



## TENABLE UNIVERSITY

# INSTRUCTIONS FOR VIRTUAL CLASSES OR CERTIFICATION EXAMS

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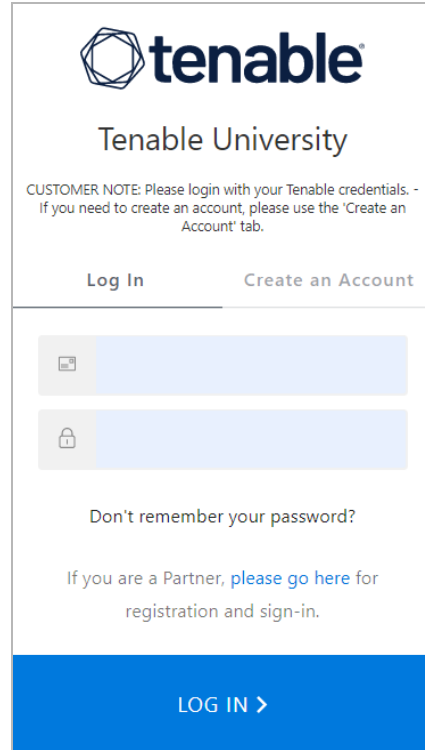


## TENABLE UNIVERSITY INSTRUCTIONS

### LOG INTO TENABLE UNIVERSITY

1. Using an HTML5 compliant browser, navigate to <https://university.tenable.com/>

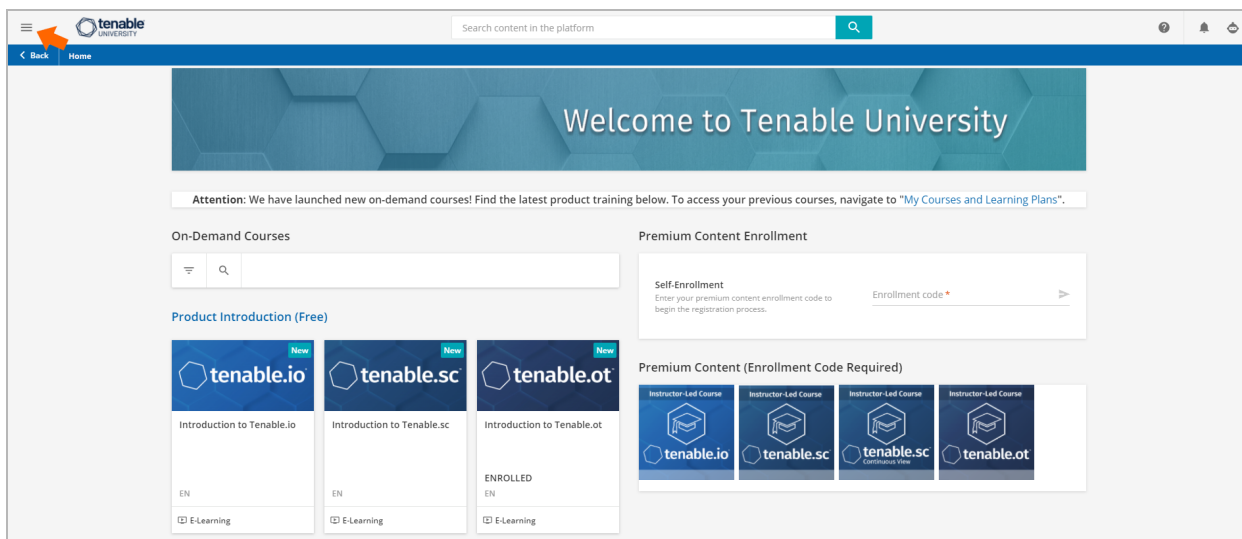
If you have a Tenable Support Portal or Tenable Community login, you can use the same credentials to access Tenable University. Otherwise, click the **Sign Up** tab and create an account.



### SETTING LOCAL TIME ZONE AND UPDATING PROFILE

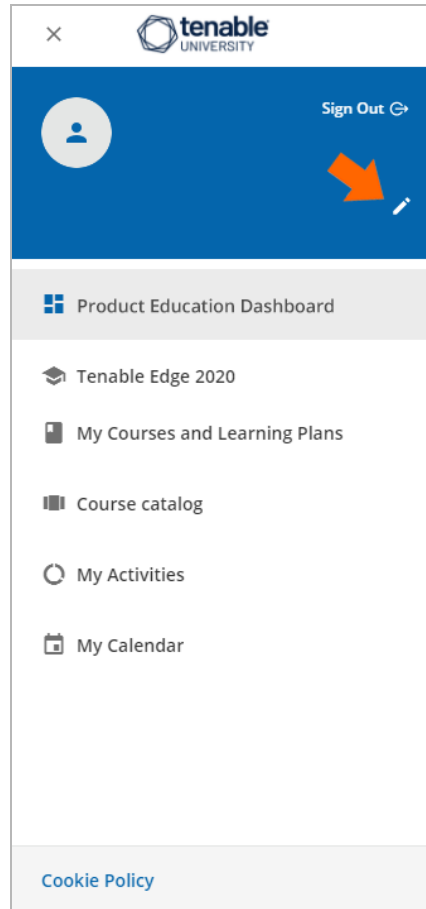
Once you are logged into your Tenable University account, we recommend that you update your user profile to your local time zone.

