



## TENABLE UNIVERSITY

# INSTRUCTIONS FOR VIRTUAL CLASSES OR CERTIFICATION EXAMS

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# TENABLE UNIVERSITY INSTRUCTIONS

## Log in to Tenable University

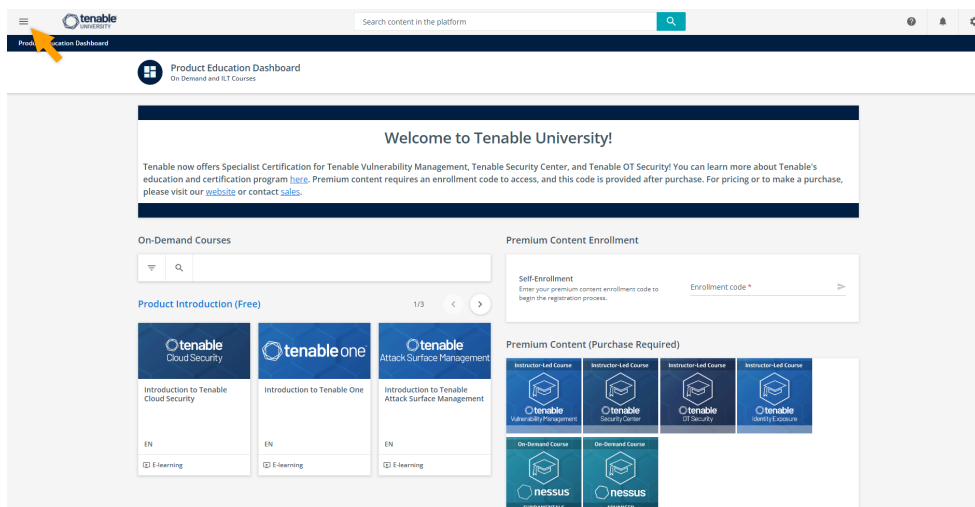
1. Using an HTML5-compliant browser, navigate to <https://university.tenable.com/>

If a Tenable Support Portal or Tenable Community login exists, the same credentials can be used to access Tenable University. Otherwise, click the **Create an Account** tab to create a new account.

## Setting Local Time Zone and Updating Profile

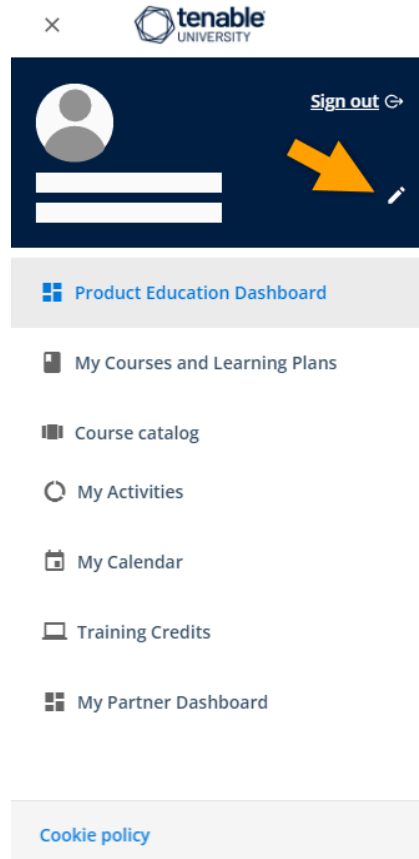
Once logged into a Tenable University account, updating the user profile to the local time zone is recommended.

