

GEDTS Portal Process for First Time GED Test Takers

1. Test-takers go to www.ged.com
2. First time test-takers will create an account by:
 - Entering an email address (confirming it)
 - Choosing a password
 - Click Sign up
3. Once they “Sign up” they will be logged into the system and will automatically be taken to the first page where it will ask them for the following information:
 - First name
 - Middle name (not required)
 - Last name
 - Date of Birth
 - Address
 - Primary Phone #
 - Secondary Phone # (not required)
4. After entering that information they will continue and move to the next screen which will ask them:
 - Where do you plan to take the GED test (in which state)? Only residents of Ohio will be able to test in Ohio. In other words, if I enter an address in Indiana I will not be able to select Ohio as the state I want to test in. The system defaults to the state you entered in the address section. Test-takers can choose to test in a different state than their home state provided that state allows non-residents to test.
 - Are you currently enrolled in high school – test-takers who answer “yes” to this question are not eligible to take the GED test. Test-takers must be officially withdrawn from high school.
5. After answering these questions the test-taker will click continue and move to the next screen which will ask them:
 - This is where they will receive the information on the voucher offer.
 - Test-takers will click “yes” I’m interested in participating and receiving a voucher or “no” I’m not interested in participating.
 - Those who answer, “yes” will finish registration and receive a message (red alert), instructing them to contact a CTPD.
 - Those who answer “no” will not contact a CTPD. They will schedule their test and pay the full fee of \$30.00 per module.
6. After answering this question the test-taker will click continue and move to the next screen which will ask them:
 - Do you want to request modified testing conditions (accommodations) for the day of your test? Test-takers who answer “yes” will need to complete the appropriate paperwork and submit to GEDTS. Those that answer “yes” go into the exception review.

7. After answering this question the test-taker will click continue and the system will take them back to the home screen (we call it their dashboard). Test-takers who answered “yes” to the Ohio voucher program question will see a red alert in their message folder. The red alert is quite similar to what you see in Facebook when someone comments on your post or sends you a message, etc. Test-taker will go to their messages and they will see a message that reads:
 - On your registration form you selected that you are willing and able to participate in career and educational guidance in order to receive up to an \$80 voucher toward your testing fee. You need to select and contact a Career-Technical Planning District (CTPD) regarding the career and educational guidance to receive your voucher.
 - Please click here to select a Career-Technical Planning District (CTPD).
 - Link will take them here: <http://education.ohio.gov/Topics/Career-Tech/GED-CTPD>
8. Test-takers who wish to participate in career and educational guidance will contact their local CTPD, receive career and educational guidance, and be given a voucher.
9. Once the test-taker has his or her voucher they will return to their account at www.ged.com and click “Schedule Test.”
10. Once they click “Schedule Test” the system will walk them through a series of demographic questions and will ask them to enter their Ohio SAFE Account number.
11. Once they finish they will then move to scheduling their test. On the final screen, Payment screen, test-taker will enter in his or her voucher number and it will reduce the cost of their test accordingly.