2. Click **Menu** in the upper left corner on the main dashboard.



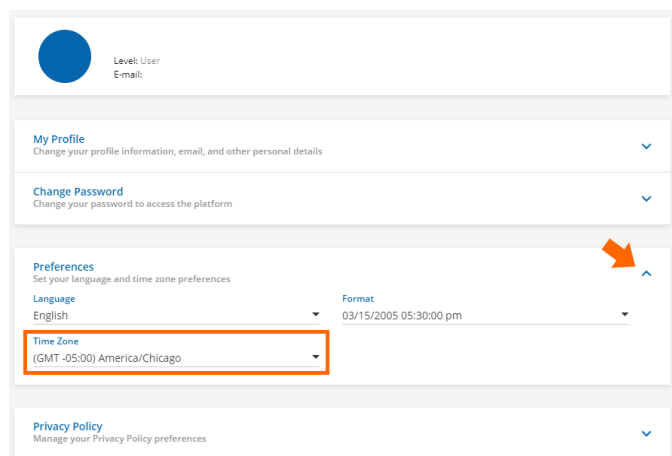


3. Then, click the **Edit (pencil)** icon.



4. On the next screen, expand the **Preferences** section and select your local **Time Zone**.

5. Under the **My Profile** section, fill out your **First** and **Last Name**.





## USING AN ENROLLMENT CODE

When training is purchased, enrollment codes are sent via email to the primary contact for your organization. This email contains all enrollment codes for as many instruction seats as purchased. Here is an example of the email:

**Greetings Valued Tenable Customer!**

Thank you for your recent purchase:

**[2 Day Virtual Seat - Tenable.io Asset & Vulnerability Management]**

### Enrollment Codes

[Seat #1: XXXXXXXXXXXXXXXXXXXXXXXXXX]

If you are not the one attending class, please forward an enrollment code and the below instructions to the individual(s) that will attend.

The steps needed to use an enrollment code and register for a class are highlighted below. A detailed walkthrough of the process can be found [here](#).

### Enrollment Instructions:

**Step #1:** Log into [Tenable University](#) with your credentials. For best results, please ensure your user profile in Tenable University is set to your local timezone.

**Step #2:** From the main dashboard of Tenable University, enter your single use enrollment code in the **Instructor-Led Course Enrollment** section to unlock the course. Then click the **Submit** button.

Congratulations! You have **unlocked** the course and can now **register** for the session of your choice.

**Step #3:** To register for a specific session date, select the icon in the **Instructor-led Courses** section for your product.

**Step #4:** Select a session date from the list, and click **ENROLL INTO THIS SESSION**. Please make sure the session you choose is for your desired region and time zone. Note you will return to this area when class begins to join the webinar.

You will receive additional email communication once your seat in the chosen session has been reserved. If you need further information or require assistance, please contact us at [university@tenable.com](mailto:university@tenable.com).

Kindly,  
The Tenable University Team

**Note:** Training should be scheduled within nine (9) months of the Purchase Date and completed within twelve (12) months of the Purchase Date. For specifics around scheduling/rescheduling, please review the [Tenable Master Agreement](#).



Since an enrollment code is registered to whomever uses it, one code should be distributed to each individual wishing to attend training. Then, *that* individual needs to use the enrollment code. Enrollment codes are entered on the main page of Tenable University.

6. For Virtual Classes or Nessus Fundamentals, enter your enrollment code in the **Enrollment code** field and then click the **Submit** button (**arrow** icon). For certification exams, you **do not enter enrollment codes here**. Instead, follow the [Certification Instructions](#).

The screenshot shows the Tenable University homepage. At the top, it says "Welcome to Tenable University". Below that, there is an attention message: "Attention: We have launched new on-demand courses! Find the latest product training below. To access your previous courses, navigate to 'My Courses and Learning Plans'". The page is divided into two main sections: "On-Demand Courses" and "Premium Content Enrollment".

The "On-Demand Courses" section features a search bar and a list of courses under the heading "Product Introduction (Free)". There are three course cards for "Introduction to Tenable.io", "Introduction to Tenable.sc", and "Introduction to Tenable.ot". Each card has a "New" badge, the Tenable logo, the course title, and "EN" (Enrollment) status. The "Introduction to Tenable.ot" card also shows "ENROLLED" and "EN" status. Each card has an "E-Learning" icon at the bottom.

The "Premium Content Enrollment" section has a "Self-Enrollment" form. It asks for an "Enrollment code" and has a "Submit" button with an arrow icon. The code "testcode" is entered in the field. Below this, there is a section for "Premium Content (Enrollment Code Required)" with four "Instructor-Led Course" cards for "tenable.io", "tenable.sc", "tenable.sc Continuous View", and "tenable.ot".

If the enrollment code provided is valid, you will see a confirmation that you have access to a course.

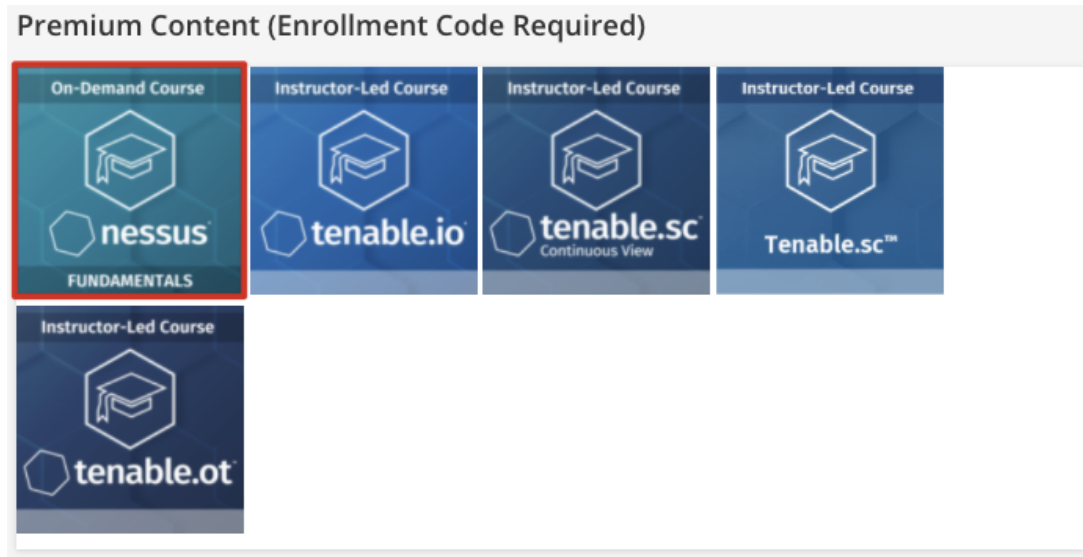
The screenshot shows a confirmation message for "Premium Content Enrollment". It states: "Your code gives you access to 1 course" and "You can find the new course in 'My Courses and Learning Plans' page." There is a green checkmark icon on the right. At the bottom, there are two buttons: "INSERT ANOTHER CODE" and "VIEW ALL MY COURSES AND LEARNING PLANS".

