



GED ManagerTM

How To Guide
For Corrections & Youth Challenge Programs

Version 3.0
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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](https://ged.com/gedmanagerLogin)

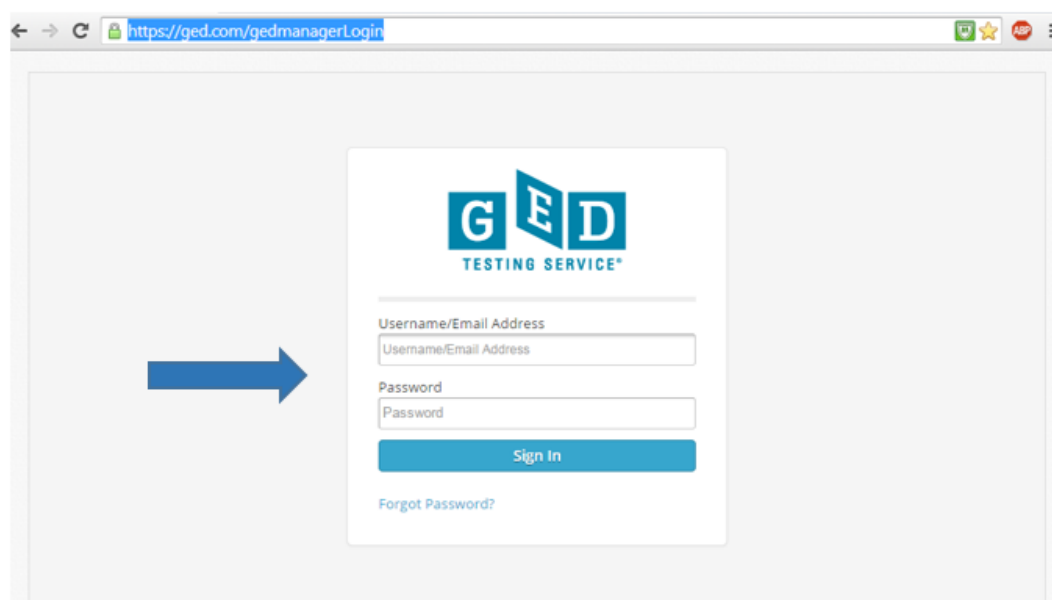
Bookmark this page for easy access

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 you email address and password

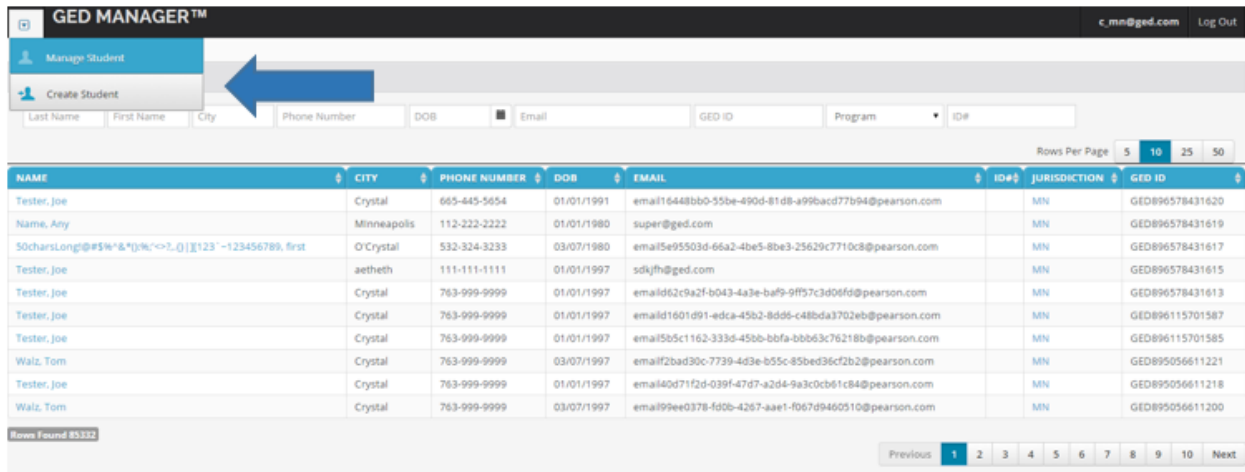


Creating Student Accounts

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"

