

Corrections

How to Access a Test-taker's Electronic Transcript and Diploma



If your state participates in the free GED Credentialing™ service provided by GED Testing Service to fulfill transcript and diploma requests, you can easily access your test-taker's electronic transcript and diploma by following these steps. If your state does not participate in GED Credentialing™, find out the process for requesting a transcript in your state at GEDtestingservice.com/GEDrequest-a-transcript.

Once a test-taker passes the GED® test, the corrections administrator who scheduled the test on behalf of the test-taker will receive two emails: one to access the test-taker's free electronic transcript and one to access their electronic diploma.

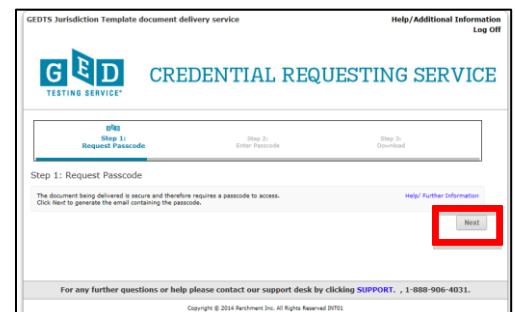
Step 1: Open the first email and click on the link to access the secure electronic document.

- This will take you to the GED Credentialing™ Request Service site.



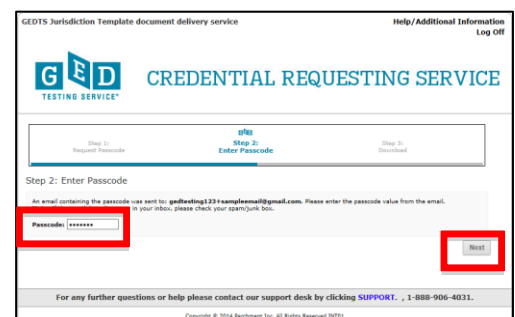
Step 2: Click on “Next” to request a passcode to access the document.

- A passcode will be emailed to you. Check your email and make note of this passcode.



Step 3: Enter the passcode that was emailed to you in the passcode box and click “Next.”

NOTE: This passcode will only unlock one of the two documents.



www.GEDtestingservice.com

Step 4: You now have access to the first file.

- ➔ Click "Download" to download and save the file to your computer.

Step 5: Repeat these steps to access the remaining document in the second email.

A NOTE ABOUT SECURITY AND THE ELECTRONIC TRANSCRIPT AND DIPLOMA:

- The electronic transcript and diploma are protected by security features that prevent them from being altered or forged
- When the electronic transcript and diploma are printed, they will say "Printed from an official copy." This is similar to how the old transcripts could not be photocopied for security purposes.

You have downloaded official copies of your test-taker's electronic transcript and diploma. Save these files for your test-taker or send them to the test-taker's family so the test-taker can use them when applying for jobs, training, or college.