If your code is not accepted for some reason, please contact Tenable at [university@tenable.com](mailto:university@tenable.com)



## NESSUS FUNDAMENTALS INSTRUCTIONS

Once your course is unlocked with your enrollment code (see instructions above), you can then access it from the **Premium Content** section as many times as you like, for one year from purchase.

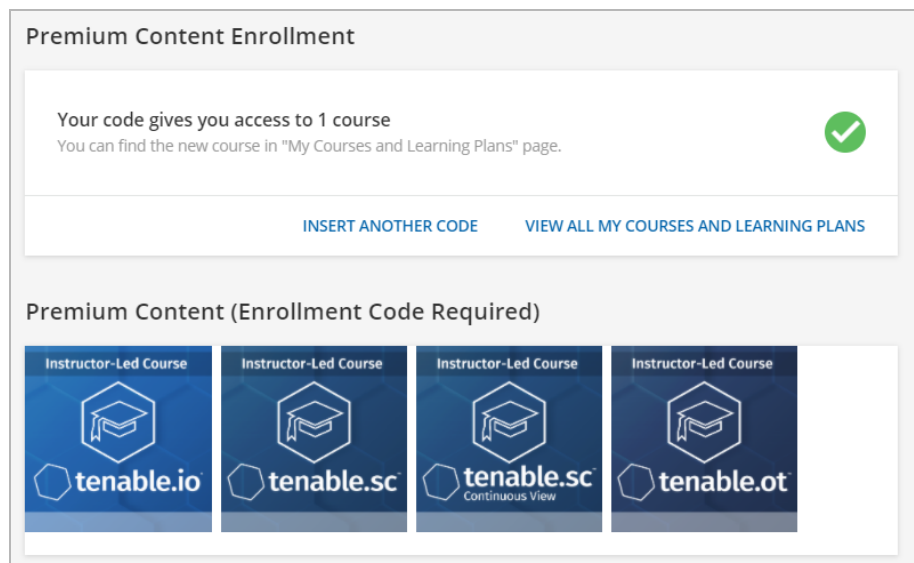


## VIRTUAL CLASS INSTRUCTIONS

### REGISTER FOR A SESSION


Once your course is unlocked with your enrollment code, you need to register for a session of your course.

1. Navigate to the **Premium Content** section and click the appropriate course icon.





2. Select the session you wish to attend, paying attention to the region and the dates each session is offered.



Tenable.io Specialist  
ID: W-JOERRV  
Instructors: G. Tepe, A. Anne Smith, W. Tan, S. Mohnkern, M. Fikuart, S. Anfouqa, D. Atanasovski, N. Miletich, S. Mohnkern  
- Language: English

SESSIONS	ABOUT THIS WEBINAR	TRAINING MATERIAL	ADDITIONAL INFORMATION
North America   East   ET   Virtual START 📅 03/25/2021 → END 📅 03/26/2021			2 DATES ↓
North America   East   ET   Virtual START 📅 04/13/2021 → END 📅 04/14/2021			2 DATES ↓
Europe   GMT+1   Virtual START 📅 04/20/2021 → END 📅 04/21/2021			2 DATES ↓
North America   West   PT   Virtual START 📅 04/27/2021 → END 📅 04/28/2021			2 DATES ↓
Europe   GMT+1   Virtual START 📅 05/11/2021 → END 📅 05/12/2021			2 DATES ↓
Asia Pacific   GMT+8   Virtual START 📅 05/17/2021 → END 📅 05/19/2021			2 DATES ↓

You can click a session to see the start times and length of instruction.

3. Click **“ENROLL INTO THIS SESSION”** to make your selection.

North America | East | ET | Virtual

04/14/2021 Day 1 - Tenable.io Specialist - North America | East | ET | Virtual  
🕒 08:00 am (America/Chicago | Your time)  
🕒 8h 0m

04/14/2021 Day 2 - Tenable.io Specialist - North America | East | ET | Virtual  
🕒 08:00 am (America/Chicago | Your time)  
🕒 8h 0m

**ENROLL INTO THIS SESSION**



You are now enrolled in your chosen session. You will receive email reminders one week, one day, and one hour before your chosen session begins.

Tenable.io Specialist  
Session: North America | East | ET | Virtual  
This course is not yet completed.

OVERVIEW CONTENT

**You must attend at least 2/2 session dates to complete this course**

04/13/2021 Day 1 - Tenable.io Specialist - North America | East | ET | Virtual  
08:00 am America/Chicago 8h 0m UPCOMING

04/14/2021 Day 2 - Tenable.io Specialist - North America | East | ET | Virtual  
08:00 am America/Chicago 8h 0m UPCOMING

Course Description

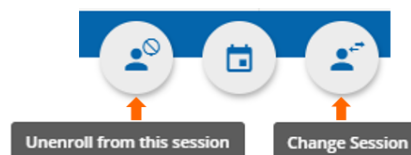
The Tenable.io Specialist (Formerly Tenable.io Asset & Vulnerability Management) course is designed for personnel responsible for identifying, investigating and remediating vulnerabilities and misconfigurations in their business environment using the Tenable.io platform. Content includes installation and configuration of Tenable.io, a review of Tenable.io operations, a technology overview along with architecture and design discussions for typical environments, and a detailed scanning and analysis review.