2. Click the **User Menu** in the upper-left corner of the main dashboard.





3. Then, click the **My profile** icon.

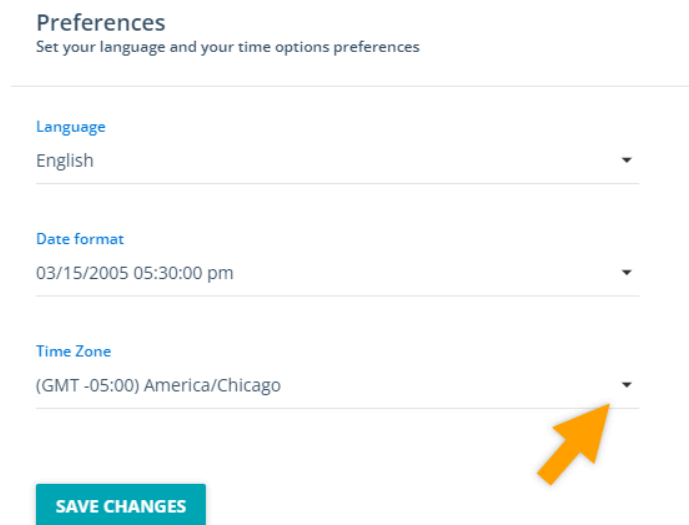


4. On the next screen, click the **Preferences** section and select the local **Time Zone** from the drop-down menu.

5. Click the **Save Changes** button.

6. Click the **Personal Info** section to enter the **First** and **Last Name** in the appropriate fields.

7. Click the **Save Changes** button.





## Using an Enrollment Code

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



### Tenable Training Enrollment Codes

Thank you for your recent Tenable Education purchase.

Your enrollment code(s) are:

#### Enrollment Code(s):

If you are not the end-user, please forward ONE enrollment code each, and the instructions below, to the individual(s) who will attend. For questions or assistance, please contact your CSM. You can find their name in your [Support Portal](#).

In addition, you can access your enrollment codes through the [Tenable Community](#).

#### INSTRUCTIONS:

Your training **must** be completed before the VALID THROUGH date noted next to each enrollment code. This means self-enrolling and attending the course prior to the 'valid through' date.

For ILT and OD Courses: - Create or login to your [Tenable University](#) account and apply your training Enrollment Code.

For Written and Practical Exams: - Create or login to your [Tenable University](#) account and apply your training Enrollment Code.

For a detailed walkthrough of the process, please refer to our enrollment [instructions document](#).

Reference Order ID: 268781727

Reference PO Number: 123

Since an enrollment code is assigned to the individual who uses it, one code should be distributed to each person wishing to attend training. Then, *that* individual needs to use the enrollment code. Enrollment codes are entered on the [My Enrollment Codes](#) page of Tenable University.

8. For Virtual Classes or On-Demand classes, enter the enrollment code in the **Redeem a Code** field, and then click the **Redeem** button. For certification exams, **do not enter enrollment codes here**. Instead, follow the [Certification Instructions](#).



## Enrollment Code Management

Redeem a code, choose your course, and manage enrollments.

Refresh

### Redeem a Code

Enter your enrollment code

Redeem

After a successful redemption, your codes will appear below.

[View Enrollment Code Help & Instructions](#)

If the provided enrollment code is valid, a confirmation will appear indicating that it has been redeemed.

## Enrollment Code Management

Redeem a code, choose your course, and manage enrollments.

Refresh

### Redeem a Code

Enter your enrollment code

Redeem

After a successful redemption, your codes will appear below.

Code redeemed successfully!

[View Enrollment Code Help & Instructions](#)

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

## ON-DEMAND INSTRUCTIONS

Once the code is redeemed (see instructions above), a course can then be selected for enrollment. In the screenshot below, the 'OD' type indicates that any of the available premium on-demand courses may be chosen.

KevinUniversalTest11042025-od	OD	Redeemed	Nessus Fundamentals On-Demand	08/01/2025	08/01/2028	Actions locked for On-Demand
			Enroll			
UniversalTest10142025-ilt	ILT	Redeemed	Tenable Security Center Specialist	08/01/2025	08/01/2026	Reset Code
			Enroll			



Once the desired course has been selected, click the **Enroll** button. Please note that the course cannot be changed after enrollment.

## VIRTUAL CLASS INSTRUCTIONS


Once the code is redeemed (see instructions above), a course can then be selected for enrollment. In the screenshot below, the 'ILT' type indicates that any of the available premium instructor-led courses may be chosen.

KevinUniversalTest11042025-od	OD	Redeemed	Nessus Fundamentals On-Demand	08/01/2025	08/01/2028	Actions locked for On-Demand
			Enroll			
UniversalTest10142025-ilt	ILT	Redeemed	Tenable Security Center Specialist	08/01/2025	08/01/2026	Reset Code
			Enroll			

Once the desired course has been selected, click the **Enroll** button. Next, click the **Choose session** button from the pop-up to select the desired date and time to attend. Additional details can be found in the [Register for a Session](#) section.

