

Creating Accounts in GED Manager™

PURPOSE: To provide instructions on creating an account for your Corrections or Youth Challenge students in just a few easy steps.

Before You Proceed

- Check and see if the Tester already has an account in the '**Manage Student**' section of GED Manager™. If so, do not create an account for the Tester.
- Be sure to have the correct demographic information for the account being created, especially SSN as it is difficult to edit this information.
- Decide on the email address you will enter on the Tester's account. In most cases the email address will be an examiner's work email address. You should not be entering a personal email address.

Creating an Account

1. After logging into GED Manager™, click on the '**Manage Student**' tab at the top of the screen and then click on '**Create Student**' (See Figure 1).

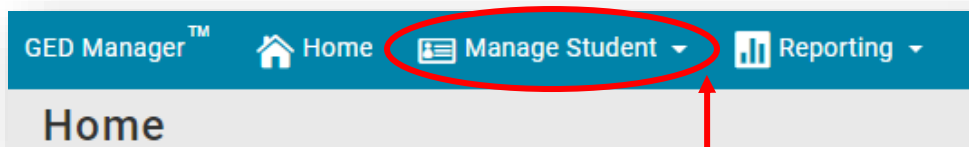


Figure 1: 'Manage Student'

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2. The 'Create Student' screen will then appear (See Figure 2).

