



GEDWorks™: How to access the new Approval and Reporting screens in GED Manager

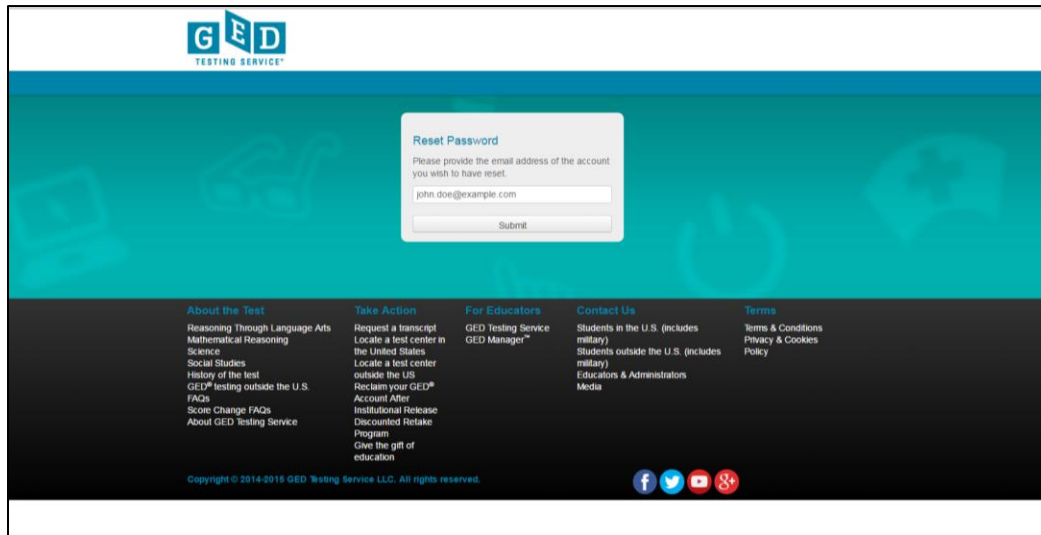
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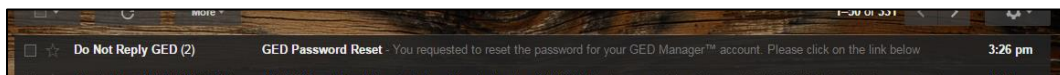
Creating Your User ID/Password

An account has already been setup using the email address on file associated with your name. You will need to create a password in order to access GED Manager for the first time.

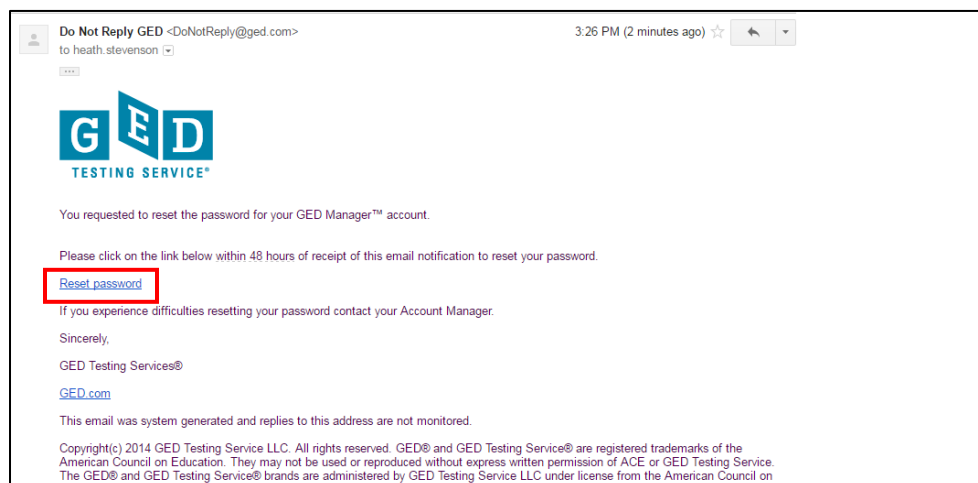
1. Open your browser and copy/paste or type the URL: <https://ged.com/loginForgotPassword>
2. Type in your email address used to create your account