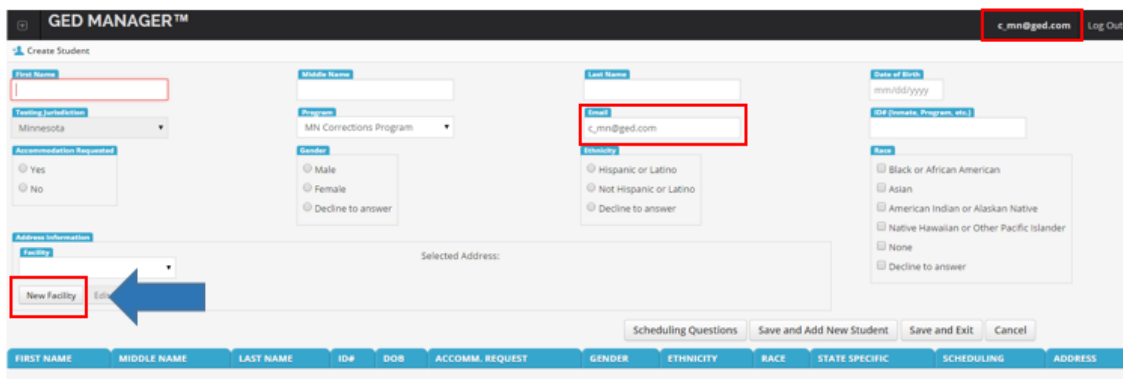


The screenshot shows the GED Manager™ home screen. In the top left corner, there is a navigation menu with two options: 'Manage Student' and 'Create Student'. The 'Create Student' option is highlighted with a blue arrow pointing to it. Below the navigation menu, there is a search bar with fields for 'Last Name', 'First Name', 'City', 'Phone Number', 'DOB', 'Email', 'GED ID', 'Program', and 'ID#'. Below the search bar, there is a table with columns: NAME, CITY, PHONE NUMBER, DOB, EMAIL, ID#, JURISDICTION, and GED ID. The table contains several rows of student data. At the bottom right of the table, there is a 'Rows Per Page' dropdown menu with options: 5, 10, 25, 50. The current page is 1, and there are 10 rows displayed.

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



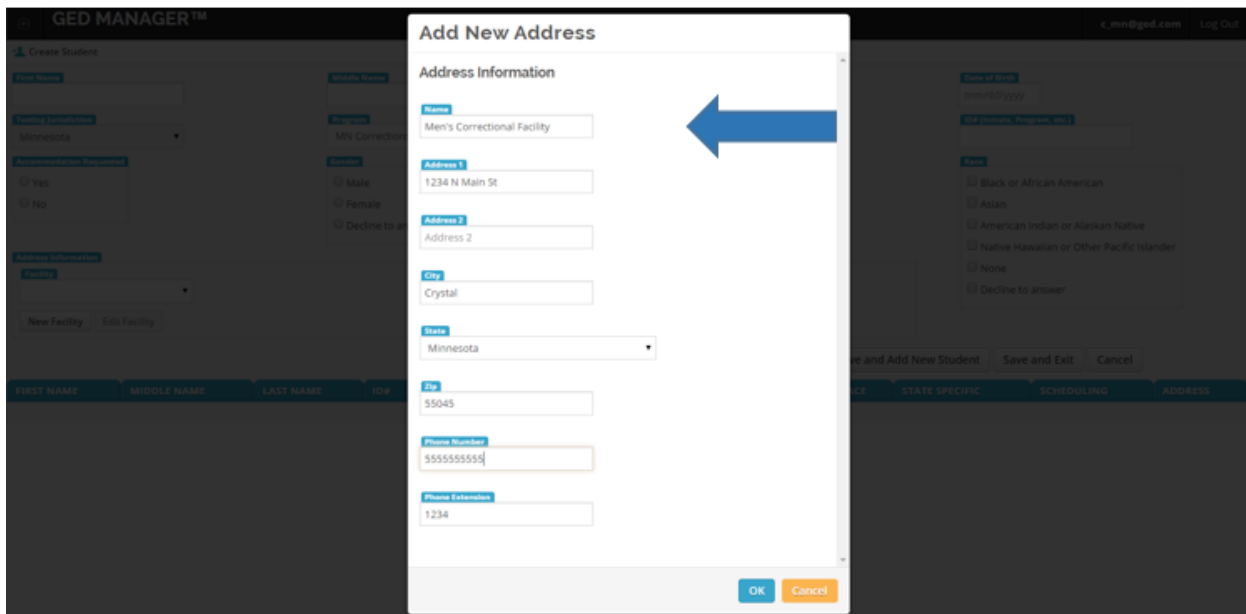
The screenshot shows the 'Create Student' form in GED Manager. The form is divided into several sections: 'First Name', 'Middle Name', 'Last Name', 'Date of Birth', 'Testing Jurisdiction', 'Program', 'Email', 'Accommodation Requested', 'Gender', 'Ethnicity', 'Race', 'Address Information', and 'Facility'. The 'Facility' section at the bottom left has a 'New Facility' button highlighted with a blue arrow. The 'Email' field is also highlighted with a red box. The 'Testing Jurisdiction' is set to 'Minnesota' and the 'Program' is 'MN Corrections Program'. The 'Accommodation Requested' is set to 'No'. The 'Gender' is set to 'Male'. The 'Ethnicity' is set to 'Hispanic or Latino'. The 'Race' is set to 'Black or African American'. The 'Address Information' section has a 'Selected Address' field. At the bottom of the form, there are buttons for 'Scheduling Questions', 'Save and Add New Student', 'Save and Exit', and 'Cancel'. Below the buttons, there is a tabbed interface with tabs for: FIRST NAME, MIDDLE NAME, LAST NAME, ID#, DOB, ACCOMM. REQUEST, GENDER, ETHNICITY, RACE, STATE SPECIFIC, SCHEDULING, and ADDRESS.