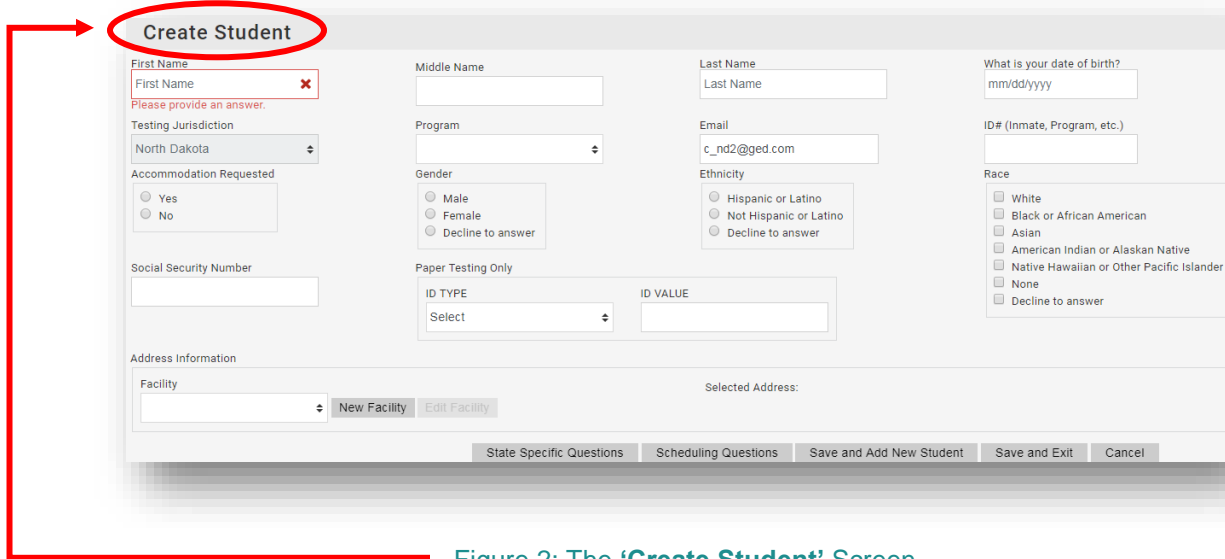


Figure 2: The 'Create Student' Screen

3. Enter the Tester's 'First Name' (3.1), 'Last Name' (3.2) and 'Date of Birth' (3.3) (See Figure 3).

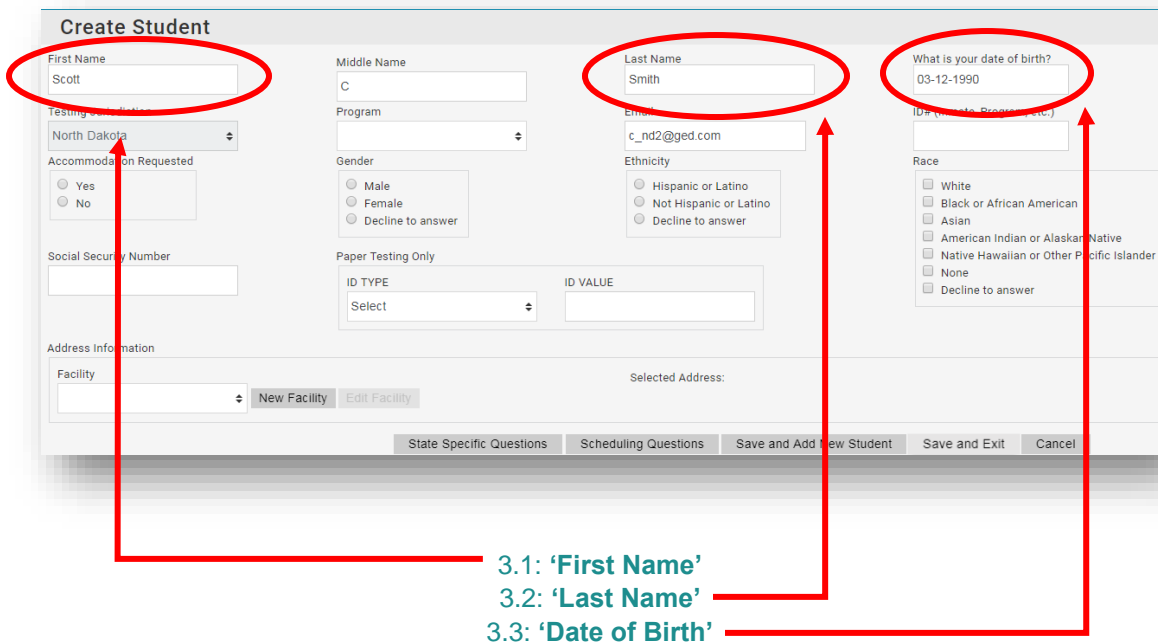
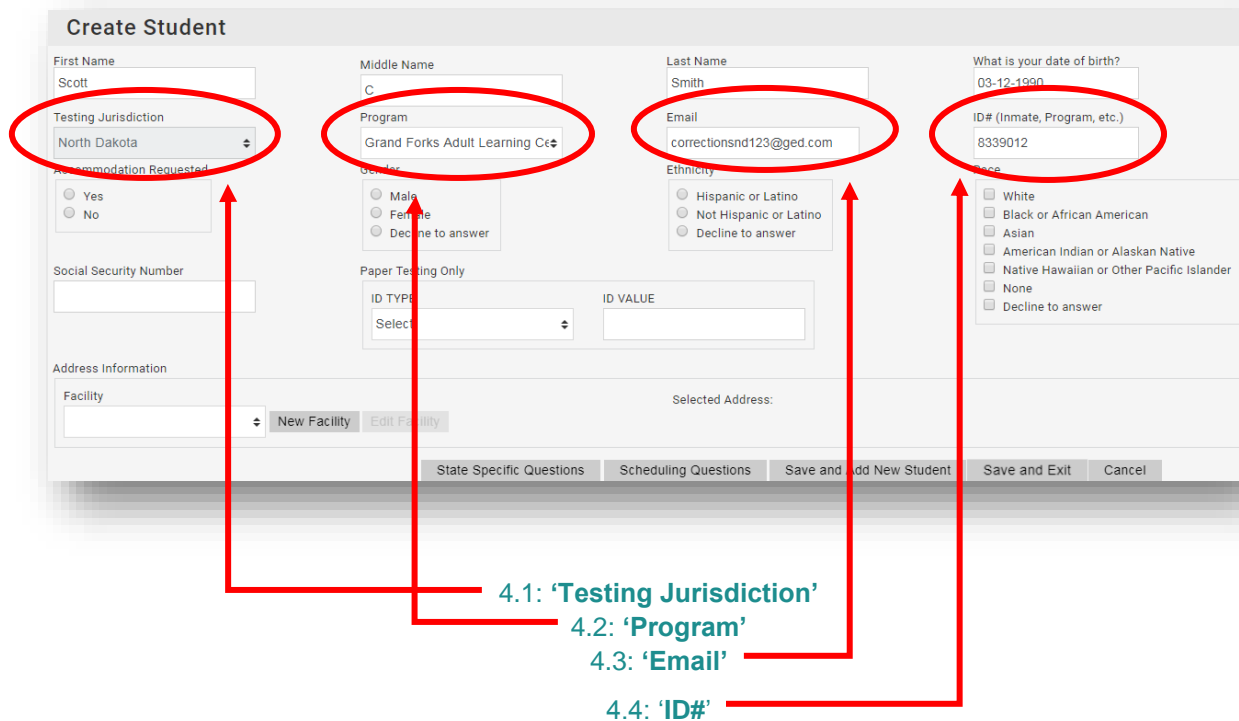


Figure 3: The 'Create Student' Screen

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NOTE: 'Middle Name' is not a required field but you can enter the full middle name or an initial in this column if desired.