### You're enrolled!

You're enrolled in Tenable Security Center Specialist (Instructor-Led). Next: open the course page to schedule a session. If you aren't yet ready to schedule your session, you can come back here later.

Choose SessionDone

### Change a Class

If an instructor-led course was selected and a different class is preferred, the course can be unenrolled from and another selected, provided that:

- The code has not expired, been completed, or been marked as not attended
- The previously chosen session dates have not passed

**For example**, if switching from a Tenable Vulnerability Management course to a Tenable Cloud Security course, click the **Unenroll** button to enable selection of an alternative instructor-led course.


## Register for a Session

Once enrollment in the desired course is complete, registration for a course session is required.

1. Click the course name in the table to schedule it.
2. Click the **CHOOSE SESSION** button:


Enrollment options ^


Enrolled

 Missing session enrollment  
Select a session and enroll

**CHOOSE SESSION**

Course details ^

 **Time to complete**  
90 days from your last session

 **Course ID**  
W-602L41

3. From the list, select the desired session and click **CONFIRM**.



- The status of the enrollment code will update to reflect the scheduled session.
- Select the desired session, noting the region and the dates on which each session is offered.



#### Tenable Security Center Expert

Participants in this premium two-day course will build on their previous Tenable Security Center Specialist instruction to advance their usage of the Tenable Security Center platform's powerful capabilities. Content for the instructor-led course includes deploying Tenable Security Center in large and extremely large-scale environments, tuning Tenable Security Center for maximum performance, using the Tenable Security Center API with pyTenable, and importing Tenable Security Center data into Tenable Lumin for Cyber Exposure risk analysis.

**Please Note:** Classes listed in the **LATAM** region will be taught in Spanish.

[Show Less](#)

You have not selected a session yet. Please select one, and click Enroll into this session.

VIRTUAL | Australia/Sydney | APAC | SC EXPERT  
START 07/15/2024 → END 07/17/2024  
(GMT -05:00) America/Chicago

VIRTUAL | America/New\_York | AMER | SC EXPERT  
START 07/24/2024 → END 07/25/2024  
(GMT -05:00) America/Chicago

VIRTUAL | America/New\_York | AMER | SC EXPERT  
START 09/11/2024 → END 09/12/2024  
(GMT -05:00) America/Chicago

VIRTUAL | GMT+3 | EMEA  
START 09/23/2024 → END 09/24/2024  
(GMT -05:00) America/Chicago

**Note:** Click any session to view its start times and duration of instruction.

- Click **ENROLL INTO THIS SESSION** to make a selection.

VIRTUAL | America/New\_York | AMER | SC EXPERT

Instructors  
Greg Tepe

Day 1 - VIRTUAL | America/New\_York | AMER | SC EXPERT

07/24/2024 ⌚ Your Time  
08:00 am - 04:00 pm  
(GMT -05:00) America/Chicago

Day 2 - VIRTUAL | America/New\_York | AMER | SC EXPERT

07/25/2024 ⌚ Your Time  
08:00 am - 04:00 pm  
(GMT -05:00) America/Chicago

**ENROLL INTO THIS SESSION**





Enrollment in the selected session is now complete. Email reminders will be sent one week, one day, and one hour before the session begins.



Tenable Security Center Expert

Session: [VIRTUAL | America/New\\_York | AMER | SC EXPERT](#)



This course is not yet completed.

[OVERVIEW](#)

[CONTENT](#)

You must attend at least 2/2 events to complete this session

07/24/2024

[Day 1 - VIRTUAL | America/New\\_York | AMER | SC EXPERT](#)  
🕒 08:00 AM - 04:00 PM  
(GMT -05:00) America/Chicago



07/25/2024

[Day 2 - VIRTUAL | America/New\\_York | AMER | SC EXPERT](#)  
🕒 08:00 AM - 04:00 PM  
(GMT -05:00) America/Chicago



#### Course Description

Participants in this premium two-day course will build on their previous Tenable Security Center Specialist instruction to advance their usage of the Tenable Security Center platform's powerful capabilities. Content for the instructor-led course includes deploying Tenable Security Center in large and extremely large-scale environments, tuning Tenable Security Center for maximum performance, using the Tenable Security Center API with pyTenable, and importing Tenable Security Center data into Tenable Lumin for Cyber Exposure risk analysis.

