

PURPOSE: To provide instructions on how Testers can schedule a test through their <u>MyGED</u>[™] account.

It is possible to take all 4 GED® tests in one day. However, this requires testing for approximately 8 hours and not all test centers have 8 hours available to test in a given day. So, you should consider taking one or **IMPORTIMO**: tests at a time.

Also, in order to schedule your tests, you must be able to make payment via credit card or with a voucher/promotion code.

 GED® accepts Visa, MasterCard, and American Express (you cannot schedule a test without paying for it).

Steps for Scheduling a Test

1. Sign into your account and click on "Schedule Test" (See Figure 1).



Figure 2: The "Select Exam Language" Screen

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3. Select the subjects you would like to test on a given day. Please note the duration of each subject and the price is listed on this screen (See Figure 3).

or	elect Content Areas			
ho	ect the Content Areas you want to take during this appointment. To se ose more than one content area for the same appointment, you will have to schedule separate appointments within the same day to allow for	ave a 10 minute break		intment times you may want to select one content area at a time. If you ntent area. Lunch breaks are not automatically scheduled so you will
	Content Areas	Duration	Price	
_	RLA: GED® Test - Reasoning Through Language Arts	155 minutes	USD 35.00	
	SCI: GED® Test - Science	95 minutes	USD 35.00	
		95 minutes 120 minutes	USD 35.00 USD 35.00	

Figure 3: The "Select Content Areas" Screen

NOTE: If you choose more than one content area for the same appointment, you will have a 10 minute break between each content area. Lunch breaks are not automatically scheduled so you will have to schedule separate appointments within the same day to allow for a lunch break.

4. Find test centers near you by entering your zip code. Then, select the test center you would like to test at by clicking in the box to the left of the test center's name and address (See Figure 4.1-4.2).



Content Areas: GED0 Test- Science Find test centers near: 1206 La Salle Ave. #76, Seaside, California, 93955, United States e.g. '5601 Green Valley Drive, Bloomington, MN" or 'Paris, France' or '55437 MILITARY COMMUNITY looking for on-base, DANTES, test centers, please click here. can select up to three test centers to compare availability. Test Center Distance' Directions Onterey Adult School 0.9 mi Get 200 Cce Avenue O.9 mi Get Schon Vond Pface 0.9 mi Get Schon Vond Pface 0.9 mi Get Sublase California 93906 Directions Schonvond Pface 0.9 mi Get Subaryond Pface 2.6 mi Get Directions Directions Mitestone Subaryond Pface 2.6 mi Get Directions Directions Mitestone Subaryond Pface 2.6 mi Get	e. Vext	igton, MN" or "Paris, France" or "55437"	e. #76, Seaside, ley Drive, Bloomin	La Salle Ave 601 Green Vall	Find test centers near: 1206	
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Figure 4: The "Test Center Search" Screen

5. Choose an appointment date by clicking on one of the available dates that work for you. If you would like to view what appointment availability looks like more than two months from now click on the arrow in the top right hand corner of the calendar to navigate to upcoming months (See Figure 5).



Choose Appointment	GED Conte	: GED® Test Langua ent Areas: GED® Tes	age: Englis t - Science	sh e													<u>Cha</u>	ange Exam
Test Center		Select Date	Why ca	n't I fi	nd ar	n ava	ilable	app	ointm	ent?								
Salinas Union High School District - Salinas Ed Ctr 20 Sherwood Place			O		Ju	iy 20'	16					Aug	ust 2	016		•	←-	
Salinas, California 93906 United States			Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa		
								4	2		4	2	3	4	5	6		
hange Test Centers			3	4	-5	-6	7	-8	9	7	8	8	40	44	42	43		
			47	11	42	43	44 24	40 22	-16	44 24	10	+++ 23	++ 24	+8 25	19 26	20		
			-++	-+0	-+0	20	28	29	30	28	20	30	34	20	50	24-		
			34	10	20	10	20	20	00	Eo	E.o.	00	01					
										Show a	vailable	e appoi	intmen	ts on	Seleo	t one		▼ Go

Figure 5: The "Choose Appointment" Screen

6. Take a look at the available start times and click on the time you would like to begin your test (Figure 6).

Exam Selection:	GED: GED® Test Lan	guage: Engli	sh													Change E
	Content Areas: GED®	Test - Scienc	e													
'est Center	Select Date	Why ca	an't I f	ind ar	n avai	ilable	app	ointm	ent?							
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		47	48	49	20	24	22	23	24	22	23	24	25	26	27	
		24 34		26	27	28	29	30	28	29	30	34				
									Show a	vailab	e appo	pintmen	ts on	Tues	day, Augus	t 23, 2016 🔻 🛛
	Available Start	Times: Tues	sday, /	Augus	t 23, 2	2016 a	at Sa	linas l	Jnion I	High	Scho	ol Dis	trict -	Salin	as Ed Ct	r
	Morning								Aftern	oon						
	09:00 AM								01:0	0 PM						
	09:15 AM								02:4	5 PM						
	09:30 AM															

Figure 6: The "Choose Appointment" Screen



7. Review your order paying close attention to the subject and language you selected, as well as the appointment date, time, and the location. If you would like to schedule another test, click on "**Add Another**" (Figure 7.1). If you would like to finalize your appointment, click on "**Proceed to Checkout**" (See Figure 7.2).