- Your 'Testing Jurisdiction' (4.1) and 'Program' (4.2) should be listed and the 'Email' (4.3) address for the Tester should default to your work email address. (See Figure 4).



The screenshot shows the 'Create Student' form with the following fields highlighted by red circles and arrows:

- 4.1: 'Testing Jurisdiction'**: A dropdown menu showing 'North Dakota'.
- 4.2: 'Program'**: A dropdown menu showing 'Grand Forks Adult Learning Cc'.
- 4.3: 'Email'**: A text field containing 'correctionsnd123@ged.com'.
- 4.4: 'ID#'**: A text field containing '8339012'.

Other visible fields include: First Name (Scott), Middle Name (C), Last Name (Smith), Date of Birth (03-12-1990), Gender (Male/Female/Decline to answer), Ethnicity (Hispanic or Latino/Not Hispanic or Latino/Decline to answer), Social Security Number, and Facility selection.

Figure 4: The 'Create Student' Screen

NOTE: To edit this address, click in the field and type a new address. DO NOT use a personal email address.

- Enter the 'ID#' (the Tester's Inmate or Program number). Sometimes this is a series of numbers or a series of numbers and letters (See Figure 4.4).

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6. The next few questions cover basic demographic information and capture any need for testing accommodations. Enter the answer for the ‘**Accommodations**’ (6.1) question and enter the ‘**Gender**’ (6.2), ‘**Ethnicity**’ (6.3) and ‘**Race**’ (6.4) information. If a Tester does not want this information known, you can choose ‘**Decline to answer**’ on their behalf (See Figure 6).

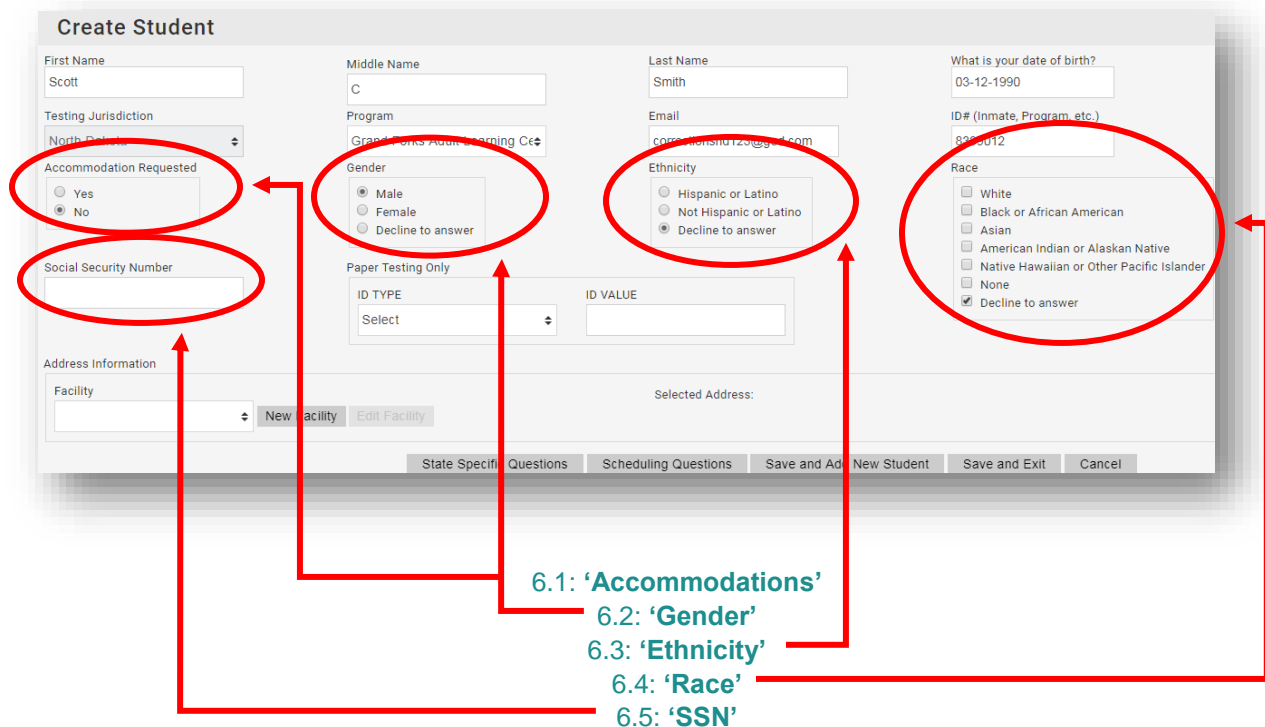


Figure 6: The ‘Create Student’ Screen

IMPORTANT: Paper testing only section.