**Please Note:** Classes listed in the **LATAM** region will be taught in Spanish.

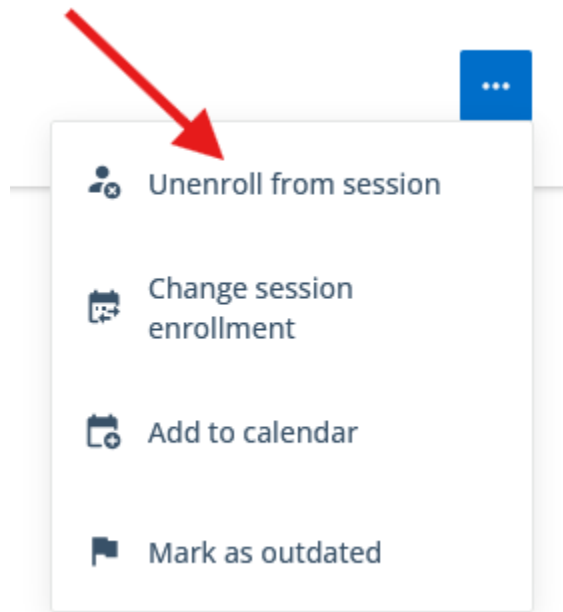
**Please Note:** Self-enrollment in a session is available until 11:59 PM on the day before the course start date (in the session's time zone). Once the start day arrives, registration closes automatically, and no changes can be made.

## Changing Enrolled Session

If attendance is not possible for a registered class session, two options are available. If a new preferred session has already been identified, registration can be changed directly to that session. If the original session cannot be attended but a new session has not yet been selected, unenrollment is possible, allowing another session to be chosen later.



To change or unenroll from a session, navigate to the course in Tenable University. If a session is already registered, the following icons will appear in the upper-right corner of the page:



If a new preferred session has already been identified, select **Change session enrollment**.

To unenroll from the current session and choose another later, select **Unenroll from session**. This action removes the existing session enrollment, allowing another session to be selected at a later time using the same process applied for the initial selection.

## Next Steps

Before the class begins, proper preparation is required. Students should have 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 class time arrives, log in to Tenable University and return to the course. The **Upcoming** button will be replaced with a **Join Webinar** (*Zoom Session*) button, which allows entry into the class up to 15 minutes before the start time.




Tenable Security Center Expert  
Session: [VIRTUAL | America/New\\_York | AMER | SC EXPERT](#)

 This course is not yet completed.

OVERVIEW

CONTENT

 You must attend at least 2/2 events to complete this session

07/24/2024

Day 1 - [VIRTUAL | America/New\\_York | AMER | SC EXPERT](#)  
🕒 08:00 AM - 04:00 PM  
(GMT -05:00) America/Chicago

UPCOMING

▼

## Completion Certificate

After all sessions of a course have been attended, a button will appear allowing the Certificate of Completion to be downloaded. Navigate to the course and click the button shown below.



Tenable Security Center Expert

Session: [VIRTUAL](#) | [America/New\\_York](#) | [AMER](#) | [SC EXPERT](#)



Course completed on 07/25/2024

[DOWNLOAD YOUR CERTIFICATE](#)

[OVERVIEW](#)

[CONTENT](#)

You must attend at least 2/2 events to complete this session

07/24/2024

[Day 1 - VIRTUAL | America/New\\_York | AMER | SC EXPERT](#)

08:00 AM - 04:00 PM  
(GMT -05:00) America/Chicago



07/25/2024

[Day 2 - VIRTUAL | America/New\\_York | AMER | SC EXPERT](#)

08:00 AM - 04:00 PM  
(GMT -05:00) America/Chicago



## Where are My Codes?

If the **My Enrollment Codes** page is displayed and no codes appear, an enrollment code must be redeemed first. If codes have been assigned to the organization, a clickable notification may appear:

### Enrollment Code Management

Redeem a code, choose your course, and manage enrollments.

[Refresh](#)

#### Redeem a Code

Enter your enrollment code

[Redeem](#)

After a successful redemption, your codes will appear below.

Code redeemed successfully!

