How to Access Student Scores via GED Manager™: A Guide for New Users

GED Manager™ provides access to student score reports for the GED® test and GED Ready® practice tests. You may wish to use this information to track test-taker performance, help test takers perform better on future exams, and invite passers to graduation. **This guide explains how new users can log into GED Manager™ for the first time and access student score information.**

Each state's GED Administrator™ determines who in the state has access to student scores. The administrator submits authorized users to GED Testing Service. GED Testing Service then sets up GED Manager™ accounts with student score access for authorized users.

Step 1: Access your GED Manager™ account

As an approved GED Manager™ user, you'll receive an email from GED Testing Service

- Follow the link included in the email. This will take you to the GED Manager™ log in page.

  Note: If you're already using this email address for a MyGED® account at GED.com, you'll have to change the email address you use to log into MyGED®. You cannot use the same email for both MyGED® and GED Manager™.

- From the log in page:
    - Select "Forgot Password"
    - When you receive the email to re-set the password, enter a new password
    - Check the Terms and Conditions box to indicate that you have read and agree to the Terms and Conditions
    - Click "Change Password"
- You can now log into GED Manager™ to get to student scores using your new password

Step 2: Search for a student's scores

When you log in to GED Manager™, you can use the Student Search screen to find student score information.
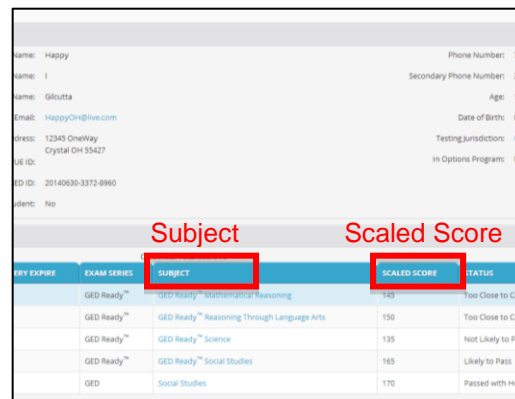
- Tip: Search using the student's email

address to find the tester most efficiently

➲ Click on the student's name to access his or her score information

➲ You can then access all the student's test subject scores for both the GED® test and the GED Ready® practice test.

    ➲ Each individual test subject score will be listed under the "Scaled Score" heading

    ➲ Click on the blue text under the 'Subject' heading to see the score report

Note: You may not see all the scores for students who have attended your program. Students must authorize your center before you will see their scores. They can do this in their MyGED® accounts at GED.com by clicking on the "Share scores with my adult learning center" link located on the "Scores" page or in their Enhanced Score Report.
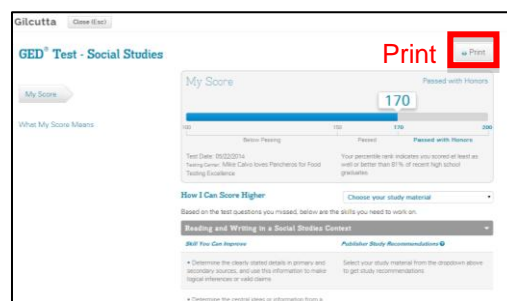
Step 3: Download the Enhanced Score Report

Help your student score higher on his or her next test with the personalized study plan available in the Enhanced Score Report. To download the Enhanced Score Report:

➲ Click on the name of the test subject that you wish to download the score report for (indicated by blue, linking text)

➲ This will take you to the report. You can print it using the "Print" button or close the page and return to view it later.

You can now use GED Manager™ to access student test scores in your center. Next time you want to access student scores in GED Manager™ go to GED.com/gedmanager/login to log in.