**Please Note:** You can self enroll in a session until 11:59 PM the day before the course start date (in the time zone of the session). Once the start day has arrived, registration closes automatically and changes cannot be made.

## CHANGING ENROLLED SESSION

If you are unable to attend a class session you registered for, you have two options. If you already know which session you would like to move your registration to, you can simply change your registration to that session. If you know you cannot attend your chosen session, but do not yet know which new session fits your schedule, you can unenroll and then select another session later.

To change or unenroll from a session, please navigate to the course in Tenable University. If you have already registered for a session to attend, you will see these icons at the top right of the page:



If you already know which session you would like to attend, use the icon on the right to move your enrollment to the new session.

To unenroll from a session now and choose another session later, use the icon on the left. This will unenroll you from this session, and you can choose another at your convenience following the same process you used to select your first session.





## NEXT STEPS

Before your class starts, you need to make sure you are prepared. Students should possess a basic understanding of TCP/IP networking, operating systems security, and common client/server applications.

Broadband internet access is required, along with a current PDF viewer, and an updated web browser (like Google Chrome, Apple Safari or Mozilla Firefox). Students must also have an advanced text editor available, such as Notepad++, Atom, Light Table, or Bluefish.

Please see the table below for technical requirements and use the test links to ensure compatibility before training begins.

Requirement	Reference Information	Test Links
Adobe Reader	<a href="https://get.adobe.com/reader/">https://get.adobe.com/reader/</a>	<a href="https://helpx.adobe.com/reader.html">https://helpx.adobe.com/reader.html</a>
Zoom Conferencing	<a href="#">Zoom Getting Started</a>	<a href="#">Zoom Conference Test</a>
Lab Connectivity	Some Tenable products have web interfaces on certain ports	<a href="https://lab-test.labs.university.tenable.com/">https://lab-test.labs.university.tenable.com/</a>

## ON THE DAY OF CLASS

When it is time for class, log into Tenable University and return to your course. The “Upcoming” will be replaced with a button that reads “**Join Webinar**” (Zoom Session) that you can click to enter your class up to 15 minutes before the start time.

Tenable.io Specialist  
Session: North America | East | ET | Virtual  
This course is not yet completed.

OVERVIEW CONTENT

⚠ You must attend at least 2/2 session dates to complete this course

04/13/2021 Day 1 - Tenable.io Specialist - North America | East | ET | Virtual  
🕒 08:00 am America/Chicago 🕒 8h 0m **UPCOMING** ▾





## CERTIFICATION INSTRUCTIONS

### PROCTORING SERVICE

Tenable uses Examity® to proctor certification exams. You will need to create an account at Examity and complete your profile to schedule and take an exam. Instructions are provided below. For assistance, please call **855-EXAMITY**, email [support@examity.com](mailto:support@examity.com) or chat directly with them through the **Live Chat** feature on the Examity dashboard.

### EXAMITY TECHNICAL REQUIREMENTS

Before your exam, please confirm you meet Examity's technical requirements.

Browser:

Google Chrome or Firefox; please disable your pop-up blocker

Equipment:

- Desktop, laptop, or Chromebook (tablets are not supported)
- Built-in or external webcam
- Built-in or external microphone
- Built-in or external speakers
- Ability to use a video conferencing app such as Zoom or GoToMeeting

Internet:

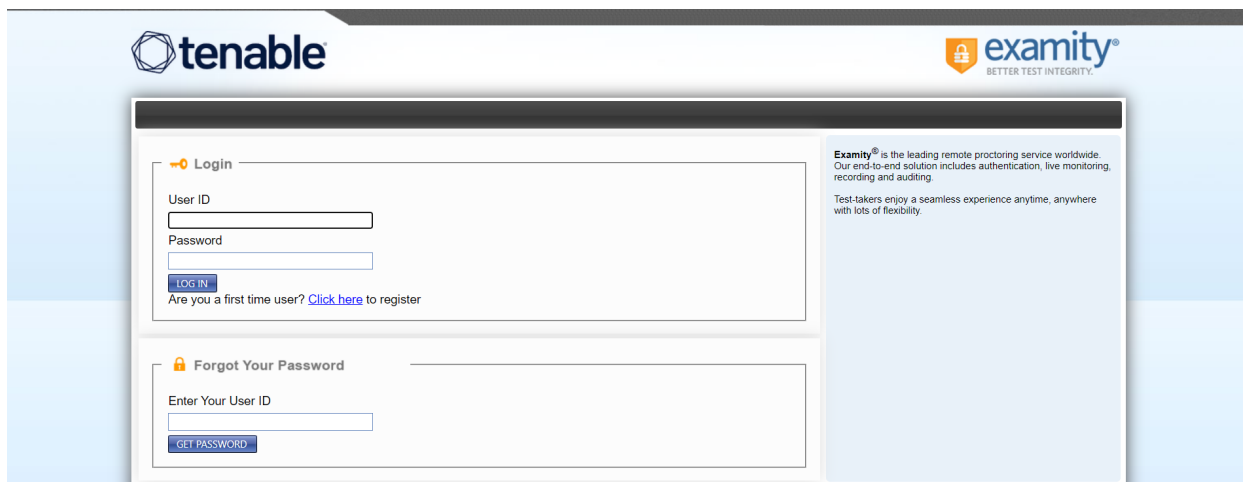
An upload and download speed of at least 2Mbps.

### NAVIGATING TO YOUR EXAMITY DASHBOARD

You will receive an email from Tenable with your enrollment code. This enrollment code will allow you to schedule and take your exam.