[View Enrollment Code Help & Instructions](#)

#### My Codes

[Your organization has 6 codes assigned to it](#)

Code	Type ▼	Status	Product	Valid From	Valid To	Actions
------	--------	--------	---------	------------	----------	---------



A pop-up similar to the following will appear:

## Organization Codes

Close

Summary of enrollment code statuses assigned to your organization. If you wish to redeem an unused code, please reach out to one of the following service contacts.

### Status summary

Unused (3)

Expired

Redeemed

Subscribed

### Type summary

ILT (3)

OD (2)

EXAM

### Expiration summary

2026-08-01 (4)

2027-06-28

2028-08-01

Expired

Expiring ≤30 days

Future

### Service contacts

[sc1@tenable.com](mailto:sc1@tenable.com)

[sc2@tenable.com](mailto:sc2@tenable.com)

In this example, the overview indicates that the organization has five assigned codes, three of which are currently unused. Two codes are designated for on-demand courses and three for instructor-led training.

To redeem a code, contact one of the service contacts listed at the bottom of the pop-up and request a code.

If listed as the services contact for any enrollment codes, the view will be enhanced to display the individual enrollment codes available.



Organization Codes

Close

Summary of enrollment code statuses assigned to your organization. If you wish to redeem an unused code, please reach out to one of the following service contacts.

Status summary

- Unused (3)
- Expired
- Redeemed
- Subscribed

Type summary

- ILT (3)
- OD (2)
- EXAM

Expiration summary

- 2026-08-01 (4)
- 2027-06-28
- 2028-08-01
- Expired
- Expiring ≤30 days
- Future

You are the services contact for the following codes

Enrollment Code	Type	Status	Expiration
REDACTED	OD	Unused	2026-08-01
REDACTED	ILT	Unused	2026-08-01
REDACTED	ILT	Expired	2027-06-28
REDACTED	OD	Redeemed	2028-08-01

Service contacts

- 
- sc1@tenable.com
- sc2@tenable.com



## CERTIFICATION INSTRUCTIONS

### Proctoring Service

Tenable uses ProctorU to proctor certification exams. Instructions are provided below. For assistance, please contact ProctorU via their chat at <https://auto.proctoru.com/chat/>

### ProctorU Technical Requirements

Before the exam, confirm that ProctorU's technical requirements are met.

Browser:

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

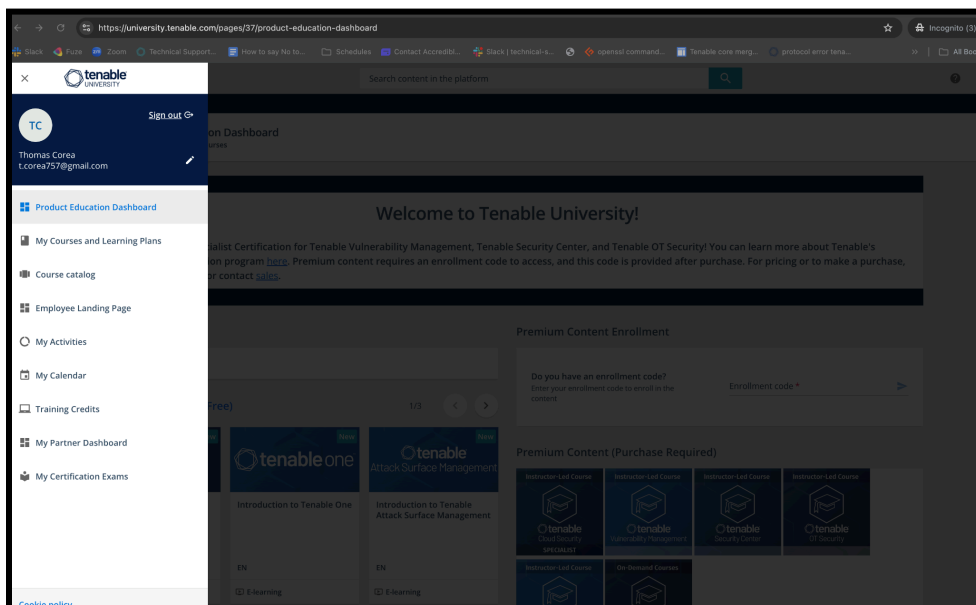
Equipment:

- Personal desktop or laptop computer **(required)**
- 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