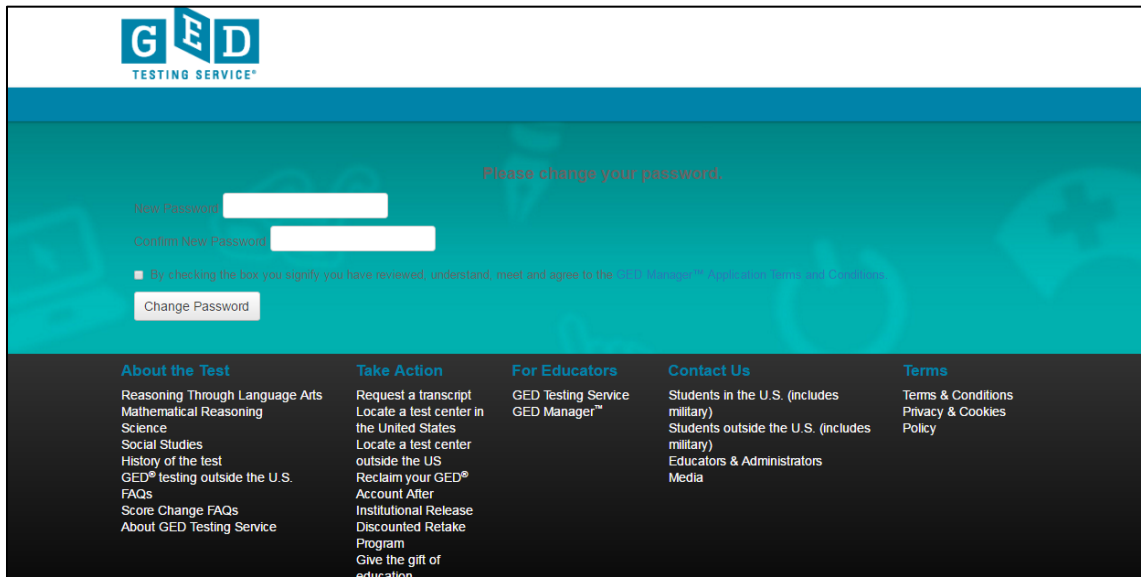
3. A reset link will be sent to your email. This may take a few minutes.



4. Open the email and click on the reset password link



5. Create a new password, then enter it as confirmation and submit



The image shows the GED Testing Service password change page. At the top is the GED Testing Service logo. Below it, a teal banner contains the text "Please change your password." followed by two input fields for "New Password" and "Confirm New Password". A checkbox with the text "By checking the box you signify you have reviewed, understand, meet and agree to the GED Manager™ Application Terms and Conditions." is located below the input fields. A "Change Password" button is at the bottom of the banner. Below the banner is a dark footer with five columns of links: "About the Test", "Take Action", "For Educators", "Contact Us", and "Terms".

GED TESTING SERVICE™

Please change your password.

New Password

Confirm New Password

☐ By checking the box you signify you have reviewed, understand, meet and agree to the [GED Manager™ Application Terms and Conditions.](#)

About the Test
Reasoning Through Language Arts
Mathematical Reasoning
Science
Social Studies
History of the test
GED® testing outside the U.S.
FAQs
Score Change FAQs
About GED Testing Service

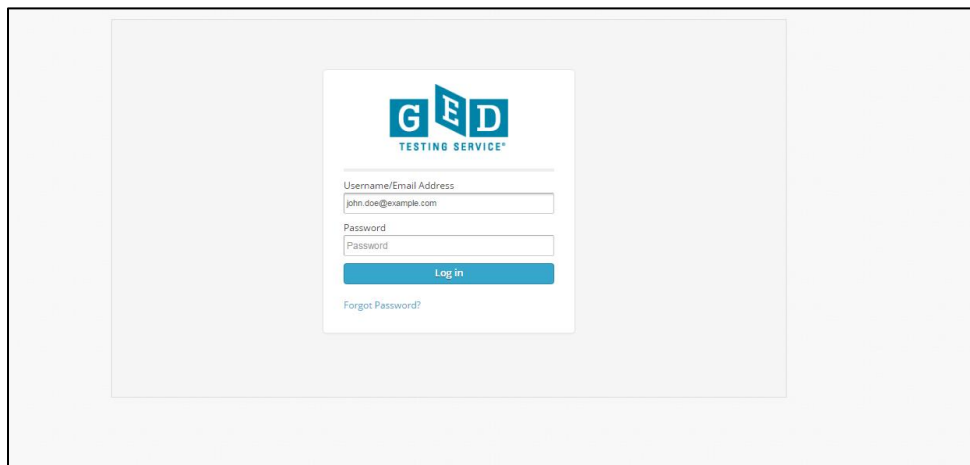
Take Action
Request a transcript
Locate a test center in the United States
Locate a test center outside the US
Reclaim your GED® Account After Institutional Release
Discounted Retake Program
Give the gift of education

