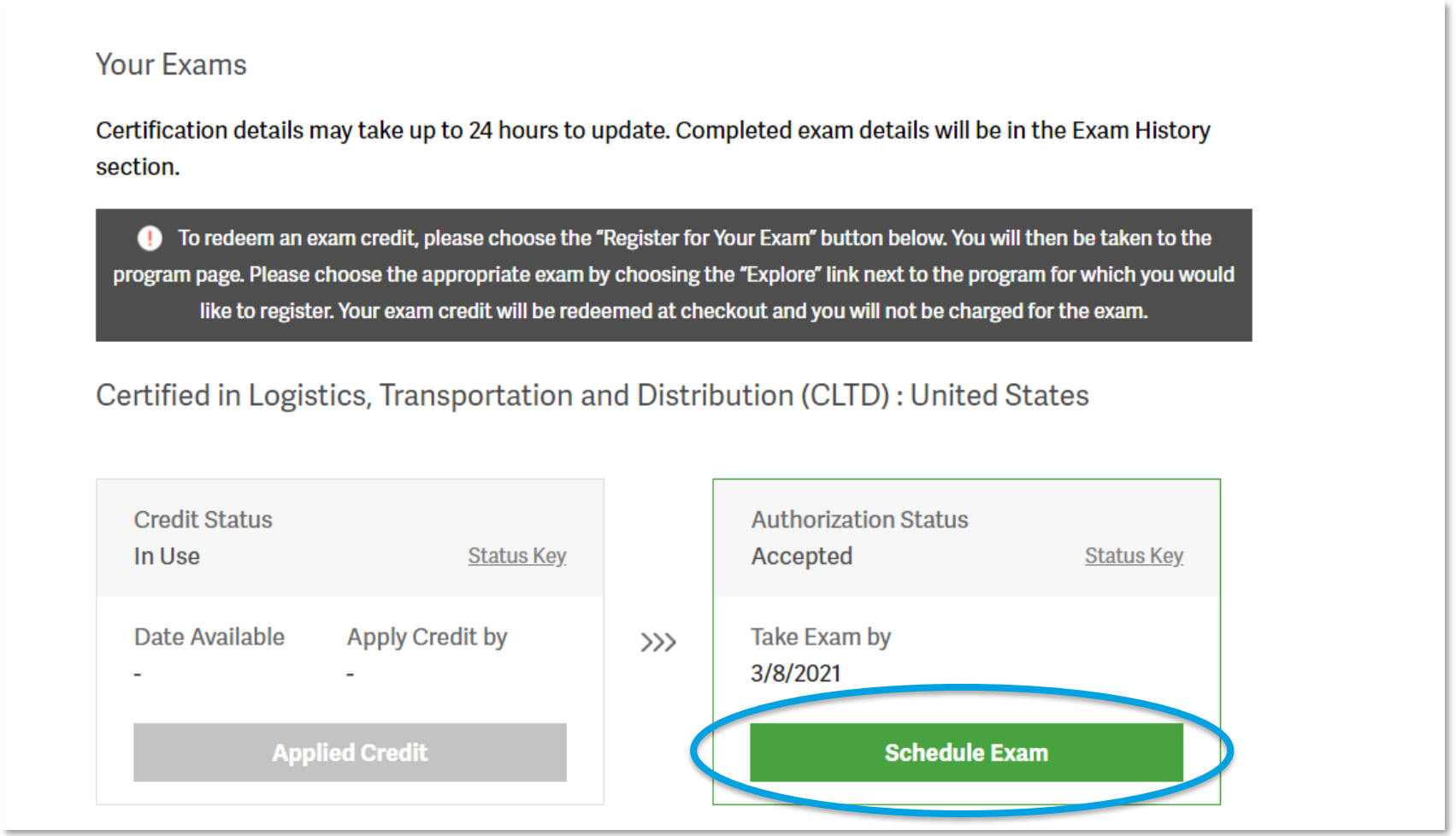
Step 2 – Launch Scheduling Process (Continued)

Help

3. Scroll down to the *Your Exams* section

4. Click “Schedule”



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Where do you plan to test?

Select an option below to proceed to the corresponding instructions.