### Navigating to Tenable University

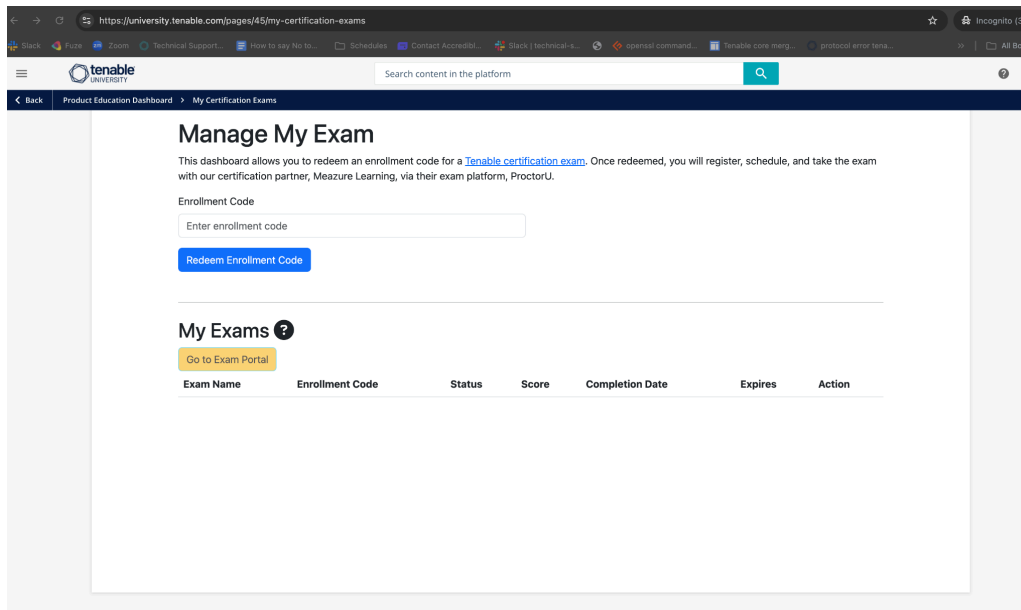
An email from Tenable will be sent containing the enrollment code. This enrollment code enables scheduling and completion of the exam.

7. First, log in to <https://university.tenable.com>

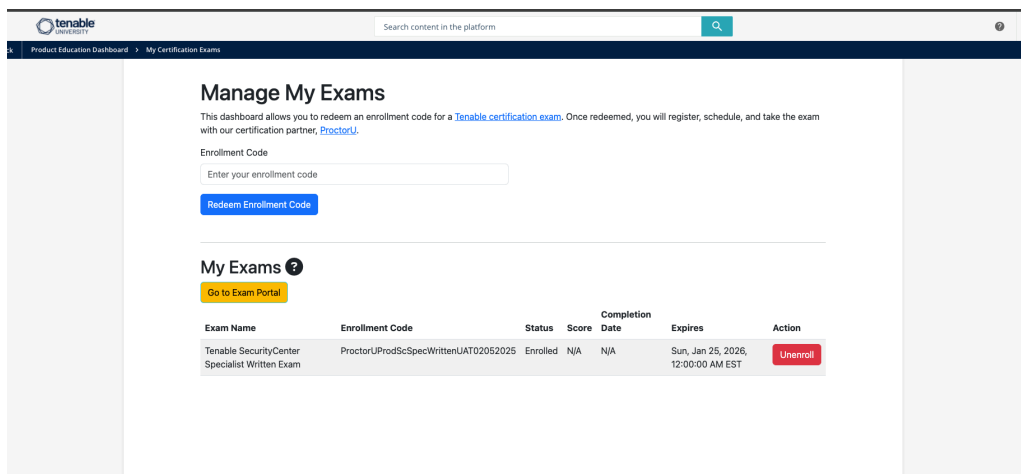




- Click this icon  at the top-left corner of the screen.
- Then, click **My Certification Exams**. The page will then redirect to **Manage My Exam**.



- Enter the exam code in the **Enrollment Code** text field and click **Redeem Enrollment Code**.



- Under **My Exams**, click **Go to Exam Portal**. The page will then redirect to the **ProctorU** page.





ProctorU

Please Review Our Following Terms

ProctorU has updated their terms and or privacy policy. Please click the links below to review.