For Educators
GED Testing Service
GED Manager™

Contact Us
Students in the U.S. (includes military)
Students outside the U.S. (includes military)
Educators & Administrators
Media

Terms
Terms & Conditions
Privacy & Cookies
Policy

6. You will be routed to the GED Manager Login page URL: <https://ged.com/gedmanagerLogin>



The image shows the GED Manager Login page. It features the GED Testing Service logo at the top. Below the logo are two input fields: "Username/Email Address" with the example "john.doe@example.com" and "Password". A blue "Log in" button is positioned below the password field. A link for "Forgot Password?" is located at the bottom of the login form.

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Username/Email Address

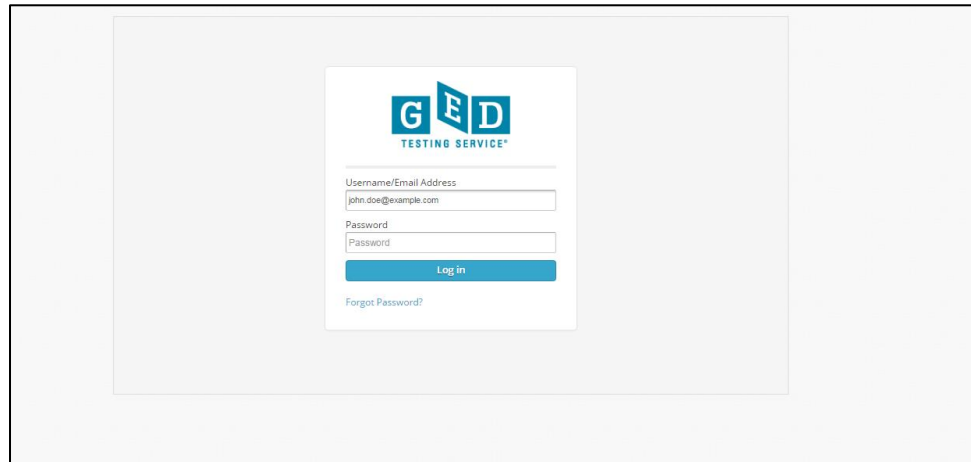
Password

[Forgot Password?](#)