Online

Testing Center

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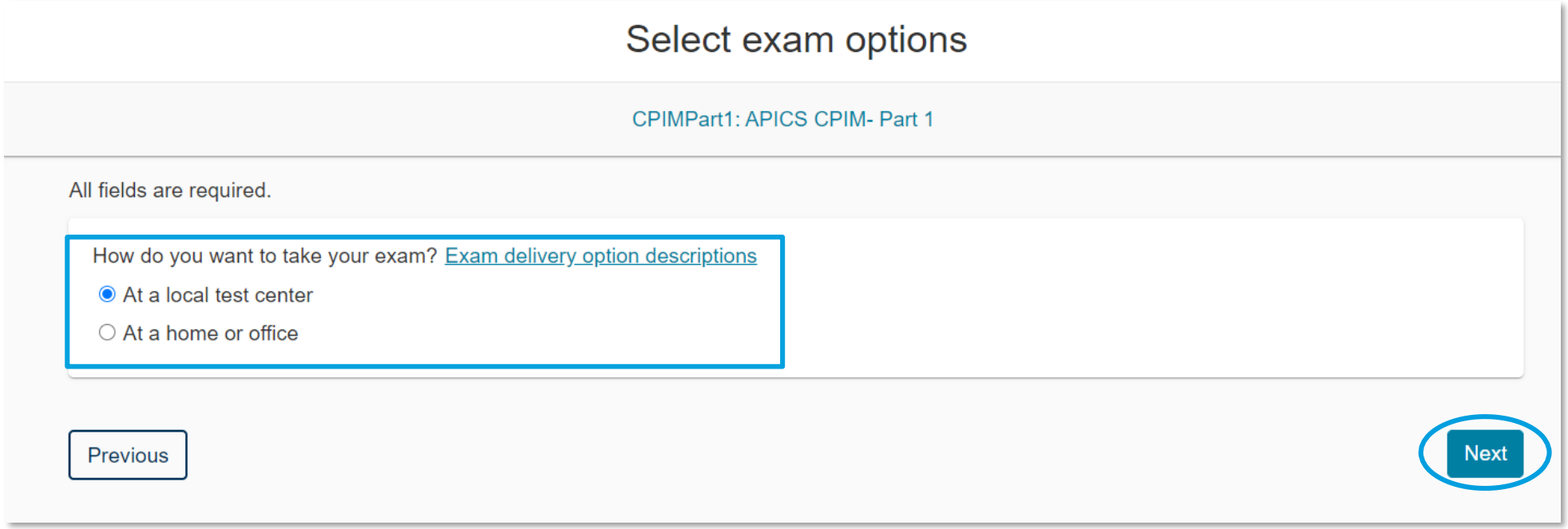
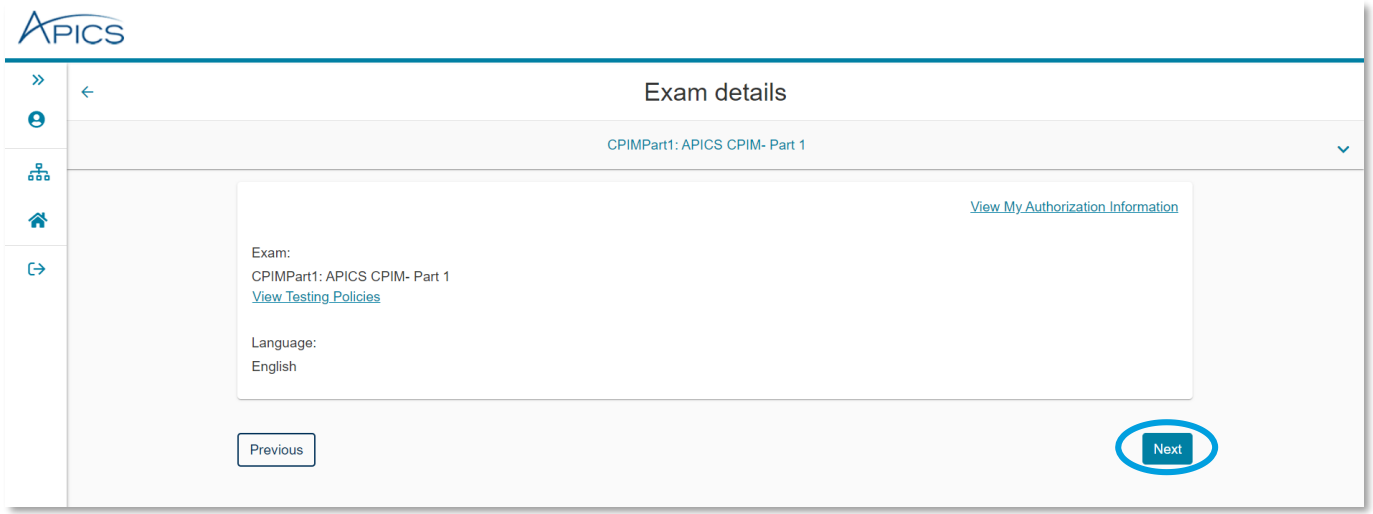
Step 3 – Select a Testing Platform