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.

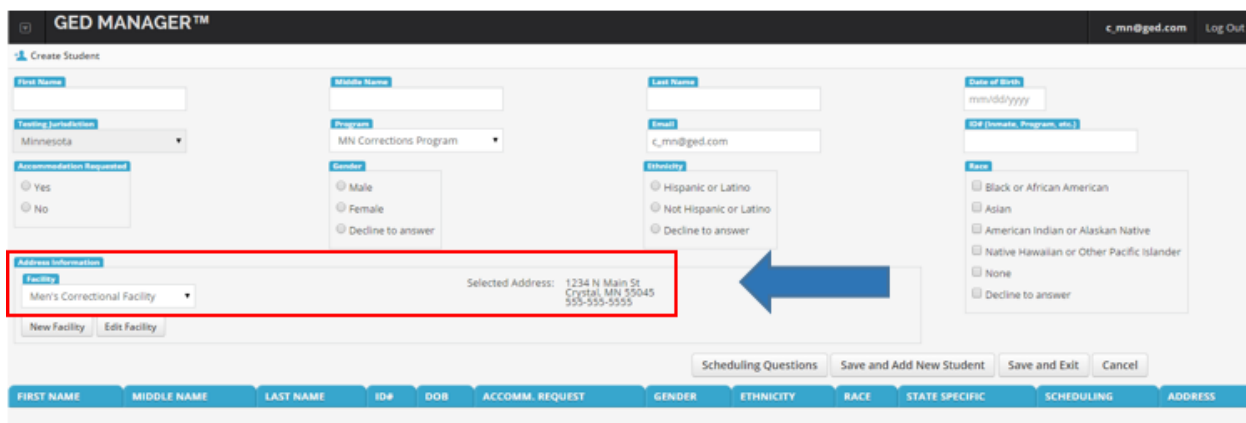
The "Add New Address" window will appear.



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.