7. Enter your email address and password to enter the system

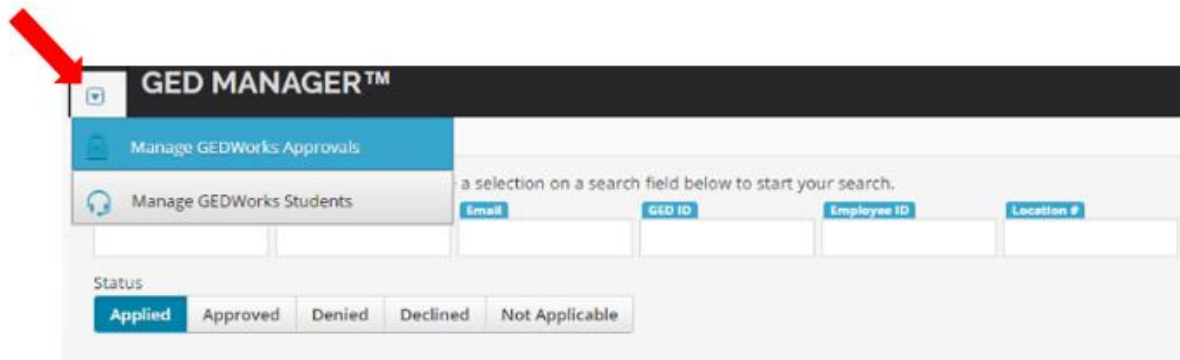
GEDWorks™ Student Approvals

1. Login to GED Manager: <https://ged.com/gedmanagerLogin>



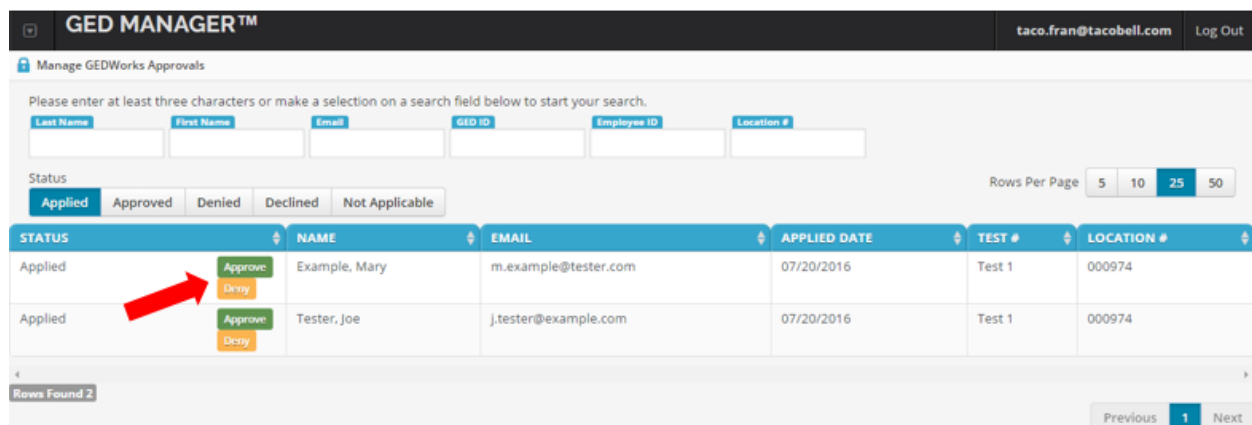
The login form is centered on a light gray background. It features the GED Testing Service logo at the top. Below the logo are two input fields: 'Username/Email Address' with the placeholder 'john.doe@example.com' and 'Password'. A blue 'Log in' button is positioned below the password field. A link for 'Forgot Password?' is located at the bottom left of the form.

2. Click on the dropdown arrow and select “Manage GEDWorks Approvals”



The dashboard has a dark header with the 'GED MANAGER™' logo and a dropdown arrow. Below the header, there are two main menu items: 'Manage GEDWorks Approvals' (highlighted in blue) and 'Manage GEDWorks Students'. To the right of these menus is a search section with a prompt 'a selection on a search field below to start your search.' and four input fields labeled 'Email', 'GED ID', 'Employee ID', and 'Location #'. Below the search fields is a 'Status' filter section with buttons for 'Applied' (highlighted), 'Approved', 'Denied', 'Declined', and 'Not Applicable'.

3. Review student details displayed on screen and click either “Approve” or “Deny”



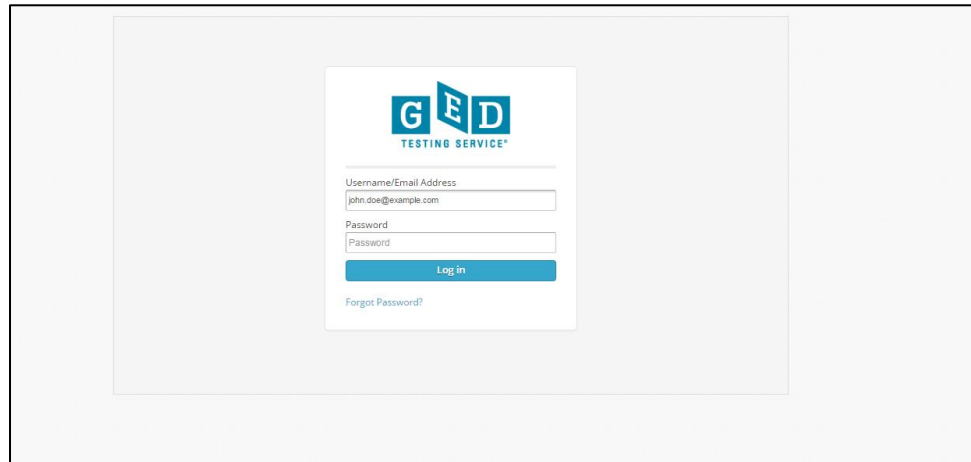
The table displays student approval details. A red arrow points to the 'Approve' button for the first student, Mary. The table has columns for STATUS, NAME, EMAIL, APPLIED DATE, TEST #, and LOCATION #. The first two rows show students with an 'Applied' status.

STATUS	NAME	EMAIL	APPLIED DATE	TEST #	LOCATION #
Applied	Example, Mary	m.example@tester.com	07/20/2016	Test 1	000974
Applied	Tester, Joe	j.test@example.com	07/20/2016	Test 1	000974

At the bottom of the table, there is a 'Rows Found 2' indicator and a pagination control showing 'Previous', '1', and 'Next'.