Help

Note: Selecting "At a home or office" will schedule an online proctored testing appointment.



1. Select "At a local test center"
2. Click "Next"
3. Confirm the exam you will be taking
4. Click "Next" again



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Step 4 – Choose a Test Center

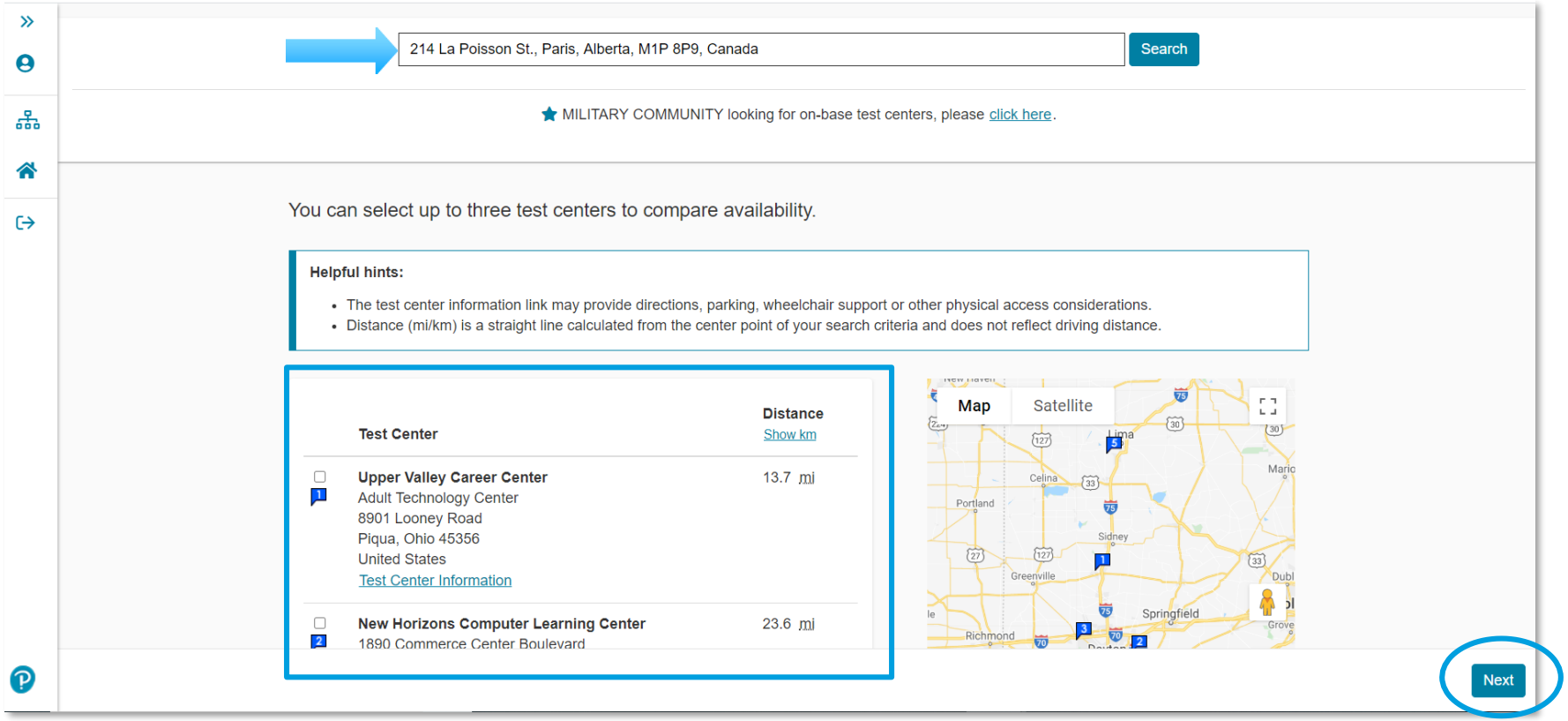
Help

Note: The search option will automatically search for testing centers in your area, but you can type in a different area if you intend to test from a different location

1. Select a testing center *(except online testing)*

Note: You will be able to select up to 3 test centers at a time to compare availability. To expand the search radius, click "Show More".

