

How to Access GED Analytics™ via GED Manager™

What is GED Analytics™? GED Analytics™ provides access to real-time information to help track performance, create reports, and manage successful state and local GED® programs. All first-time users must access GED Analytics™ using their GED Manager™ account.

! **IMPORTANT:** Your GED Administrator™ determines who in your state has access to GED Analytics™.

The administrator submits the names and email addresses of all authorized users to GED Testing Service to set up their GED Manager™ account with GED Analytics™ access.

Steps To Access your GED Manager™ Account

1. Now that you are approved to be a GED Analytics™ user, click on the link in the email that this document is attached to.
2. This will take you to the GED Manager™ log in page.
3. From the log in page, select **“Forgot Password”** (See Figure 1).



Figure 1: **“Forgot Password”**

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4. You can now log into GED Manager™ with this account to get to GED Analytics™.
5. You will be informed that an email will be sent to the address used to log into GED Manager™. That email will prompt you to reset your password. When you receive the email to re-set your password, click the link that allows you to enter a new password.
6. Check the Terms and Conditions box to indicate that you have read and agree to the Terms and Conditions
7. Create a unique password and click **“Change Password”** (See figure 7). Please note that you will not be asked to change your password. You will only have to change it if you get forget your password in the future.

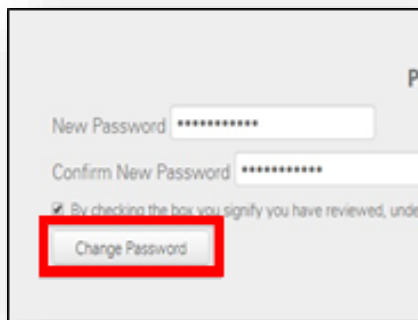


Figure 7: **“Change Password”**

Steps to Access GED Analytics™

1. Once logged into GED Manager™, click on the small box with the blue arrow in the upper left corner to access the drop-down menu.
2. Select GED Analytics™ (See figure 2) from the menu items.

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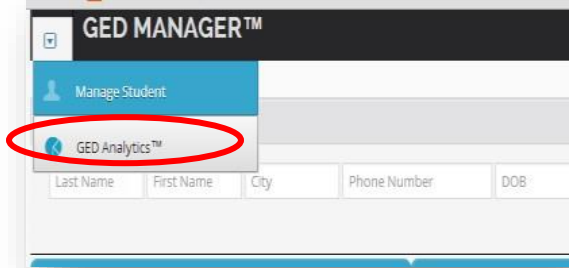


Figure 2: “GED Analytics™”

3. You will be transferred to GED Analytics™. This process may take a few seconds the first time you access the system. Once in GED Analytics™, and can use this tool to look up aggregate test-taker data.

 **NOTE:** GED Analytics™ will log you out after an hour of inactivity for security purposes.

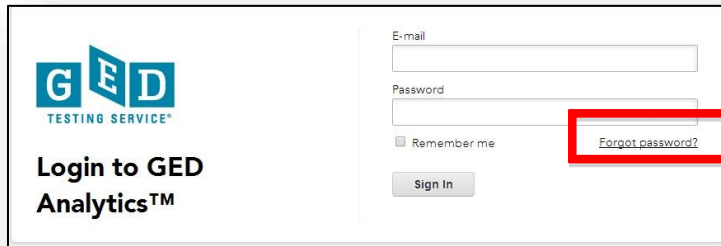
To log back in, return to the GED Manager™ login page at www.ged.com/gedmanagerLogin and select “GED Analytics™” from the drop-down menu. You will not be able to log into GED Analytics™ directly until you complete the previous steps.

Steps to Set-up Direct Access to GED Analytics™

You can continue to access GED Analytics™ from GED Manager™. If you would like to create a more direct route to access GED Analytics™, please follow the steps below.

1. Go to the GED Analytics™ log in page at www.GEDanalytics.com
2. Click on “Forgot Password” (See figure 4).

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GED
TESTING SERVICE®

Login to GED
Analytics™


E-mail
Password

Remember me [Forgot password?](#)


Sign In

Figure 4: “Forgot Password”

3. Enter the email address associated with your GED Manager™ account and click “Reset”.
4. You will receive an email with a link – follow this link to set your GED Analytics™ password.

 **NOTE:** You may want to use the same password that you set up for GED Manager™ so it is easy to remember. If you choose a different password, you will no longer be able to access GED Analytics™ from the GED Manager™ menu.

5. Enter your new password and click “submit”.
6. You can now use this password to access your GED Analytics™ account directly at www.GEDanalytics.com .

 **NOTE:** One benefit of setting your password for GED Analytics™ is that you can log back into your account when/if it times out after an hour of inactivity without returning to the GED Manager™ login.