☒ By checking this box, you agree to ProctorU's [Terms of Service](#) and [Privacy Policy](#).

[Back](#) [Sign in](#)

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All rights reserved  
[Privacy Policy](#) · [Terms of Service](#)

- On the ProctorU page, click the **Sign in** button. The page will then redirect to the **Account Settings** page.

My Sessions My Orders Support

My Account

**General Settings**

Username \*

Email \*

Legal First name \*

Legal Last name \*

Phone \*

Country \*

State/ Province/ Region \*

Time Zone \*

Preferred Language

**Enrollments**

Institution *
<input type="text" value="Tenable"/>

[Remove Enrollment](#)

[Add Enrollment](#)

[Update Account](#)

**Form Legend**

- [General Settings](#)
- [Enrollments](#)
- [Change Password](#)

- Complete the profile for ProctorU and click the **Update Account** button. The page will then redirect to the main **ProctorU** page.



The screenshot shows the ProctorU dashboard for a user named Thomas Corea. At the top, there's a navigation bar with links for My Sessions, My Orders, and Support. Below this, a green banner indicates 'Account updated.' The main content area features four action buttons: 'Have Questions?', 'Test Your Equipment', 'Download Guardian', and 'Schedule New Session'. A section titled 'Scheduled Appointments' contains a table with columns for Active Exams, Testing Center Information, Date & Time, Type, Status, and Actions. The table lists a 'Tenable SecurityCenter Specialist Written' exam, which is 'Online', 'Live', and 'Pending'. A 'Schedule' button is visible next to the exam entry. The footer includes links for ProctorU, My Account, and Support, along with a copyright notice for ProctorU, Inc. © Copyright 2025.

## Scheduling Your Exam

**PLEASE NOTE:** Enrollment codes are one-time use. Once they are entered into ProctorU, they cannot be redeemed by another user.

1. Click the blue **Schedule** button on the ProctorU dashboard. Select the date and time desired to take the exam:

The screenshot shows the ProctorU exam scheduling interface. The top section displays the exam title 'Tenable SecurityCenter Specialist Written' with a 'Live' tag. Below this, the exam details are shown: '2/6/25 12:26PM EST - 1/24/26 7:00PM EST', '120 minutes', and 'Ucard' and 'Tenable' as options. A 'Select a Date and Time to Search' section is visible, featuring a calendar for February 2025. The date '6' is selected. Below the calendar, there are dropdowns for the time (12:26) and a radio button for PM. A 'Submit Search' button is at the bottom. A message on the right states: 'Please select a date and time on the left. Once you have selected a date and time, please click Submit Search.'



2. Once the date and time have been selected, click **Submit Search**.
3. From here, select a session. Then, schedule it by clicking the **Schedule** button. Once the exam has been scheduled with the proctor, a **Successful Registration** prompt will appear.

https://api.proctoru.com/students/order/receipt?id=64816418

Update complete.

Slack Fuze Zoom Technical Support... How to say No to... Schedules Contact Accredited... Slack | technical-s... opensl command... Tenable core merg... protocol error tena... All Book...

proctoru Select language Thomas Corea

My Sessions My Orders Support My Cart

Reservation complete.

**Your order was successful!** Print Receipt

Here are some resources to help you get ready

[Download Guardian Browser](#)  
You will be taking your exam in the Guardian Browser, so installing it ahead of time is recommended. Guardian will also test your system's hardware and software to make sure they are ready for exam day.

[Check Out Our Online Guides](#)  
Our Help Center has useful guides and videos that can help you make sure you're ready for exam day and answer any questions you may have.

Order #64816418

Live+ Tenable SecurityCent...  
[See Details >](#)

Take it soon

ProctorU  
[About](#)  
[Privacy Policy](#)  
[Terms of Service](#)

My Account  
[Account Settings](#)  
[Password Settings](#)  
[Notification Settings](#)

Support  
[Support](#)  
[URL Redirection Service](#)  
[Test Your Equipment](#)  
[Resource Center](#)

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If any problems occur, please email [university@tenable.com](mailto:university@tenable.com). Be sure to provide the **Enrollment Code!**