DO NOT enter any information in the ‘Paper Testing Only’ section that lists ‘ID Type’ and ‘ID Value’ boxes.

7. Enter the ‘**Social Security Number**’. Be sure that the number you enter is correct. If the SSN is not available, please leave blank (See Figure 6.5).

NOTE: Only the last four digits of the SSN number will be visible to anyone after the account is created.

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8. First time users, see directions in 8-a. Return users see directions in 8-b.
 - a. The first time you create an account, you will be asked to complete the **'Address Information.'** This includes the complete address of your facility as well as your phone number. This only needs to be done for the first account you create (See 8-a in Figure 8). The system will then save this address and it will be available, as the default for each additional account you create. To add a new address, click on the **'New Facility'** button (See 8-b in Figure 8)
 - i. The **'Add New Address'** window will appear (See Figure 8-c). Enter the facility name, full address and phone number and click **'OK'**. Please note that you cannot enter any dashes or spaces when inputting the phone number.
 - b. Return users can select their facility from the drop down box.

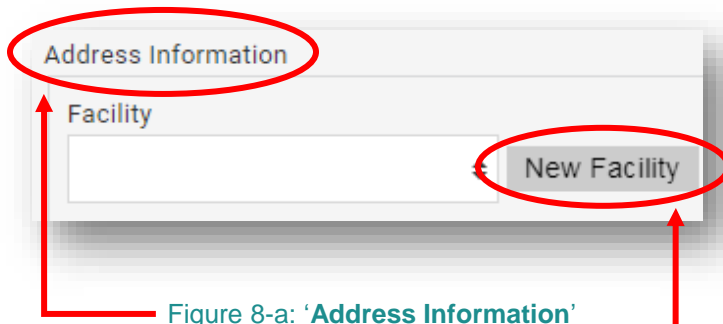


Figure 8-a: **'Address Information'**

Figure 8-b: **'New Facility'** button

Figure 8: New facility address information

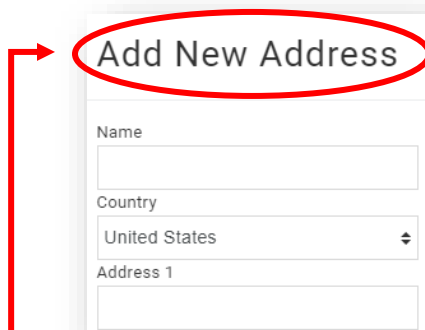


Figure 8-c: **'Add New Address'** window

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9. After all of the information is added a new button will appear in the lower right section of the screen to the left of the 'Save and Add New Student' button. Click on the 'Scheduling Questions' button to answer the remaining questions (See Figure 9).

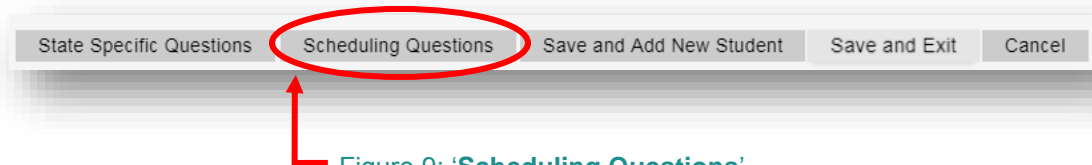


Figure 9: 'Scheduling Questions'

9-a. For each of these questions there is a drop down menu. Be sure to answer each question and then click the 'OK' button when you are done (See Figure 9-a).

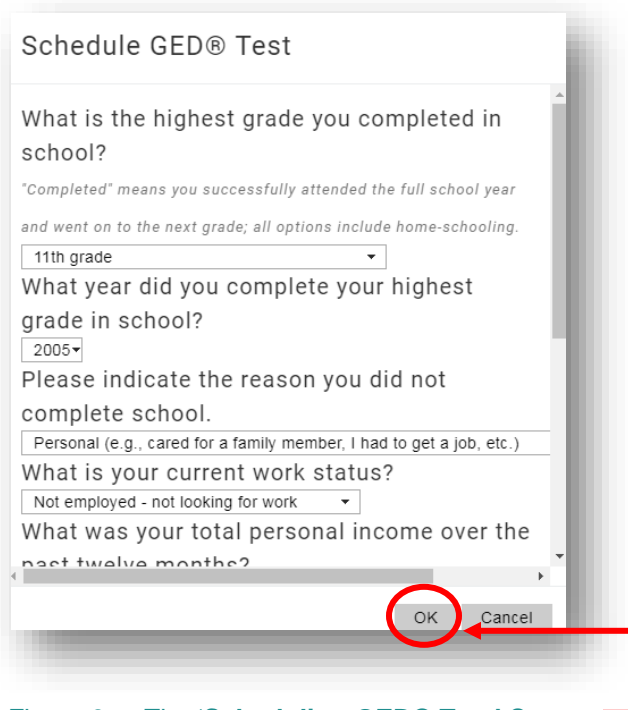


Figure 9-a: The 'Scheduling GED® Test' Screen

! IMPORTANT: State Specific Questions.