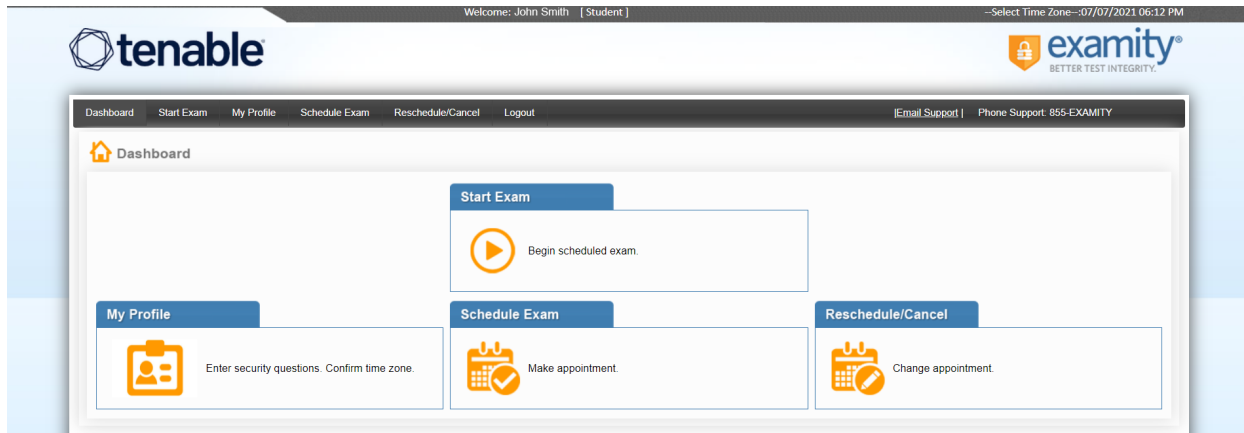
First, you will need to self-register as a first time user at the Examity site:

<https://prod.examity.com/tenable>



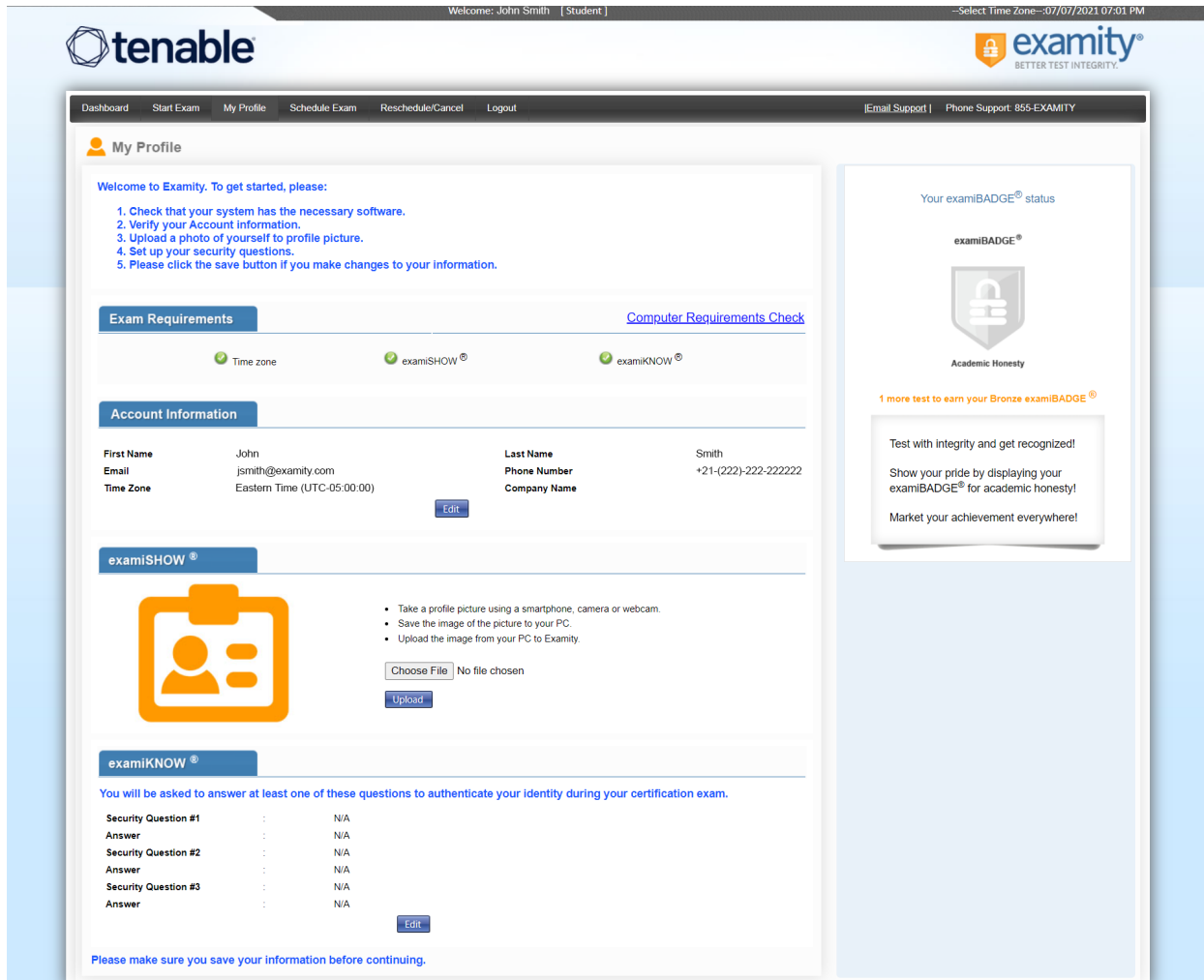
## COMPLETING YOUR PROFILE

Prior to scheduling or taking an exam with Examiity, you must complete your profile. To create or finish your Examiity profile, please select the **“My Profile”** icon on the Examiity dashboard.