2. Click "Next"



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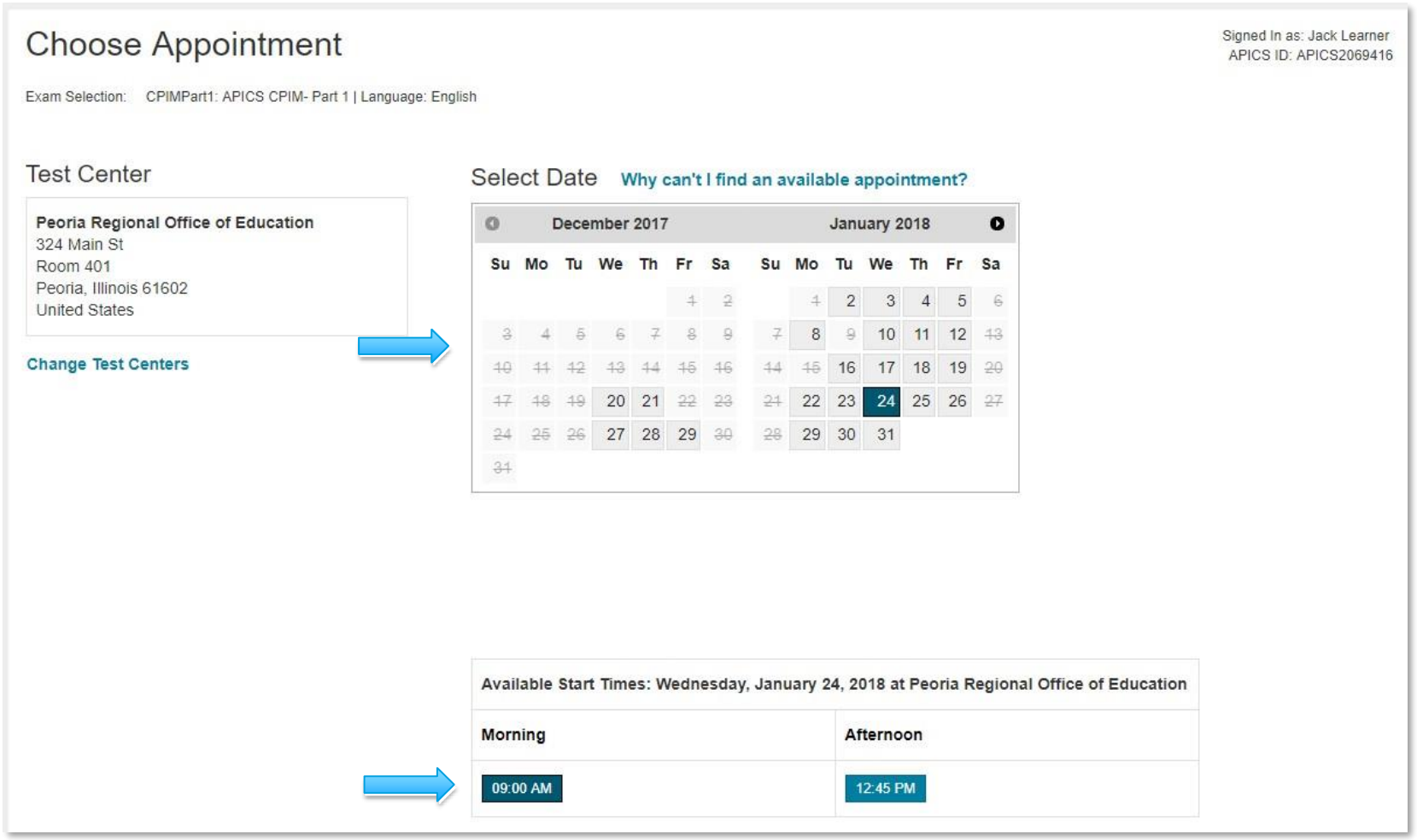
Step 5 – Choose a Date & Time

Help

1. Select your testing appointment date

2. Choose an appointment time by clicking on it

Note: If you do not see any dates available, repeat Step 4 and select three different test centers.