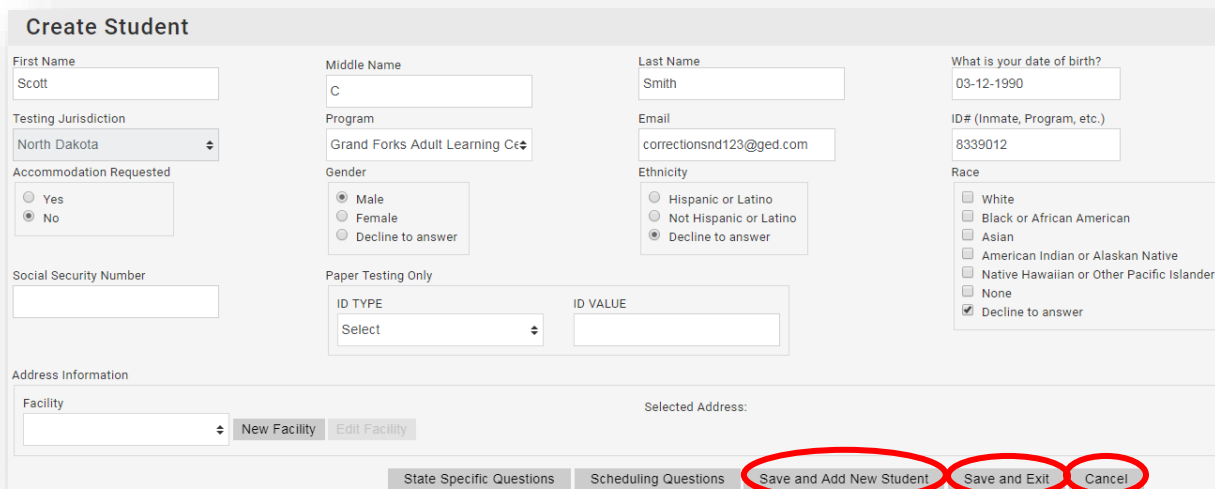
Depending on what jurisdiction/state the Tester is testing in, there might be 'State Specific Questions' that need to be answered. If this is the case, a button will appear and you must answer all questions listed. **Please note that all scheduling questions MUST be completed before you can schedule a test for the Tester in Registration Manager.**

Creating Accounts in GED Manager™

10-a. If you would like to create additional accounts click on **'Save and Add New Student'**. The information that you just entered will appear on the bottom half of the screen and you can go ahead and enter information for the next account (10-a).

10-b. If you don't have any other accounts to create at this time click on **'Save and Exit'** (10-b).

10-c. If you realize that you don't have all the information you need to finish creating an account or need to double check what their DOB, SSN, or correct spelling of their name is, you should click **'Cancel'** to exit without saving (10-c).



The screenshot shows the 'Create Student' form with various input fields for personal and identification information. At the bottom of the form, three buttons are circled in red: 'Save and Add New Student', 'Save and Exit', and 'Cancel'. Red arrows point from these buttons to the corresponding instructions below.

10-a: **'Save and Add new Student'**

10-b: **'Save and Exit'**

10-c: **'Cancel'**

Figure 10: The **'Create Student'** Screen

Corrections Account Checklist

- Demographic Information:
 - Correct spelling of Tester's Name
 - Tester's DOB
 - Tester's Program/Inmate ID Number
 - Tester's full SSN
 - Answers to the following scheduling questions.
 - What is the highest grade you completed in school?
 - What year did you complete your highest grade in school?
 - Please indicate the reason you did not complete school?
 - What is your current work status?
 - What was your total personal income over the past twelve months?
 - Did you study to take the GED® test (e.g., on your own or in a classroom)?
 - What is your *main* reason for taking the GED® test?
 - Who or what was the *main* factor that convinced you to take the GED® test?
 - What is the primary language you speak at home?
- ***Sheets with these questions on it are available from help@gedtestingservice.com***



IMPORTANT: Additional Questions

If you have any questions about creating accounts please email help@ged.com.