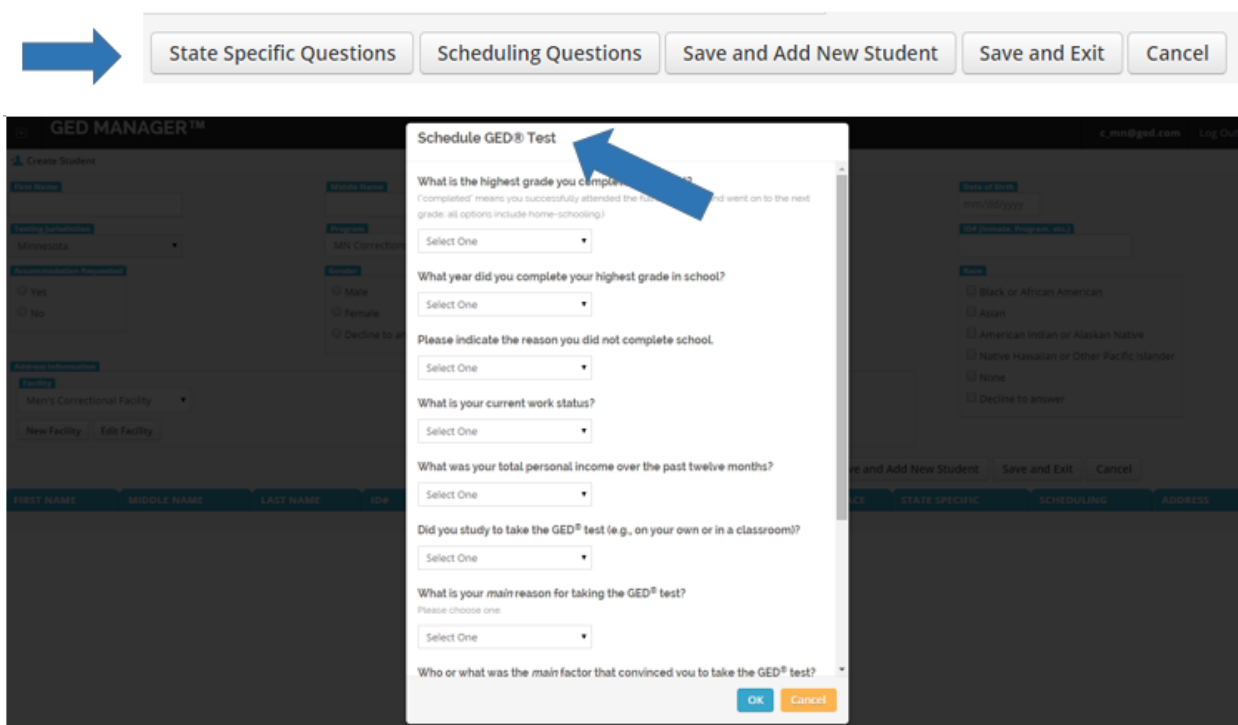


More on Scheduling Questions

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.



The screenshot shows the GED Manager interface. At the top, there is a navigation bar with five buttons: "State Specific Questions", "Scheduling Questions", "Save and Add New Student", "Save and Exit", and "Cancel". A blue arrow points to the "Scheduling Questions" button. Below the navigation bar, the "Schedule GED® Test" dialog box is open. It contains the following questions and options:

- What is the highest grade you completed? (completed means you successfully attended the full course and went on to the next grade; all options include home-schooling.)
Select One
- What year did you complete your highest grade in school?
Select One
- Please indicate the reason you did not complete school.
Select One
- What is your current work status?
Select One
- What was your total personal income over the past twelve months?
Select One
- Did you study to take the GED® test (e.g., on your own or in a classroom)?
Select One
- What is your main reason for taking the GED® test?
Please choose one.
Select One
- Who or what was the main factor that convinced you to take the GED® test?
Select One

At the bottom of the dialog box, there are "OK" and "Cancel" buttons.

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:

GED MANAGER™ c_mn@ged.com Log Out

Create Student

Candidate saved 1

First Name
[Text Field]

Middle Name
[Text Field]

Last Name
[Text Field]

Date of Birth
mm/dd/yyyy

ID# (State, Program, etc.)
[Text Field]

Email
c_mn@ged.com

Testing Jurisdiction
Minnesota

Program
MN Corrections Program

Accommodations Requested
☐ Yes
☐ No

Gender
☐ Male
☐ Female
☐ Decline to answer

Ethnicity
☐ Hispanic or Latino
☐ Not Hispanic or Latino
☐ Decline to answer

Race
☐ Black or African American
☐ Asian
☐ American Indian or Alaskan Native
☐ Native Hawaiian or Other Pacific Islander
☐ None
☐ Decline to answer

Address Information
Facility
Men's Correctional Facility
New Facility **Edit Facility**

