

# Ordering your GED® Credentials

**PURPOSE:** To provide instructions on how to order your transcript, diploma, or certificate.



**IMPORTANT:** GED credentials are available on the [GED website](#). Keep in mind the following:

- If you are a third party and you want to request transcripts on behalf of individuals, go to the [Third party](#) help topic.
- Depending on where you took the GED test, you may only be able to order your transcript. Some jurisdictions will also let you order your diploma and certificate.
- You can send your credentials to any destination. During the ordering process, you will tell us where to send them: to a college, an employer, or yourself, for example.
- If we find you in the system right away, your order will be processed immediately. Sometimes, however, we may have to find you manually. For example, if you took the test many years ago, we might have to locate your paper transcript. Go to the [Order on hold](#) help topic.

## Order your GED® Transcript

1. Log in
  - **If you took the test on a computer after January 1, 2014**, go to [MyGED](#) and log in on the top right of the home page using your user name and password. If you need help logging in, go to the [logging in](#) help topic.
  - **If you took the test before January 1, 2014 and/or on paper**, go to the [Transcript request](#) page and select where you took the test. On the next screen, log in. If you have not set up an account yet, click “**Create account**”. If you need help with registering, go to the [Registration](#) help topic for instructions on setting an account up.
2. Select which document you want to order.
  - If you want to order more than one type of document, you will have the option to select another document before you submit your order.

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3. Enter the name of the Destination. You can search by institution name, acronym, city, state, or email address, for example. If you want to send your GED® transcript to yourself, click “**Send to Yourself**”.

- If your destination appears, click “**Select**”.
- If your destination does not appear, click “**Enter your own**” next to **Not finding your destination?**

4. You can now follow the onscreen instructions to order your transcript, but make sure you read the **important information** below.



## IMPORTANT:

- In some instances, you may not be given the choice between ordering an electronic or printed transcript. For example, if you are sending your transcript to a destination that only accepts electronic transcripts, then this is the only option you will see.
- When you are finished with your order, you will be brought to your shopping cart. You can remove any documents, and you can click “**Continue shopping**” if you want to place more orders. When you are ready, click “**Checkout**”.
- You will be asked to check the box next to **I Accept** on the **FERPA** page. This means that you provide consent to release your educational records.

## *What happens next?*

- **If the system is able to find your records**, your document(s) will be sent out within 24 hours.
- **If the system is not able to find your records, or finds more than one record**, someone from our technical support team will try to manually find your record. Go to the [Order on hold](#) help topic for more details.