My Order		
Description	Details	Price Actions
Exam GED: GED® Test Content Areas • SCI: GED® Test - Science Language: English Exam Length: 95 minutes	Appointment Tuesday, August 23, 2016 Start Time: 09:00 AM PDT Change Appointment Location Salinas Union High School District -Salinas Ed Ctr 20 Sherwood Place Salinas, California 93906 United States Change Test Center	35.00 <u>Remove</u>
		Subtotal: 35.00 Estimated Tax: 0.00 ESTIMATED TOTAL DUE: USD 35.00 Inother of Proceed to Checkout

NOTE: You can change your appointment and test center by clicking on the "Change Appointment" and "Change Test Center" links.

Checkout Process

8. Confirm personal information. If your name is listed correctly, click on the "**Next**" button. The name on your government issued ID must match the name in your account. If the name on your ID is different from the name you have in your account, you need to contact the Customer Support Center. (See Figure 8).



Checkout - Step 1: Confirm Personal Information	
onfirm Personal Agree to Policies Enter Payment Submit Order Summary formation	
MPORTANT: Your name below must exactly match your identification that is presented at the test center. If your name does not n ou will not receive a refund. To change your name, contact Pearson VUE at 1-877-EXAM-GED or 1-877-392-6433, Monday thro	
Name: Scotttest Candidate	
Telephone: +1 234-567-8901	
Correspondence Language:	
revious	Next
Figure 8: The " Confirm Personal Information " Screen	

NOTE: If your name on your account does not match your government issued ID, you won't be able to sit for your exam and you will not receive a refund. You can edit your name by calling **1-877-392-6433**, **Monday through Friday**, **7:00 a.m. to 7:00 p.m., CST.**

9. Please read the Admission, Reschedule and Cancellation policies and then click on the "**I have read and agree to the GED Testing Service policies listed above**" box (Figure 9.1). Then, click on the "**Next**" button (See Figure 9.2).



ormation	Agree to Policies	Enter Payment	Submit Order	Summary		
ED Testing	g Service Poli	cies				
Admission P We ask you to arrive more tha identification o jurisdiction ma messages dro day of testing a and wallets.Yo	olicy arrive at the test ce an 15 minutes late fi n the day of the test y require additional pdown in the upper and will lose your te u can, however, brir	enter 15 minutes befr or your appointment t. The ID must be go ID, proof of residenc left hand corner on I st payments. No per ng your own handhe	you will be unable vernment-issued at ce, or may have oth MyGED™. If you do sonal items may be Id TI-30XS Multivie	to test and you will not nd non-expired. It must er requirements for tes o not present proper ID e taken into the testing r w Scientific Calculator f	ill give you adequate time to complete the necessary sign-in proced reimbursed. You will be required to provide one or more valid form so include your name, address, date of birth, signature, and photog g. Prior to your testing appointment, it's important for you to check required information (per the jurisdiction policies) you will be turner om. This includes, but is not limited to; bags, notes, phones, pagers, the Mathematical Reasoning, Science, and Social Studies tests. Yo this and when you can get it for use on Part 2.	ns of graph. Your your d away the , watches
International T		S and Canada, pleas	e refer to our Interr	national policies, which	clude ID requirements, at www.gedtestingservice.com/testers/intern	ational.
test score in th	st is available in both ne language you've o	chosen. If your jurisd	liction doesn't acce	pt the language you ha	res in both languages. You should confirm your jurisdiction accepts chosen, you can cancel your test and schedule a new appointment formation if you're testing in English.	
Rescheduling	eschedule your test	one full business da) prior to your scheduled appointment at 1-877-(EXAM-GED) 392-6- iting your test fees. Our hours of business are 7:00am central time	
	cancel your test, you				or to your scheduled appointment at 1-877-(EXAM-GED) 392-6433. sult in forfeiting your exam fees.	Cancelling a
					have read and agree to the GED Testing Service policie	es listed above.
trovious						Next
revious						Next
			Figur	e 9.1: Check	Зох	

Figure 9: The "Agree to Policies" Screen

NOTE: If you wish to reschedule or cancel your test, you must contact the GED® Customer Support Center 24 hours (one full business day) prior to your scheduled appointment at 1- 877-392-6433. Rescheduling less than 24 hours (one full business day) prior to your appointment will result in forfeiting your test fees. Our hours of business are 7:00am central time to 7:00pm central time, Monday through Friday.

10a. If you are paying by credit card you will need to first enter information in all fields listed in the "**Card Details**" section (10.1) If you have a voucher number or promotion code, enter the number or code and click on "**Apply**" (10.2). (See Figure 10a).