Selected Address: 1234 N Main St
Crystal, MN 55045
555-555-5555

Scheduling Questions **Save and Add New Student** **Save** 3 **Cancel**

FIRST NAME	MIDDLE NAME	LAST NAME	ID#	DOB	ACCOMM. REQUEST	GENDER	ETHNICITY	RACE	STATE SPECIFIC	SCHEDULING	ADDRESS
Joe	Test	Candidate		12/12/1985	No	DECLINE	DECLINE	Decline to answer		✓	Men's Correctional Facility

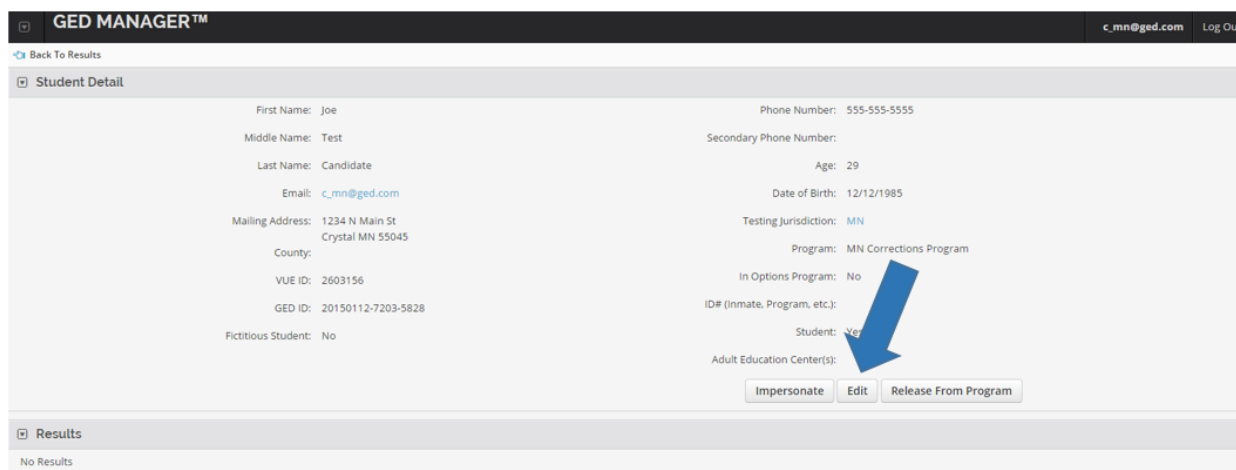
1. Indicates that the student account has been saved
2. Shows the record of all student accounts added in the batch (if creating multiple accounts at a time).
3. Check mark indicates that you have completed the pre-scheduling questions for that test-taker. If you skip the scheduling questions, you will 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”.



GED MANAGER™ c_mn@ged.com Log Out

[Back To Results](#)

Student Detail

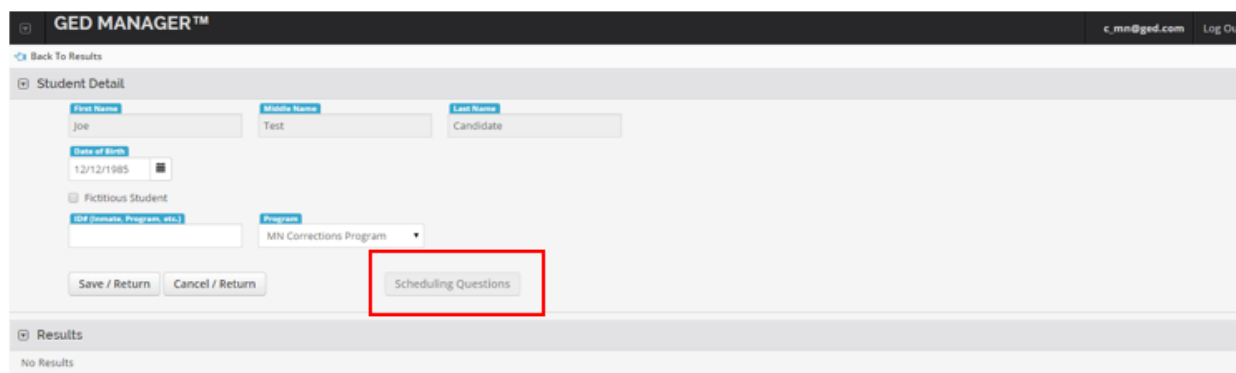
First Name: Joe	Phone Number: 555-555-5555
Middle Name: Test	Secondary Phone Number:
Last Name: Candidate	Age: 29
Email: c_mn@ged.com	Date of Birth: 12/12/1985
Mailing Address: 1234 N Main St Crystal MN 55045	Testing Jurisdiction: MN
County:	Program: MN Corrections Program
VUE ID: 2603156	In Options Program: No
GED ID: 20150112-7203-5828	ID# (Inmate, Program, etc.):
Fictitious Student: No	Student: <input checked="" type="checkbox"/>
	Adult Education Center(s):

