Manage GED Prep Connect Enrollment Tab

PURPOSE: To provide direction on how to look up and provide status for “interested” Students in GED Manager™.

NOTE: The Manage GED Prep Connect Enrollment function in GED Manager™ allows you to view Students that expressed interest in your program and enter a status for them.

How to use the Manage GED Prep Connect Enrollment Tab

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

2. The next screen you see will look like this. The system will default to show you all Students who are currently enrolled in your program. Go to the ‘GED Prep Connect Enrollment Status’ search field and use the drop down arrow to select ‘Interested’. All Students who have selected your Prep Center and whose status has not yet been updated to ‘Enrolled’, ‘Contacted’, ‘Dismissed’ or ‘Credentialed’ will be listed here. As you can see the Student’s email address and phone number is listed here so you have the information you need to contact the Student and give them more information about your program (See Figure 2).

NOTE: The Manage GED Prep Connect Enrollment function in GED Manager™ allows you to view Students that expressed interest in your program and enter a status for them.
3. Once contacted, you can edit the Student’s status (by clicking on the ‘Edit’ button (See Figure 3A)) and make notes about the Student. Be sure to click ‘Confirm’ when you are done. The Student’s status will be updated immediately after you click on this button. (See Figure 3B).

**NOTE:** The 5 statuses:

- **Interested:** When a Student selects your program from his GED.com account, his/her default status is Interested.
- **Enrolled:** You have contacted the Student and determined that he/she will enroll in your program.
- **Contacted:** You have attempted to contact the Student through phone or Email.
- **Credentialed:** All of the Students listed here have earned their GED®.
- **Dismissed:** You contacted the Student and he/she is not interested in your program. You can choose from several dismissed reasons, including Unable to Contact, Not Interested, No Show, Dropped Out, Transferred or Other.
4. If you and other Adult Educators at your center have added comments/notes to any Student accounts you will see a note icon (to the right of their status) when their name is featured below the blue bar. You can hover over the icon to view the comments that any of you have made (See Figure 4).

![Figure 4: Comment Icon](image)

5. If you are associated with more than one Adult Education program, you can see all your programs listed in the ‘GED® Test Prep Center’ column (provided you have approval from your State Administrator). If you are aligned to just one program, you will only see your program name in this column (See Figure 5).

![Figure 5: ‘GED® Prep Center’](image)

6. If you are searching for a specific Student, you can search by ‘Last name’, ‘First Name’, ‘City’, ‘Phone Number’, ‘Date of Birth’, ‘Email’ or ‘GED ID’ (See Figure 6).
7. When you click on the Student’s name in your results list, you will see additional demographic information and a listing of their GED Ready and GED Test scores (See Figure 7).

Figure 6: ‘Student Search’

Figure 7: Demographic Information/Test Scores

IMPORTANT: Additional Questions

If you have any questions about the "Manage GED Prep Connect Enrollment Tab" in GED Manager please email help@ged.com