Once you have purchased your CSX Cybersecurity Practitioner (CSX-P) Certification Exam, you will receive a Notification to Schedule email with instructions on how to schedule your appointment. Please follow the instructions below to schedule, reschedule or cancel your exam appointment. Further details regarding the exam can be found in the Exam Candidate Information Guide.

- **Scheduling**
- **Rescheduling**
- **Cancelling**
- **Print/View Exam Acknowledgement**

### Scheduling

1. To schedule your remotely proctored exam, sign-in to your Nexus account at [https://nexus.isaca.org](https://nexus.isaca.org).
   - Click on **My Nexus** (top right), select **Exam Access and Scheduling** in the dropdown menu to access your CSX-P exam.

   ![My Nexus Scheduling Screen](image1.png)

   - Click on **Access Exam Dashboard** and you will be taken to the PSI site to schedule your exam.

     *Note: PSI is the third-party that manages the online exam and remote proctoring.*

   ![Access Exam Dashboard](image2.png)
2. When you click the Access Exam Dashboard button, you will navigate away from the Nexus website.
   - Click Schedule Exam

3. You may perform a compatibility check prior to scheduling your exam, directly from your PSI dashboard by clicking the click HERELINK below the scheduling box. We recommend that you perform this check from the computer you plan on using to take the exam.
4. From the **Schedule Exam** window, follow the instructions:
   - **Language** will default to **English**
   - Enter your **Country** and **Time zone**.

   - Select an available **Date** and **Time** on the calendar
You will receive a confirmation email from no-reply@psiexams.com confirming your exam appointment. Be sure to read through the important information regarding Exam Day Expectations, Cancellation and Rescheduling Policy, No-Show Policy and Equipment Needs.

5. Confirm **Schedule Details** and click **Continue**

6. Click **View Details** to view your schedule details.
7. From the View Details window, you can Print Acknowledgement, Reschedule, Launch Exam, or Cancel your exam.

8. You will receive a Confirmation Email from PSI at the email address in your ISACA/Nexus account.

For additional scheduling support, you may also reach out to our exam vendor PSI at examschedule@psionline.com.
Rescheduling

Note: All rescheduling and cancelling of testing appointment must be done a minimum of 48 hours prior to your originally scheduled appointment. After this point, candidates must either take the exam as scheduled or forfeit their registration fees.

1. To **Reschedule** your remotely proctored exam, sign-in to your Nexus account at [https://nexus.isaca.org](https://nexus.isaca.org).
   
   - Click on **My Nexus** (top right), select **Exam Access and Scheduling** in the dropdown menu to access your CSX-P exam.

   ![Reschedule screenshot](image1.png)

   - Click on **Access Exam Dashboard** and you will be taken to the PSI site to schedule your exam. **Note:** PSI is the third-party that manages the online exam and remote proctoring.

   ![Access Exam Dashboard screenshot](image2.png)
2. Click **View Details**.

3. Click **Reschedule**
4. Click **Yes, reschedule the exam**.

![Reschedule Exam](image)

*Please note:* Your current exam appointment will not be cancelled until you choose a new exam date.

5. To finish rescheduling your exam, refer to **step 4** of the Scheduling instructions above.

For additional rescheduling support, you may also reach out to our exam vendor PSI at examschedule@psionline.com.

**Cancelling**

*Note:* All rescheduling and cancelling of testing appointment must be done a minimum of 48 hours prior to your originally scheduled appointment. After this point, candidates must either take the exam as scheduled or forfeit their registration fees.

1. **To Cancel** your remotely proctored exam, sign-in to your Nexus account at [https://nexus.isaca.org](https://nexus.isaca.org).
   - Click on **My Nexus** (top right), select **Exam Access and Scheduling** in the dropdown menu to access your CSX-P exam.

![My Nexus](image)
- Click on **Access Exam Dashboard** and you will be taken to the PSI site to schedule your exam. 
  **Note:** PSI is the third-party that manages the online exam and remote proctoring.

2. Click **View Details**.
3. Click **Cancel**

4. Click **Yes, cancel my scheduled exam.**
Print/View Exam Acknowledgement

1. To view your Print Acknowledgement, sign-in to your Nexus account at https://nexus.isaca.org.
   - Click on My Nexus (top right), select Exam Access and Scheduling in the dropdown menu to access your CSX-P exam.

   ![My Nexus screenshot]

   - Click on Access Exam Dashboard and you will be taken to the PSI site to schedule your exam. **Note:** PSI is the third-party that manages the online exam and remote proctoring.

   ![Access Exam Dashboard screenshot]
2. Click **View Details**.

3. Click **Print Acknowledgement**
4. Click Print