[Impersonate](#) [Edit](#) [Release From Program](#)

Results

No Results

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



GED MANAGER™ c_mn@ged.com Log Out

[Back To Results](#)

Student Detail

First Name Joe	Middle Name Test	Last Name Candidate
Date of Birth 12/12/1985		
<input type="checkbox"/> Fictitious Student		
ID# (Inmate, Program, etc.)	Program MN Corrections Program	

[Save / Return](#) [Cancel / Return](#) [Scheduling Questions](#)

Results

No Results

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.

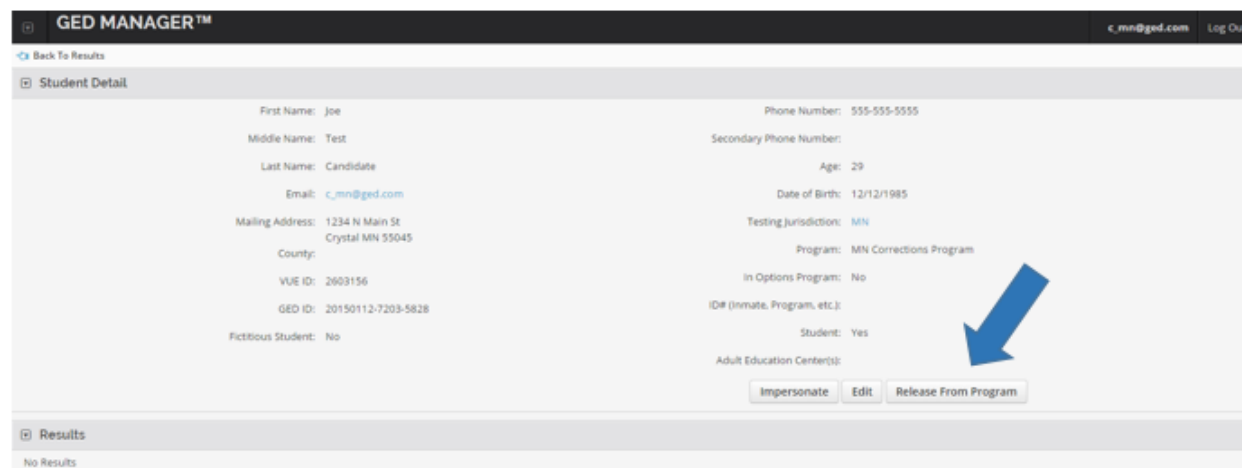
If the Scheduling Questions button is not greyed out and available, you can click the Scheduling Questions button, to enter the student’s scheduling questions selections to complete the account creation process.

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.



GED MANAGER™ c_mn@ged.com Log Out

[Back To Results](#)

Student Detail

First Name: Joe	Phone Number: 555-555-5555
Middle Name: Test	Secondary Phone Number:
Last Name: Candidate	Age: 29
Email: c_mn@ged.com	Date of Birth: 12/12/1985
Mailing Address: 1234 N Main St	Testing Jurisdiction: MN
Crystal MN 55045	Program: MN Corrections Program
County:	In Options Program: No
VUE ID: 2609156	ID# (Inmate, Program, etc.):
GED ID: 20150112-7203-5828	Student: Yes
Fictitious Student: No	Adult Education Center(s):

[Impersonate](#) [Edit](#) [Release From Program](#)

Results

No Results

- 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)