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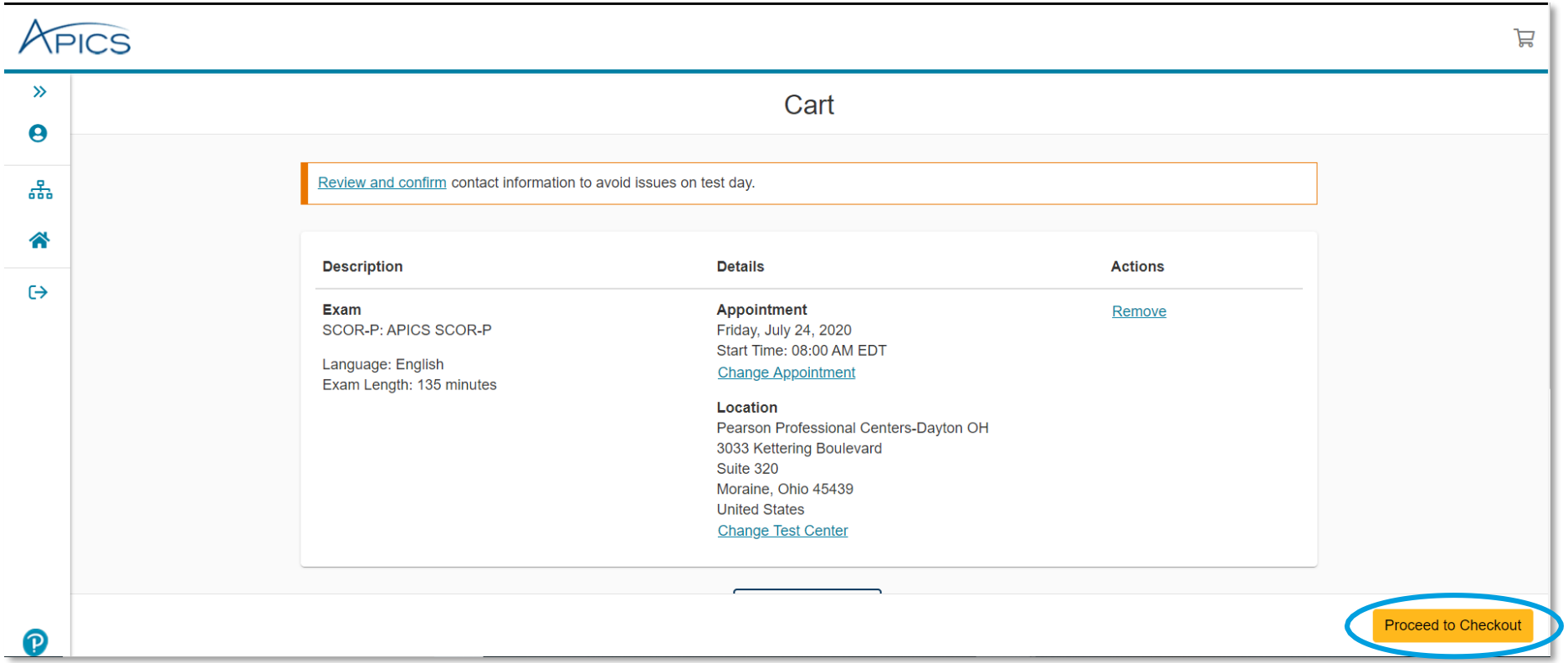
Step 6 – Confirm Appointment Details

Help

1. Review appointment information for accuracy.

2. Click on “Proceed to Checkout“

Important Note: You must complete the scheduling process in full to book your appointment. Closing your web browser at this step will abort the scheduling process