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Checkout - Step 3: Enter Payment
Confirm Personal Agree to Policies Enter Payment Submit Order Summary
Order Total
Subtotal: 35.00
Estimated Tax: 0.00
ESTIMATED TOTAL DUE: USD 35.00
Add Voucher or Promo Code <u>What is this?</u>
Voucher/Promotion Code:
We accept the following cards: MERCAN LINE CORRESS AND LINE AND LI
*Card Number: (Do not include hyphens or spaces)
*Expiration Date: 07 v 2016 v
*Cardholder's Name: (Name as it appears on card)
*Security Code: What is this?
Figure 10.1: "Card Details"
Figure 10.2: "Apply"
Figure 10a: The "Enter Payment" Screen



10b. Enter the billing address and click on the "Next" button (See Figure 10b).

Billing Address	
This address must match the address that appears on the accour	nt.
*Country:	United States
*Address 1:	100 Oak St
Address 2:	
Address 3:	
*City:	Anaheim
*State:	California
* Zip/Postal Code:	23456
*Telephone:	+ 1 234-567-8901 Country Codes
Your card will not be charged until you submit your order on the n	lext page.
Previous	Next
	1
	Figure 10b: Billing Address

NOTE: This address must match the address that appears on the account.

10c. **Submit Order** – Review order details and click on "**Submit Order**" if you don't need to make any changes to your order (See Figure 10c).



Confirm Personal Agree to Policies Enter Payment Submit Order Summary Your order is NOT complete until you click the "Submit Order" button. Confirm Order Details Description Details Exam GED: GED® Test Content Areas Appointment Tuesday, August 23, 2016 Start Time: 09:00 AM PDT • SCI: GED® Test - Science Location Salinas Union High School District - Salinas Ed Ctr 20 Sherwood Place Salinas, California 93906 United States	Price
Exam GED: GED® Test Appointment Tuesday, August 23, 2016 Start Time: 09:00 AM PDT Content Areas • SCI: GED® Test - Science • SCI: GED® Test - Science Location Salinas Union High School District - Salinas Ed Ctr 20 Sherwood Place Salinas, California 93906 United States	Price
Description Details Exam GED: GED® Test Appointment Tuesday, August 23, 2016 Start Time: 09:00 AM PDT Content Areas • SCI: GED® Test - Science Location Salinas Union High School District -Salinas Ed Ctr Salinas, California 93906 United States	Price
Exam GED: Appointment Tuesday, August 23, 2016 Start Time: 09:00 AM PDT Content Areas Start Time: 09:00 AM PDT • SCI: GED® Test - Science Language: English Exam Length: 95 minutes	Price
GED: GED® Test Tulesday, August 23, 2016 Content Areas Start Time: 09:00 AM PDT • SCI: GED® Test - Science Location Language: English Salinas Union High School District -Salinas Ed Ctr Language: English Salinas, California 93906 Exam Length: 95 minutes United States	
Schoebergers - Science Salinas Union High School District -Salinas Ed Ctr 20 Sherwood Place Salinas, California 03906 United States	35.00
Payment Details	
Exams for Order Total Name: Scotttest Candidate Subtotal: 35.00 Tax: 0.00 0.00 0.00	
GED ID: 20150409-2013-7239 Voucher: -35.00 GEDTS 2014 - 100% PUR Customer Service 1 Single Use (PVUE Liable) TOTAL USD 0.00 DUE:	Voucher for
USD 0.00	
Previous Cancel Order	Submit Order

11. **Summary** –Your order has been finalized! You will see a summary of your order and you can print a copy for your records by clicking on the "**Print Summary**" button (See Figure 11).



onfirm Personal Agree to Policies Enter ormation	Payment Submit Order Summary				
An email confirmation has been sent to	o: scott2345@ged.com				<u>Print Summary</u>
xam Details					
Description	Details		Order	Information	Price
Exam GED: GED® Test Content Areas • SCI: GED® Test - Science Language: English Exam Length: 95 minutes	Appointment Tuesday, August 23, 2016 Start Time: 09:00 AM PDT Location Salinas Union High School District -Salin. <u>Get Directions</u>	as Ed C	0032-1 Regis 30250	5	35.00
Payment Details					
Exams for	Orde	er Tot	al		
Name: Scotttest Candidate	Sul	btotal:	35.00		
		Tax:	0.00		
GED ID: 20150409-2013-7239	Voi	ucher:	-35.00	GEDTS 2014 - 100% PUR Customer Service Single Use (PVUE Liable)	Voucher for

Figure 11: "Print Summary"

NOTE: This is not your official payment receipt. Your official payment receipt will be sent to the email address that you have provided.

IMPORTANT: Additional Questions

If you have any questions about scheduling tests please contact our Customer Support Center at 1- 877-392-6433, Monday through Friday, 7:00 a.m. to 7:00 p.m., CST.