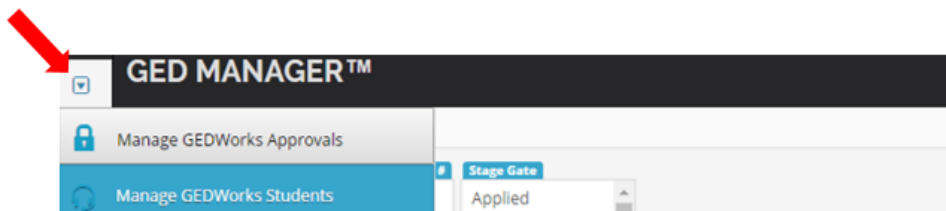
GEDWorks™ Student Detail Report

1. Login to GED Manager: <https://ged.com/gedmanagerLogin>

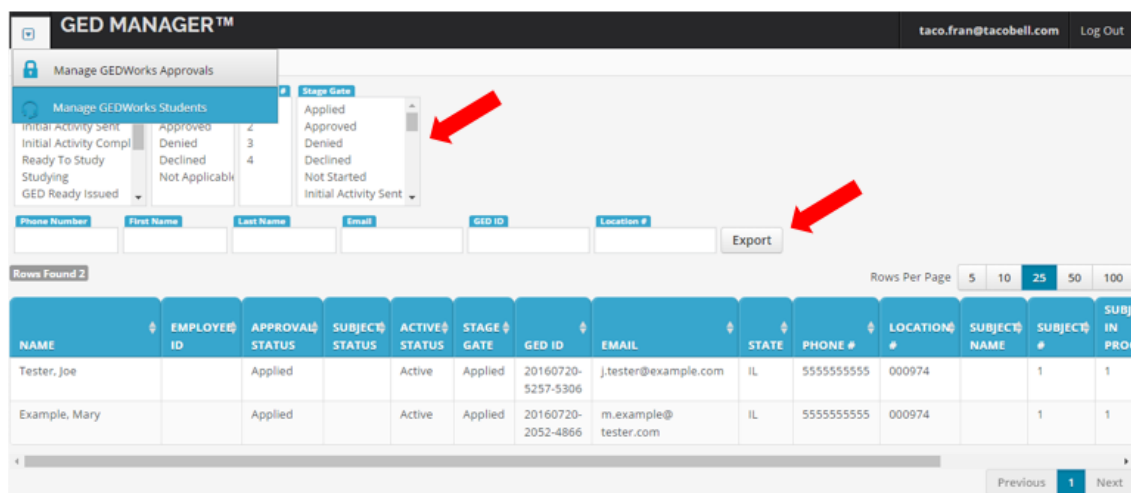


The login form is centered on a light gray background. It features the GED Testing Service logo at the top. Below the logo are two input fields: 'Username/Email Address' with the placeholder 'john.doe@example.com' and 'Password'. A blue 'Log in' button is positioned below the password field. A link for 'Forgot Password?' is located at the bottom of the form.

2. Click on the dropdown arrow and select “Manage GEDWorks Students”



3. Review student details as needed. Export functionality and the ability to multi-select in the filter boxes are available. To multi-select, click the first item, and then press and hold the Ctrl key. While holding down the Ctrl key, click each of the other items you want to select.



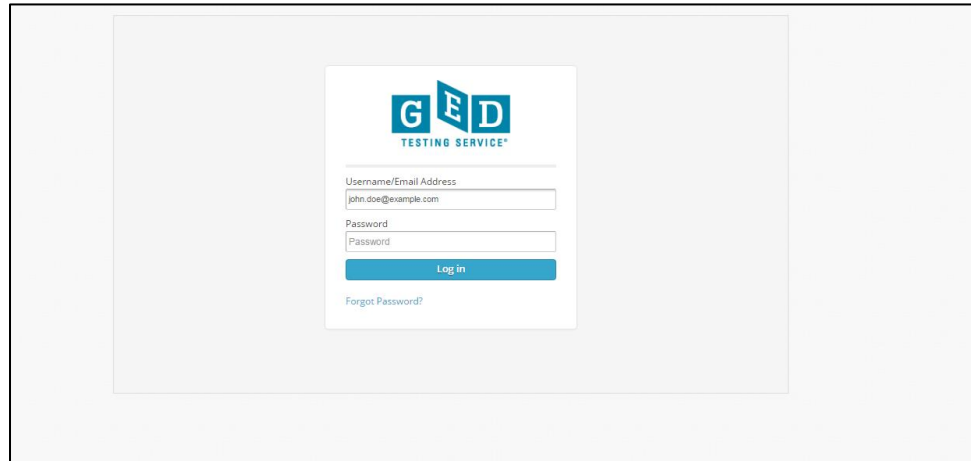
The screenshot shows the 'Manage GEDWorks Students' interface. A red arrow points to the 'Stage Gate' dropdown menu, which is open, showing options: Applied, Approved, Denied, Declined, Not Started, and Initial Activity Sent. Another red arrow points to the 'Export' button. The table below displays student details.