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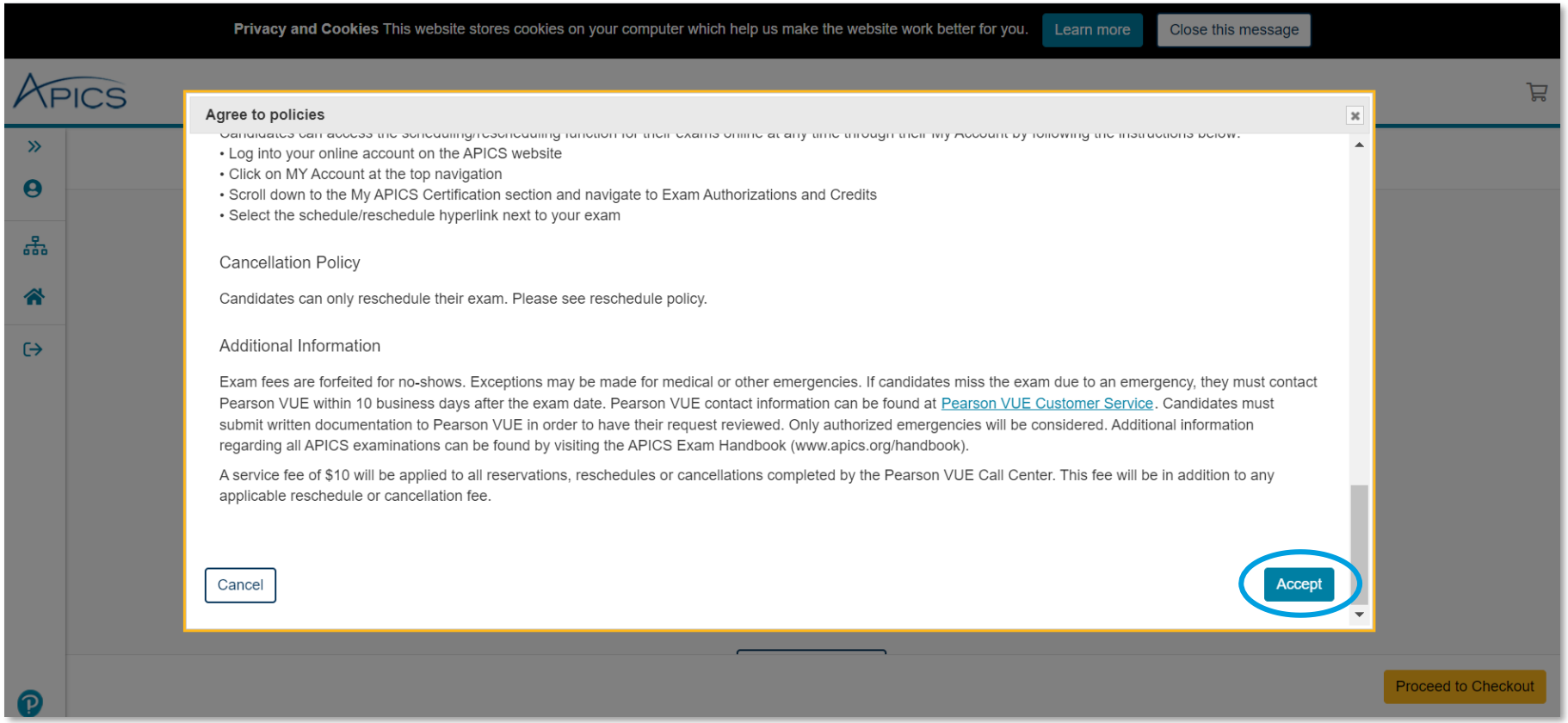
Step 7 – Review & Agree to Testing Policy

Help

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

2. Click “Accept”

Note: “Accept” will not appear until you have read through the policy in its entirety



