

GED Manager™ Access Guide

Requesting GED Manager™ Access

- Access to GED Manager™ requires permission from the Jurisdiction Administrator. Any requests received from the field will be sent to the Jurisdiction Administrator for approval prior to processing.
- Please send requests for GED Manager™ access to: operations@ged.com
- Requests with jurisdiction approval take 2-4 days to process.
- When sending a request for GED Manager™ access, please provide the information below or request will not be able to be fulfilled:

Name	Email Address	Role	Corrections Program/s or ABE Center/s	Custom Permissions Needed

GED Manager™ Roles and Description

Please note that **Corrections** and **Tester Authorized View** users will need to have one or more programs or ABE centers associated with their account.

Role	Description
Authorizations Only Staff	This role is designed for users who only approve testers in the Test Exceptions Queue, such as age restrictions or “options” programs. These users can only access the test exceptions queue and approve testers.
Corrections	These users can only view tester in their own corrections program. Permissions include creating testers and simulating testers. Examples include State Prison Admin, Prison Examiner. See below for a list of Custom Permissions that can be added to this role.
Jurisdictional View Only	This role has read only access to tester data including test scores. This user can print the score report, but cannot edit demographic information. See below for a list of Custom Permissions that can be added to this role
Jurisdictional	This role has many of the same roles as the Jurisdiction Administrator role, including: view accommodations, manage exceptions, search students, access passer reports, and edit certain demographic information. The key difference is that these users can not view site access permissions or see the GED Manager™ users. See below for a list of Custom Permissions that can be added to this role
Student Authorized View	Tester-Authorized View users are associated with one or more adult education centers. When the tester selects their adult education center, these users can see that tester’s score information, score report, and test history. They cannot simulate testers or edit records

	<p>There are three conditions that must be met for a tester to be visible to this user:</p> <ul style="list-style-type: none"> • The tester has chosen their adult education centers in GED.com • The tester has answered “YES” to the legal statement. • The tester does not have an open age exception <p>***Requests for this access must be accompanied with the name(s) of one or more Adult Education centers.</p>
Test Center User	The primary function of this role is to run the Passer Reports. This user cannot view historical records, tester demographic information, or test scores. The testers who this user has access to is limited only to testers who have tested in their test center and passed all four GED® test subjects.
GED Analytics Lite	The primary function of this role is to collect high-level data about test-takers in the users’ jurisdiction. The data is limited to aggregate statistics, and doesn’t allow the user to drill down into test-taker specific information. The user can, however, filter high level data by a variety of demographics and Test Center locations to see how a particular group or location is performing on the GED test(s).

Customer Permissions and Description

The following are a series of permissions that can be added to the roles described above. This allows you some flexibility to accommodate users with mixed functions. Not all of the permissions are available for all user roles.

Permission	Description	Who can be granted this permission
Corrections View Candidates	This permission allows users to view all candidates across the entire state in a read only capacity. Users with this role cannot edit testers outside their defined program. This permission may be needed for users to move testers not currently in a program into their own program.	<ul style="list-style-type: none"> • Corrections
Manage Exceptions	Grants the user access to the “Manage Authorization Page” where the user can approve or deny Exceptions (Age Alerts, Options Program, Official Practice Tests, etc.)	<ul style="list-style-type: none"> • Jurisdiction View Only • Corrections (only for associated programs) • Tester Authorized View (only for associated programs)
Passers Report	This permission gives users the ability to run reports for passers within the entire Jurisdiction based on a set date range	<ul style="list-style-type: none"> • Jurisdictional View Only • Corrections • Tester Authorized View
Search Paper History	This is a permission only available to jurisdictions with the Transitional Waiver Program, and Canadian jurisdictions with paper testing. It allows user to search imported historical paper records, these records are not limited to test center or jurisdiction. This is a read only access.	<ul style="list-style-type: none"> • Jurisdictions with a Transitional Waiver Program in place • Canadian jurisdictions with paper testing
Promote Paper History	Allows user to promote historical paper records to active paper testing records.	<ul style="list-style-type: none"> • Jurisdictions with a Transitional Waiver Program in place • Canadian jurisdictions with paper testing