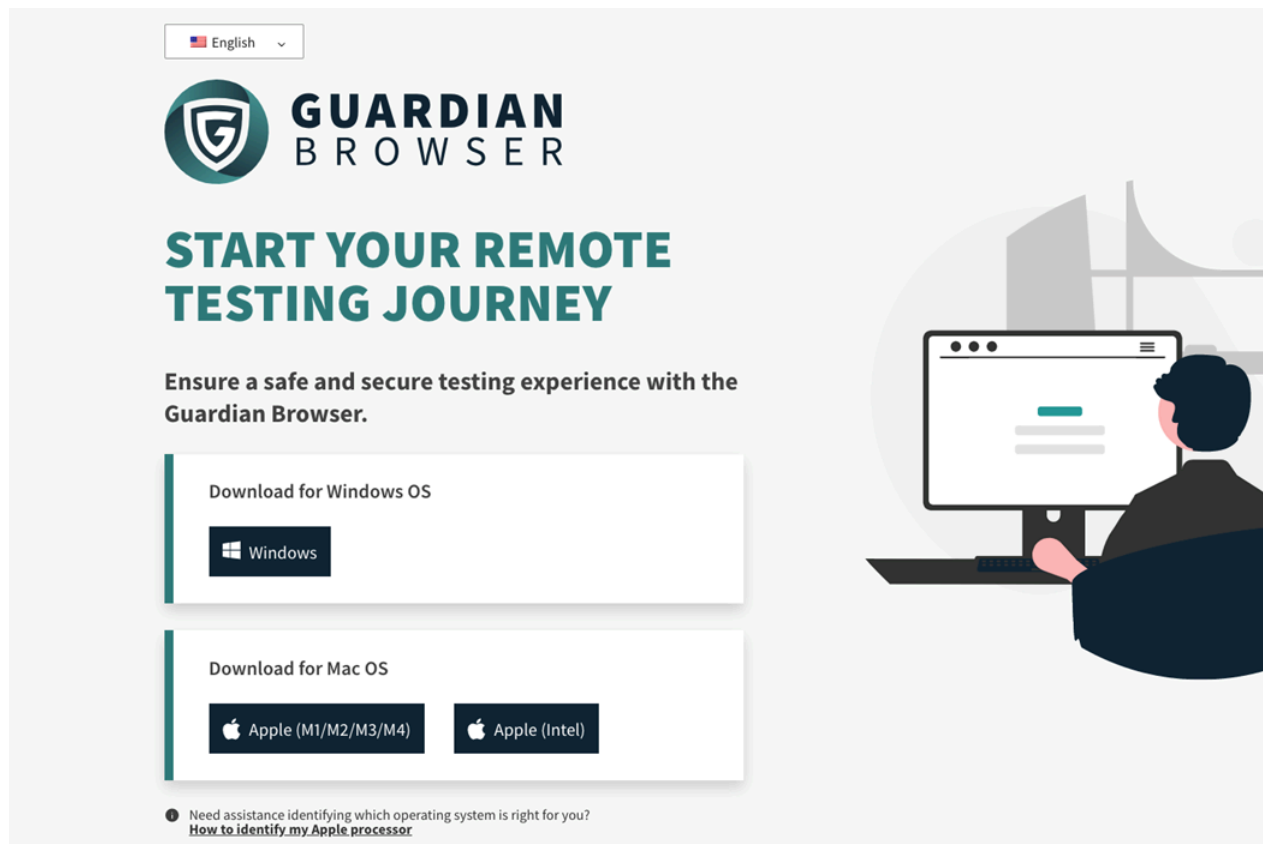


## Installing the Guardian Browser

The Guardian Browser **must** be installed in order to take the exam! Without it, the exam will not function.

Here is the link to install the Guardian Browser: <https://guardian.meazurelearning.com/>

**NOTE:** Using a personal computer that is not connected to a company network is highly recommended.



## ABOUT TENABLE

Tenable is the exposure management company, exposing and closing the cybersecurity gaps that erode business value, reputation and trust. The company's AI-powered exposure management platform radically unifies security visibility, insight and action across the attack surface, equipping modern organizations to protect against attacks from IT infrastructure to cloud environments to critical infrastructure and everywhere in between. By protecting enterprises from security exposure, Tenable reduces business risk for approximately 44,000 customers around the globe. Learn more at [tenable.com](https://tenable.com).