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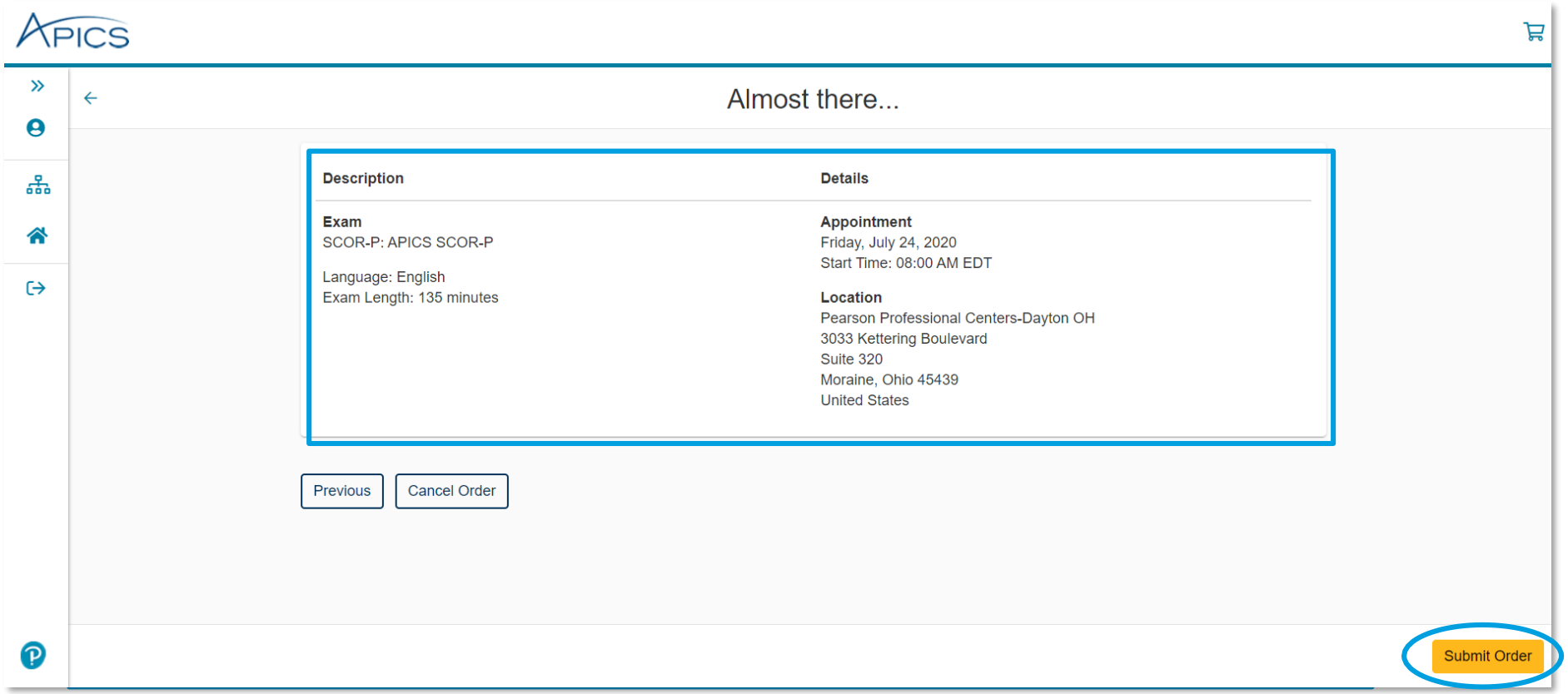
Step 8 – Finish Booking

Help

1. Confirm the exam and appointment details

2. Click “Submit Order”

Note: Clicking “Submit Order” completes the scheduling process.