You can create your profile in three simple steps.

1. Choose your time zone and enter your phone number and birth date. Please be advised, your time zone must reflect the location in which you plan on testing.
2. Upload a photo of yourself for your profile. You will also need to present an ID when you take a test.
3. Select and answer three unique security questions.



Welcome to ExamiTenable. To get started, please:

1. Check that your system has the necessary software.
2. Verify your Account information.
3. Upload a photo of yourself to profile picture.
4. Set up your security questions.
5. Please click the save button if you make changes to your information.

**Exam Requirements** [Computer Requirements Check](#)

- Time zone
- examiSHOW
- examiKNOW

**Account Information**

First Name	John	Last Name	Smith
Email	jsmith@examity.com	Phone Number	+21-(222)-222-222222
Time Zone	Eastern Time (UTC-05:00:00)		

**examishow**

Take a profile picture using a smartphone, camera or webcam.

- Save the image of the picture to your PC.
- Upload the image from your PC to ExamiTenable.

Choose File | No file chosen

**examiknow**

You will be asked to answer at least one of these questions to authenticate your identity during your certification exam.

Security Question #1	:	N/A
Answer	:	N/A
Security Question #2	:	N/A
Answer	:	N/A
Security Question #3	:	N/A
Answer	:	N/A

Please make sure you save your information before continuing.

Your examiBADGE status

examBADGE

Academic Honesty

1 more test to earn your Bronze examiBADGE

Test with integrity and get recognized!

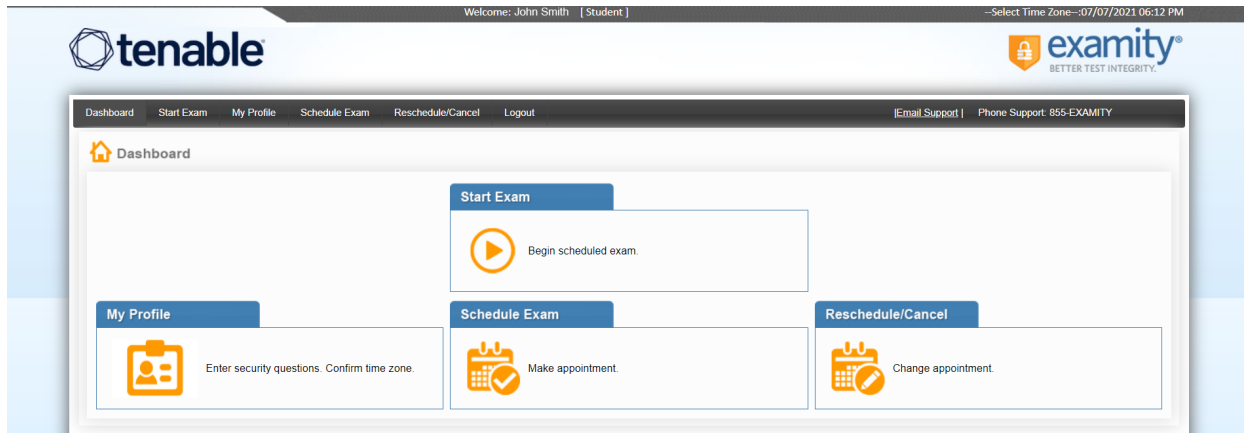
Show your pride by displaying your examiBADGE for academic honesty!

Market your achievement everywhere!

## SCHEDULING YOUR EXAM

**PLEASE NOTE:** Enrollment codes are one-time use. Once they are entered into the ExamiTenable system, they cannot be redeemed by another user, even if the exam has not been scheduled yet.

Whether you would like to take an exam now, or in the future, you must first schedule your exam by selecting the **“Schedule Exam”** icon on the ExamiTenable dashboard.

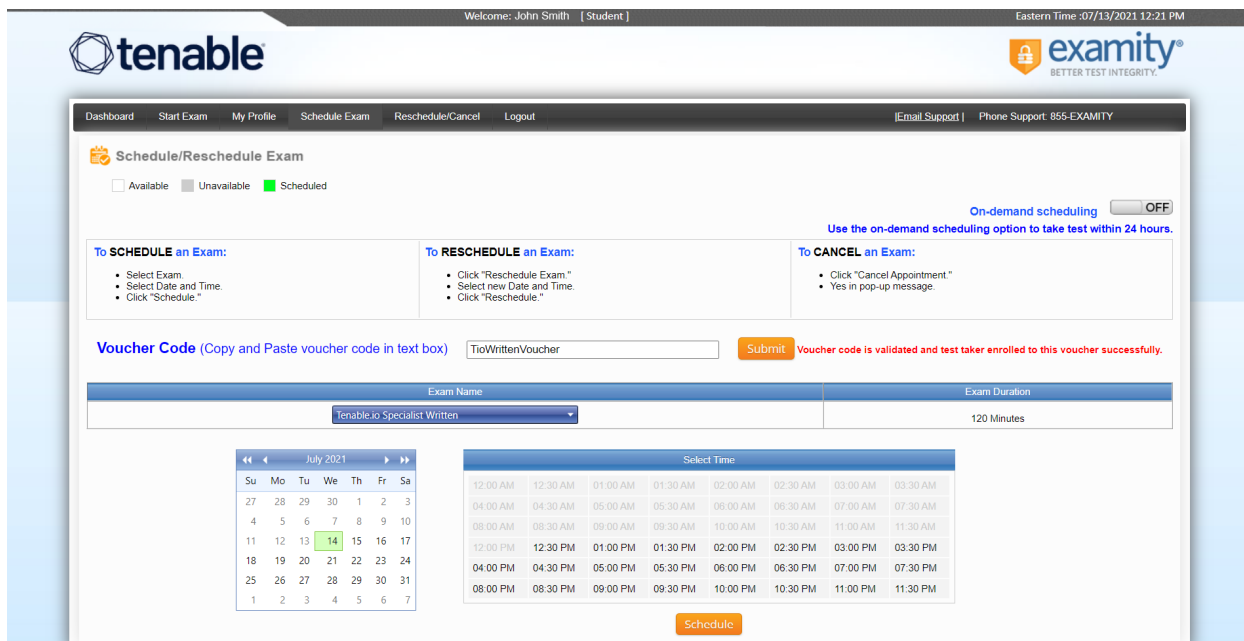


Enter the enrollment code from the email you received from Tenable for your certification exam(s), and press **Submit**.