NAME	CITY	PHONE NUMBER	DOB	EMAIL	JURISDICTION
hseset, tjaht	srjtj	1-111-111-1111	01/19/1979	b@gmail.com	MN
Tiger, Daniel	Minneapolis	612-555-5555	01/01/1990	c_mn@ged.com	MN
Candidate, Mary1	Bloomington	952 111 1111	05/09/1985	maryconley@gmail.com	MN
Criminal, Suzy	ww	333-333-3333	07/15/1982	corr_mn@mn.com	MN

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

GED MANAGER™

c_mn@ged.com Log Out

Manage Student

Student Search

Last Name

First Name

City

Phone Number

DOB

Email

Rows Per Page 5 10 25 50

NAME	CITY	PHONE NUMBER	DOB	EMAIL	JURISDICTION
hseset, tsjht	stjrtj	1-111-111-1111	01/19/1979	b@gmail.com	MN
Tiger, Daniel	Minneapolis	612-555-5555	01/01/1980	c_mn@ged.com	MN
Candidate, Mary1	Bloomington	952 111 1111	05/09/1985	maryconley8@gmail.com	MN
Criminal, Suzy	vvv	333-333-3333	07/15/1982	con_mn@mn.com	MN

Rows Found 4

Previous 1 Next

© GED Testing Service 2013

On the “Student Detail” results page, the sections are broken down into:

- Student detail
- Results
- Authorizations
- Accommodations

GED MANAGER™

super@ged.com Log Out

Back To Results

Student Detail

First Name: AR

Phone Number: 444-444-4444

Last Name: AR

Secondary Phone Number:

Email: AR@pp.com

Age: 16

Address: sdf

Date of Birth: 02/15/1997

VUE ID: sd AR 44444

Testing Jurisdiction: [AR](#)

GED ID: 20131102-3881-5117

Impersonate

Results

No exam results

Authorizations

STATUS	JURISDICTION	DATE	TYPE	ACTION
Approved	AR	11/2/2013	Age	Q
Approved	AR	11/2/2013	Math Practice Test Requirement	Q
PendingResults	AR	11/2/2013	Reasoning and Language Arts Practice Test Requirement	Q o
Approved	AR	11/2/2013	Science Practice Test Requirement	Q
Approved	AR	11/2/2013	Social Studies Practice Test Requirement	Q

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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

GED MANAGER™ Management Tool | j_mn@ged.com

Manage Authorizations

Authorization Search

Email First Name Last Name City

Phone Number

Type: Age Jurisdiction Manual Review Option Program OPT

Status: Open Approved Denied Cancelled Completed Pending Results Rows Per Page: 5 10 25 50

STATUS	NAME	JURISDICTION	DATE	TYPE	EMAIL	AGE	CITY	PHONE NUMBER
Open	Un, Young23	MN	07/10/2013	Age	young23.un@gedtestingservice.com	16	Crystal	123-456-7890
Approved	Tester, Joe	MN	07/10/2013	Age	email09f92087-8559-41f3-8b19-e86e0b07ed90@pearson.com	16	Crystal	763-999-9999

Rows Found: 2

Previous 1 Next

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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

GED MANAGER™

emailtestp24+dakota@gmail.com Log Out

[Back To Results](#)

Student Detail

First Name: Suwanda

Phone Number: 333-333-3333

Last Name: Jailcat

Secondary Phone Number:

Email: emailtestp24+dakota@gmail.com

Age: 31

Address: s d ND 22222

Date of Birth: 05/12/1982

VUE ID:

Testing Jurisdiction: ND

GED ID: 20131202-1295-2801

Program: Dakota Womens Correction & Rehab Ctr

Fictitious Student: No

Impersonate

Results

Credentialed: Yes

Credential Date: 11/24/2013

Credential Total Score: 667

TEST DATE	MODULE EXPIRE	BATTERY EXPIRE	SUBJECT	SCALED SCORE	PASSED	IN CREDENTIAL	LANGUAGE	VALID LANGUAGE	INVALID
11/17/2013 12:40:58 PM CST			MATH	154	Yes	Yes	ENU	Yes	No
11/20/2013 12:40:58 PM CST			REASONING	161	Yes	Yes	ENU	Yes	No
11/23/2013 12:40:58 PM CST			SCIENCE	172	Yes	Yes	ENU	Yes	No
11/24/2013 12:40:58 PM CST			SOCIAL_STUDIES	180	Yes	Yes	ENU	Yes	No

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