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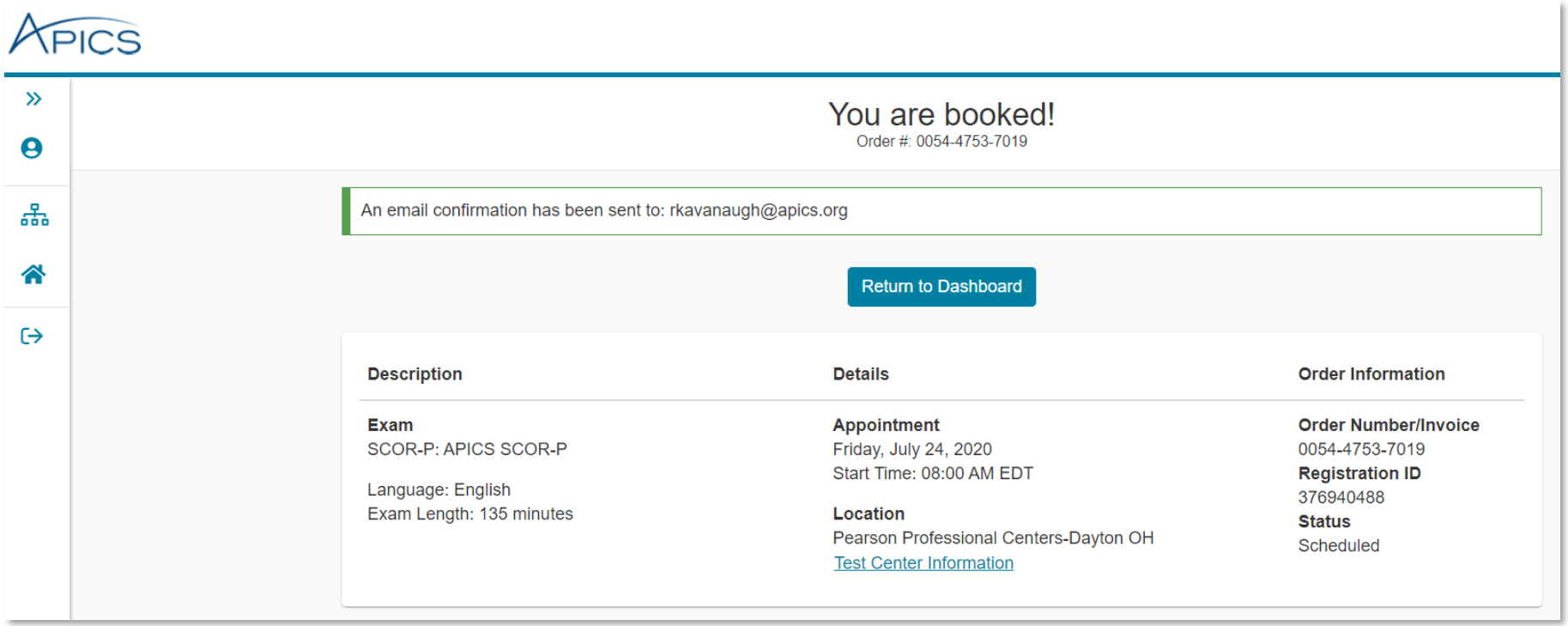
Step 9 – Review Confirmation

Help

1. Review the appointment summary and print, if desired

2. An email confirmation will also be sent

Important Note: If you need to reschedule later, you must do so at least 24 hours in advance of your appointment



Return Home

Return to ASCM Homepage

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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.

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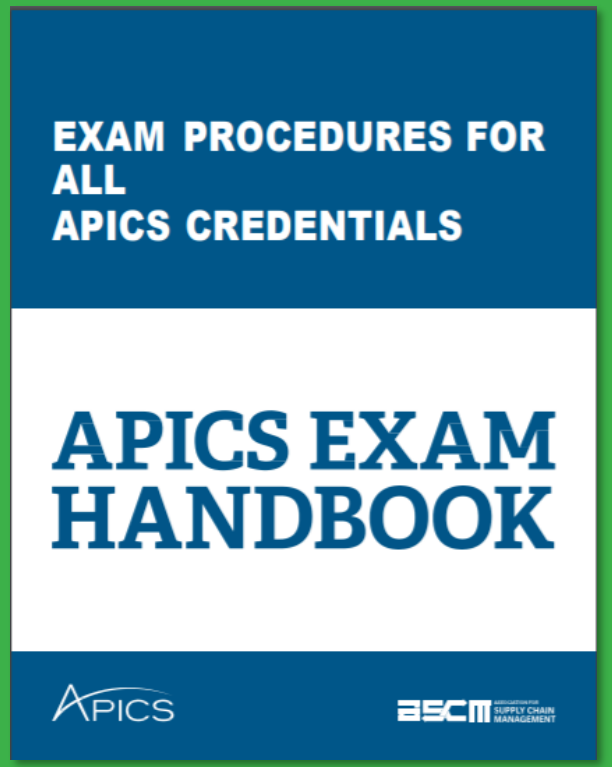
Help Resources

Help Resources

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 Relations



The Customer Relations team is available to answer your questions regarding information on this page from 6:00 a.m.–6:00 p.m. CT, Monday through Friday.

support@ascm.org

1-800-444-2742
+1-773-867-1777

Chat is the quickest way to reach a customer service agent.
Click on the Chat icon to get started.

If chat is "offline," see below for telephone numbers and office hours.

America region

Office hours

Monday–Friday, 7:00 a.m.–7:00 p.m. CT; closed on local holidays.

Telephone numbers

- 866-583-8949 (toll-free)
- +1-952-905-7418 (toll)

Email form

Ask a question

Asia-Pacific region

Europe, Middle East, Africa (EMEA) region

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