Once your code has been validated, locate your exam in the drop-down menu.

Next, select a date and time and click **“Schedule”**.

If you are scheduling your exam more than 24 hours in advance, please confirm the on-demand scheduling is adjusted to **“Off.”**



Click the **“Logout”** link within the navigation bar after the appointment is scheduled successfully.

Welcome: John Smith [ Student ] Eastern Time :07/13/2021 12:29 PM

tenable examity BETTER TEST INTEGRITY

Dashboard Start Exam My Profile Schedule Exam Reschedule/Cancel Logout [Email Support] Phone Support: 855-EXAMITY

Appointment scheduled successfully.


Exam ID	3171000027	Candidate Name	John Smith
Program Name	Tenable.io Specialist Written	Exam Name	Tenable.io Specialist Written
Exam Date	07/13/2021	Exam Time	1:30 PM
Status	Scheduled		

**Standard Rules**


- Alone in room
- Clear Desk and Area
- Connected to a powersource
- No phones or headphones
- No dual monitors
- No leaving seat
- No talking
- Webcam, speakers, and microphone must remain on throughout the test.
- The proctor must be able to see you for the duration of the test.

Check your email for instructions from Examity, including how to check your system readiness.


Examity will ensure your computer is ready.




Webcam  
**Ready**




Microphone  
**Ready**



Operating System  
Windows 10  
**Ready**



Browser  
Chrome  
91.0.4472.124  
**Ready**



Internet Speed  
(Min.Speed - 1.5 Mbps)  
**Proceed. Speed is acceptable.**

It may require up to 60 seconds to verify your internet speed.

On the day and time of your exam, please return to the Examity dashboard, and click the **"Start Exam"** icon.


Welcome: John Smith [ Student ] --Select Time Zone--:07/07/2021 06:12 PM

tenable examity BETTER TEST INTEGRITY


Dashboard Start Exam My Profile Schedule Exam Reschedule/Cancel Logout [Email Support] Phone Support: 855-EXAMITY

Dashboard


**My Profile**

 Enter security questions. Confirm time zone.


**Schedule Exam**

 Make appointment.

**Reschedule/Cancel**

 Change appointment.

**Start Exam**

 Begin scheduled exam.



**REMINDER:** Before you start your exam, please confirm that you are accessing Examity through Google Chrome or Mozilla Firefox. If you are not using either of these browsers, please restart your exam session in Chrome or Firefox. Firefox cannot be used on a Chromebook.

## TAKING YOUR EXAM

On the **"Start Exam"** page, please click the link to add the Examity extension to your browser, if you see it shown. Alternatively, you may be asked to install a web conferencing app later on.

Exam ID	Course Name	Exam Name	Exam Date	Exam Time	Connect to Proctoring
710072933	Lethbridge Test	Lethbridge Canvas	02/21/2019	1:30 PM	
710072937	Automated Proctoring	Canvas	02/21/2019	9:30 AM	

Using Google Chrome:

You will be sent to the Chrome store and prompted to download the Examity extension. After the extension is installed, you will return to the Examity dashboard.

Using Mozilla Firefox:

The Examity extension will automatically install on your computer. Remember that Firefox works on desktops and laptops, but not Chromebooks.

Please watch for the notification that the Examity extension has been added to your browser prior to clicking "Connect to Proctoring."

To continue, click **"Connect to Proctoring"** to launch your proctoring session and begin your test. Proctor support will walk you through the authentication process.

Exam ID	Course Name	Exam Name	Exam Date	Exam Time	Connect to Proctoring
3171000027	Tenable.io Specialist Written	Tenable.io Specialist Written	07/13/2021	1:30 PM	

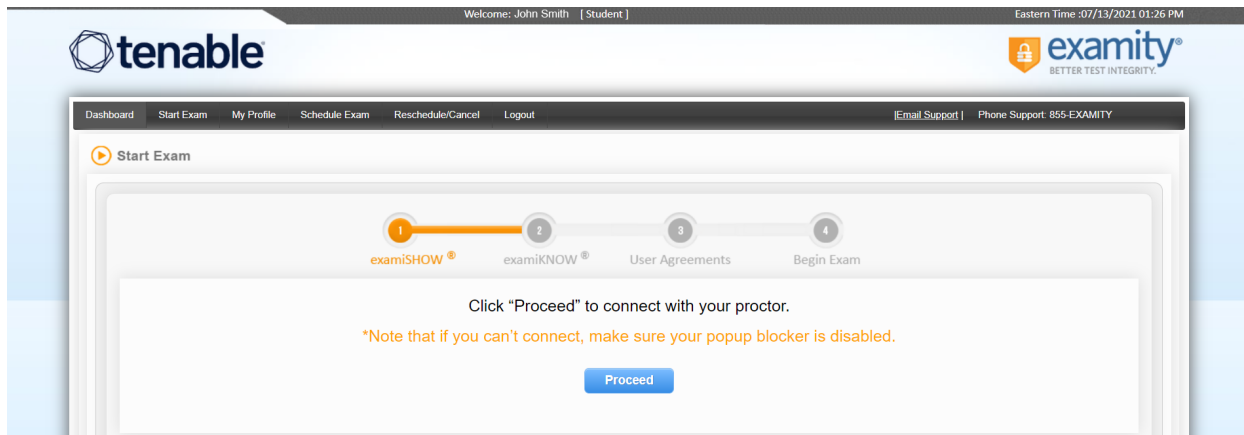




You will be asked to:

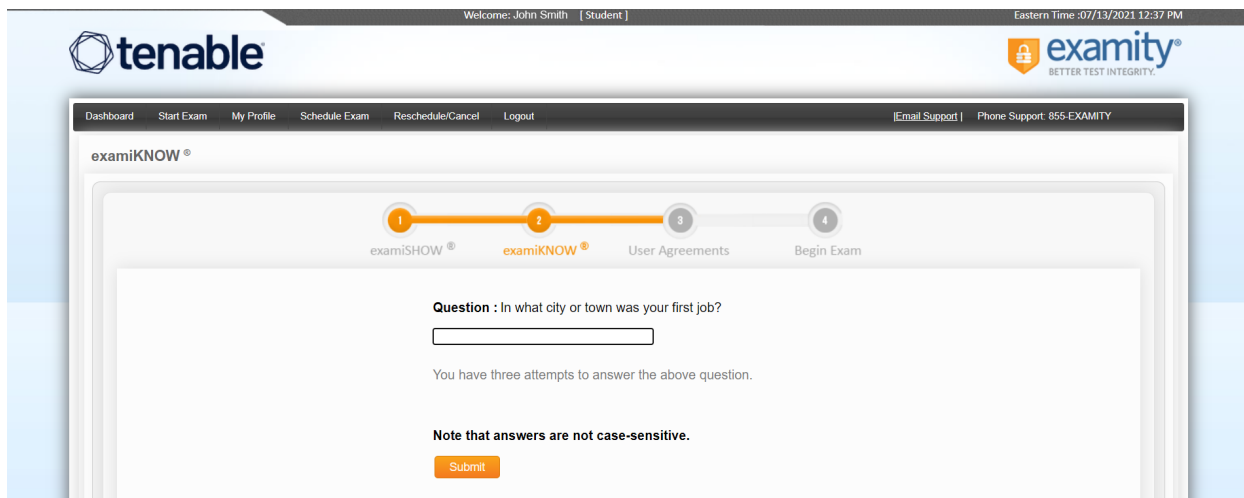
1. Verify your identity. Make sure you have your photo ID with you. You will be required to hold the ID in front of your webcam. The proctor will need to see both your name and photo clearly.
2. Review the exam rules.
3. Show your desk and workspace. The proctor will ask you to complete a 360° room pan and desk sweep with your webcam. This is to ensure your workspace is clear of any materials unauthorized by Tenable.

Click the **“Proceed”** button to connect with your proctor.



You may be asked to install web conferencing software, like GoToMeeting or Zoom.

You will be prompted to answer one of your previously selected security questions. Once you have entered your answer, press **“Submit”**.





Complete the User Agreements and press **"Next"**.

Welcome: John Smith | Student | Select Time Zone--07/07/2021 07:01 PM

tenable examity BETTER TEST INTEGRITY

Dashboard Start Exam My Profile Schedule Exam Reschedule/Cancel Logout |Email Support| Phone Support: 855-EXAMITY

### User Agreements

1 examiSHOW 2 examiKNOW 3 **User Agreements** 4 Begin Exam

1. You certify that you are not accepting or utilizing any external help to complete the exam, and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that all exam rules will be supplied by the applicable test sanctioning body, and the company will have no responsibility with respect thereto. You agree to participate in the disciplinary process supported by the test sanctioning body should any such party make such request of you in connection with any violation of exam rules.  I agree  Disagree
2. You agree that you will be held accountable for any and all infractions associated with identity misrepresentation and agree to participate in the disciplinary process supported by the test sanctioning body should any such party make any request of you.  I agree  Disagree
3. You understand that by using any of the features of the examity web site and services, you act at your own risk, and you represent and warrant that (a) you are the candidate who is authorized to take the applicable exam and (b) the identification you have provided is completely accurate and you fully understand that any falsification will be a violation of these terms of use and will be reported to the appropriate test sanctioning body.  I agree  Disagree
4. You acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams. You agree that no one other than you will appear on your webcam or computer screen. You understand acknowledgment that such data, along with your test answers, will be stored, retrieved, analyzed and shared with the test sanctioning body, in our discretion, to ensure the integrity of the exams.  I agree  Disagree

Standard Rules	
Alone in room	
Clear Desk and Area	
Connected to a powersource	
No phones or headphones	
No dual monitors	
No leaving seat	
No talking	
Webcam, speakers, and microphone must remain on throughout the test.	
The proctor must be able to see you for the duration of the test.	<input checked="" type="radio"/> I agree

**Next**

Once you have finished the authentication process, click **"Begin Exam"**. Your proctor will enter the password for you. Once the password has been entered, you are ready to begin!

Welcome: John Smith | Student | Eastern Time :07/13/2021 12:37 PM

tenable examity BETTER TEST INTEGRITY

Dashboard Start Exam My Profile Schedule Exam Reschedule/Cancel Logout |Email Support| Phone Support: 855-EXAMITY

### Begin Exam

1 examiSHOW 2 examiKNOW 3 User Agreements 4 **Begin Exam**

**Exam ID : 3171000027**

**Begin Exam**



## ABOUT TENABLE

Tenable® is the Cyber Exposure company. Approximately 40,000 organizations around the globe rely on Tenable to understand and reduce cyber risk. As the creator of Nessus®, Tenable extended its expertise in vulnerabilities to deliver the world's first platform to see and secure any digital asset on any computing platform. Tenable customers include approximately 60 percent of the Fortune 500, approximately 40 percent of the Global 2000, and large government agencies. Learn more at [www.tenable.com](http://www.tenable.com).