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**GED Manager™ Corrections & Youth Challenge Programs Introduction**

This training guide will introduce you to GED Manager™, a web-based program management and administrative tool developed to help administer your GED® program for Corrections and Youth Challenge Programs.

GED Manager™ offers an efficient and streamlined way to:
- Create an account for a student in a Corrections or Youth Challenge program
- View test-taker activity and scores
- View test-taker demographic information
- Release students from a Corrections or Youth Challenge program so that their account is accessible at GED.com upon release

Access GED Manager™ at URL: GED.com/gedmanagerLogin

*Bookmark this page for easy access*

**Access to GED Manager™**

Access to GED Manager™ requires approval from your state GED Administrator™.

Once approved, you will receive a link in your email to set up your account:

1. Click the link in your email, and you will be guided to the login page
2. Select the “Forgot Password” link
3. Return to your email inbox and retrieve the reset password email
4. Click the link to reset your password
5. Type a new password, verify that password
6. Log in with your email address and password
Creating Student Accounts

Once you log in to GED Manager™, you can create an account for your Corrections or Youth Challenge student in just a few easy steps.

From the drop down menu in the top left hand corner of the home screen:

- Select “Create Student”

The “Create Student” screen appears after selection

- Enter student first, middle (optional), last name, and date of birth
- Testing Jurisdiction and Program will default to your state and program level access
- Email address for the test-taker will default to your email address
  - To change or override this address, click in the field and type a new address
  - All student notifications will be delivered to this address
- Select “Yes” if your student requires a special accommodated test, or select “no” if not required
- Make a selection for, “Gender”, “Ethnicity”, and “Race”
- ID# is an optional field. If your state requires an inmate ID or your Youth Challenge Program requires an ID, use this field to enter the number

Corrections program defaults are based on your user ID and credentials
In order to select an address, you will first have to create a new address. This is a one-time entry if you use the same address for each student.

This address will be “Saved” and always available in your drop down menu.

To add a new address, Click on the “New Facility” button.

The “Add New Address” window will appear.

Enter the following information:
- Add address name: Please use a unique name for your facility
- Add Facility address, City, State, and Zip Code
- Add the facility phone number and an extension if required
- Then Click OK to continue

The new address will be saved and attached to the students account. This address will be available to you each time you create a new student account.
More on Scheduling Questions

If your state requires scheduling questions to be completed on each student account that is created, or state specific scheduling questions, you may complete those at this point.

Click on the button “Scheduling Questions Button” or “State Specific Questions” Button to complete the scheduling questions.

**Very Important Note:** If you do not see a button for scheduling questions, your state does not require completion of Scheduling Questions.

After completing the scheduling questions, you are now ready to save this account.
- Click **Save and Add New Student** if you want to create another test-taker account.
- Click on **Save and Exit** if you do not want to create another account, but want to save this one.
- Click **Cancel** if you would like to exit without saving.
When you click **Save and Add New Student**, the below screen will display:

1. Indicates that the student account has been saved
2. Shows the record of all student accounts added in the batch (if creating multiple accounts at a time).
3. Check mark indicates that you have completed the pre-scheduling questions for that test-taker. If you skip the scheduling questions, you will not see the check mark indicating completion

**Very Important Note**

After completing all scheduling questions, you can now log in to Pearson VUE Registration Manager and schedule the GED® test.
Scheduling Questions using the Edit feature

If at time of creating the student account, you “Had Not” entered the scheduling question information, you can complete the scheduling questions or state specific questions by accessing the Student Detail page and selecting the “Edit button”.

After clicking Edit, the below page will appear to access the “Scheduling Questions” button.

Important Note:

The scheduling questions button on this screen will be greyed out and not selectable if the scheduling questions have been completed on the previous create account screen.

If the Scheduling Questions button is not greyed out and available, you can click the Scheduling Questions button, to enter the student’s scheduling questions selections to complete the account creation process.

In addition to completing scheduling questions, the Edit button also allows you to update the test-taker’s date of birth and program based on your access rights.
Releasing a Student from a Program

You can also release a student from your Corrections or Youth Challenge program if you know their e-Mail address outside of the program. This action will make the student’s account available to them at GED.com.

Click on the Release from Program button, and enter a valid email address for the student, then Click Save/Return.

- Instruct the student to gain access to their account, go to GED.com and click “Forgot Password”.
- The student will enter their email address that you entered to release them.
- The student will then receive a link in their email to reset their password.

As the Program Administrator will no longer receive communication relating to the student.

More on Students reclaiming their GED® accounts

If the process of releasing a student using the “Release from Program” button was not processed before the student’s separation from the program, the student can still gain access to their MyGED™ account after they are released from the program.

Step 1. Students are instructed to:

- Call the GED Testing Service call center at 1-877-392-6433
- Provide the representative their name, date of birth, and the corrections facility where you took the GED® test
- Provide the representative their new address, phone number, and email address so they can update the student account

The call center will confirm and make the MyGED™ account available to the student, and provide the following instructions.
Step 2: Students are then instructed to access their MyGED™ account

- Open an internet browser and navigate to GED.com - click the “Forgot Password”
- A link to reset their password will be sent to their email address
- Click on the link in their email and reset the password
- The “Contact” page will appear guiding the student to update their address and phone number information

Once complete, the student will be able to view their scores, continue studying, and schedule your remaining GED® tests

Manage Students in GED Manager™

The Manage Student function in GED Manager™ allows you to view student detail. This includes a student’s demographic information; score results, authorizations and accommodations status.

To search for a student, select from the drop down
- Click “Manage Student”
  - (This page is also the default home page)

Search for students by:
- Last name, first name
- City, phone number, date of birth, or email address

Click on the students name to select the students based on the results returned
On the “Student Detail” results page, the sections are broken down into:

- Student detail
- Results
- Authorizations
- Accommodations
Approving Student Exceptions™

To approve a student exception:
- From the drop down menu select Manage Authorization
- Search for the student by name, email etc.
- Select the action button and confirm the approval

Scheduling GED Ready™: The Official Practice Test

GED Ready™ is the official practice test of the 2014 GED® program. It’s the only practice test designed to tell students if they’re ready for the real thing, and gives first-hand experience answering computer-based test questions written and developed by the test creators.

Once a student’s account is created, they will appear in the Pearson VUE Registration Manager application.

- Follow the Pearson VUE testing process to schedule and apply payment for GED Ready™ for Corrections and Youth Program students
- Select GED Ready™ in the VUE Registration Manager system and execute the test delivery steps as required

Scheduling the GED® Test

The 2014 GED® test was built from the ground up to provide test-takers the best standards-based and technology-enhanced test available. It’s the only high school equivalency test fully aligned to national and state career and college readiness standards and requires test-takers to demonstrate basic computer skills.
A few things to know about scheduling the GED® operational test for your corrections test-taker:

- Pearson VUE Registration Manager will continue to be used to schedule the GED® test
- Requirements for the student appear as “approved” and ready to schedule in Pearson VUE Registration Manager
  - All test authorizations and exceptions are approved
  - Requested accommodations are approved
  - All demographic- and jurisdiction-specific questions have been answered in GED Manager™

**Viewing Scores on GED Manager™**

Once a student completes the GED® test, scores will be viewable in GED Manager™.

- Search for the student in GED Manager™
- Click on “Student” to view the **Student Detail** page
- Click on the results drop down
- View student’s GED® test and GED Ready™ scores
- Click on the Subject area to see the Enhanced Score Report

For more information about this guide, please email us at: Operations@GED.com