NAME	EMPLOYEE ID	APPROVAL STATUS	SUBJECT STATUS	ACTIVE STATUS	STAGE GATE	GED ID	EMAIL	STATE	PHONE #	LOCATION #	SUBJECT NAME	SUBJECT #	SUBJECT IN PROG
Tester, Joe		Applied		Active	Applied	20160720-5257-5306	j.test@example.com	IL	5555555555	000974		1	1
Example, Mary		Applied		Active	Applied	20160720-2052-4866	m.example@tester.com	IL	5555555555	000974		1	1

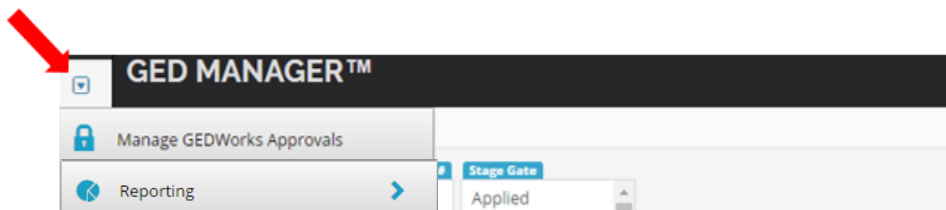
At the bottom of the interface, there is a pagination bar showing 'Previous', '1', and 'Next'.

GEDWorks™ Student Detail Report

1. Login to GED Manager: <https://ged.com/gedmanagerLogin>

A screenshot of the GED Manager login page. It features the GED Testing Service logo at the top. Below the logo are two input fields: 'Username/Email Address' with the placeholder text 'john.doe@example.com' and 'Password' with the placeholder text 'Password'. A blue 'Log in' button is positioned below the password field. A link for 'Forgot Password?' is located at the bottom of the login form.

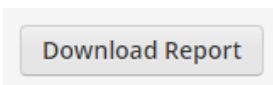
2. Click on the dropdown arrow and select “Reporting”



3. Select “GEDWorks Stage Gate Report”



4. Download your summary report as needed. You will receive a student-level summary with a count of students in each stage-gate. Also provided is a summary of all students actively enrolled by stage-gate and test number. See next page for report format.



Report Format:

GEDWorks Program Summary Report			
Group	Total	Stage Gate	Count
Applying		Applied	
		Approved	
		Initial Activity Sent	
Not Engaged		Denied	
		Declined	
		Inactive Short Term	
		Inactive Long Term	
		Inactive Withdrawn	
		Inactive Involuntary Withdrawn	
		User Error - Accidental Sign Up	
Enrolled		Initial Activity Complete	
		Ready to Study	
		Studying 25%	
		Studying 50%	
		Studying 75%	
		Studying 100%	
		GED Ready Issued	
		GED Ready Purchased	
		GED Ready Green Score	
		GED Ready Remediation	
		GED Test Remediation	
		Ops Voucher Issued	
		Test Scheduled	
		Passed Test	
Credentialed		Credentialed	
All			

		GEDWorks Enrolled Student Pipeline Report					
		Stage Gate	Test 1	Test 2	Test 3	Test 4	Total
All							
Initial Activity Complete		Initial Activity Complete					
Studying		Ready to Study					
		Studying 25%					
		Studying 50%					
		Studying 75%					
		Studying 100%					
Ready to Test		GED Ready Issued					
		GED Ready Purchased					
		GED Ready Green Score					
Remediation		GED Ready Remediation					
		GED Test Remediation					
Testing		Ops Voucher Issued					
		Test Scheduled					
		Passed Test					
Credentialed		Credentialed					