MEMORANDUM

DATE: 2014-2015

TO: Correctional Students

FROM: GED Testing Service

RE: How to log into your MyGED® account after release from a Corrections Program

Follow these steps to log into your MyGED® account after your release. Use your MyGED® account to finish taking your GED® test or request your transcript.

TO LOG INTO YOUR MYGED® ACCOUNT:

Step 1: *Before your release,* **ask the testing center to update your MyGED® account.**

- Give them the email address that you'll use to log into your MyGED® after your release

If your account wasn't updated before your release, **call GED Testing Service to have your account updated.**

- Call the GED Testing Service call center at 1-877-392-6433
- Give your name, date of birth, and the corrections facility where you took the GED® test
- Give your new address, phone number, and email address so they can update your account

NOTE: Call center hours are 7:00 AM – 7:00 PM CT.

Step 2: Log into your MyGED® account.

- Go to GED.com
- Use your updated email address to log in
- Click "Forgot Password" if you need to reset your password
- Log in to see your scores, continue studying, and schedule your remaining tests

TO REQUEST YOUR TRANSCRIPT:

- Log into MyGED® at GED.com
- Click on the "Request a Transcript" link at the bottom of the screen
- Follow the steps to request a transcript to be sent to your new address

NOTE: The process to request a transcript is different for each state. Go to www.GEDtestingservice.com/GEDrequest-a-transcript to see what you need to do next.

IMPORTANT NOTE: If you set up a new MyGED® account after your release, you'll have to merge your corrections MyGED® account with your new account. Call the call center at 1-877-392-6433 to merge your accounts.

Contact 1-877-392-6433 or email help@GEDtestingservice.com if you have any questions about logging into your MyGED® account.