Requesting Accommodations

> **PURPOSE:** To provide instructions on the Accommodations process for Testers.

> ❗ **IMPORTANT:** It is important that Testers use Chrome, Safari, Firefox, IE11 or higher. Also, you can use mobile browsers for all of the above on newer phones.

1. If you do not already have a GED® account you will need to create one by going to MyGED®. Next, click on **"Sign Up"** in the top right hand corner and enter the required information (1.1) (See Figure 1).

Figure 1: GED® Account

Figure 1.1: "**Sign Up**"

2. After entering your email address and a password answer all required questions.

3. You will be presented with an explanation of what testing with accommodations means. If you would still like to test with accommodations click "**Yes**" (3.1) (See Figure 3).

Create Account : Testing Accommodations

We provide modified testing under certain circumstances like for those with documented learning disabilities or impaired vision. To qualify, you will need to provide supporting documentation.

Do you need modified testing (accommodations) for the day of your test?

◯ Yes, I have a documented disability

◯ No

Back   Continue
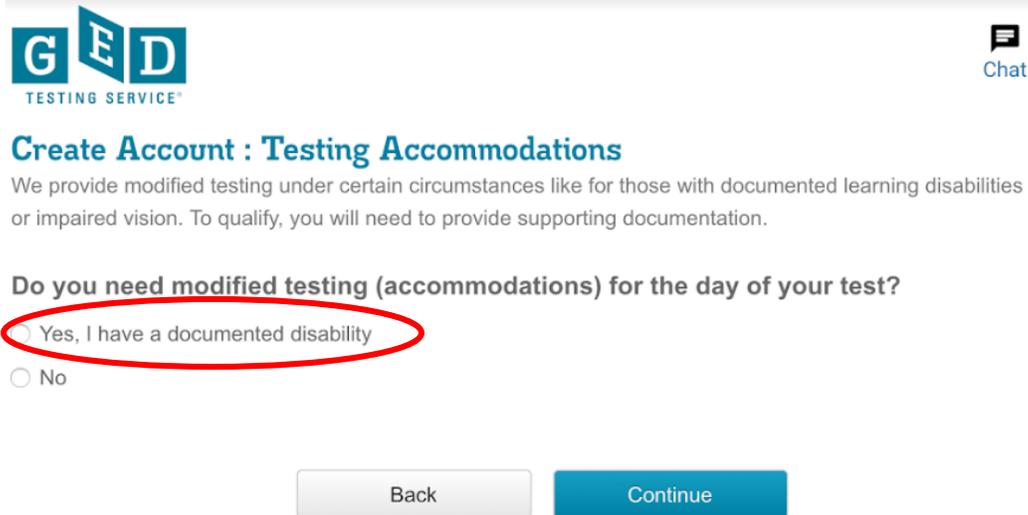
Figure 3: Accommodations Description

Figure 3.1: "**Yes**"

4. You will then be taken to the dashboard of your GED® account which will provide you with more information on the Accommodations process (See Figure 4).

My Accommodations

We are committed to providing all students with disabilities full access to the GED test. Test accommodations are considered on a case-by-case basis and include things such as extra testing time or extra breaks.

Finish your accommodations request:

The review process can take up to 30 days. Cancel your request now if you'd rather schedule without accommodations.

✓ **Step 1: Finish your profile.**
Answer a few questions and verify your identification information.
FINISH PROFILE

✓ **Step 2: Create an account on the GED Accommodations Request System.**
After creating an account, you will receive an email with a link to apply and continue the accommodations process.
CREATE ACCOUNT

✓ **Step 3: Upload suppo**
Submit supporting documentati
Accommodation Request accou

Figure 4: GED Dashboard

UPLOAD DOCUMENTATION

✓ **Step 4: Wait for your determination.**
Your request will be reviewed when you've finished steps 1 through 3. Please allow up to 30 days for determination. You will receive an email when a decision is made.
LOG IN TO REVIEW REQUEST

5. Please note the review process can take up to 30 days. If you would like to cancel your request click on the "Cancel" button.
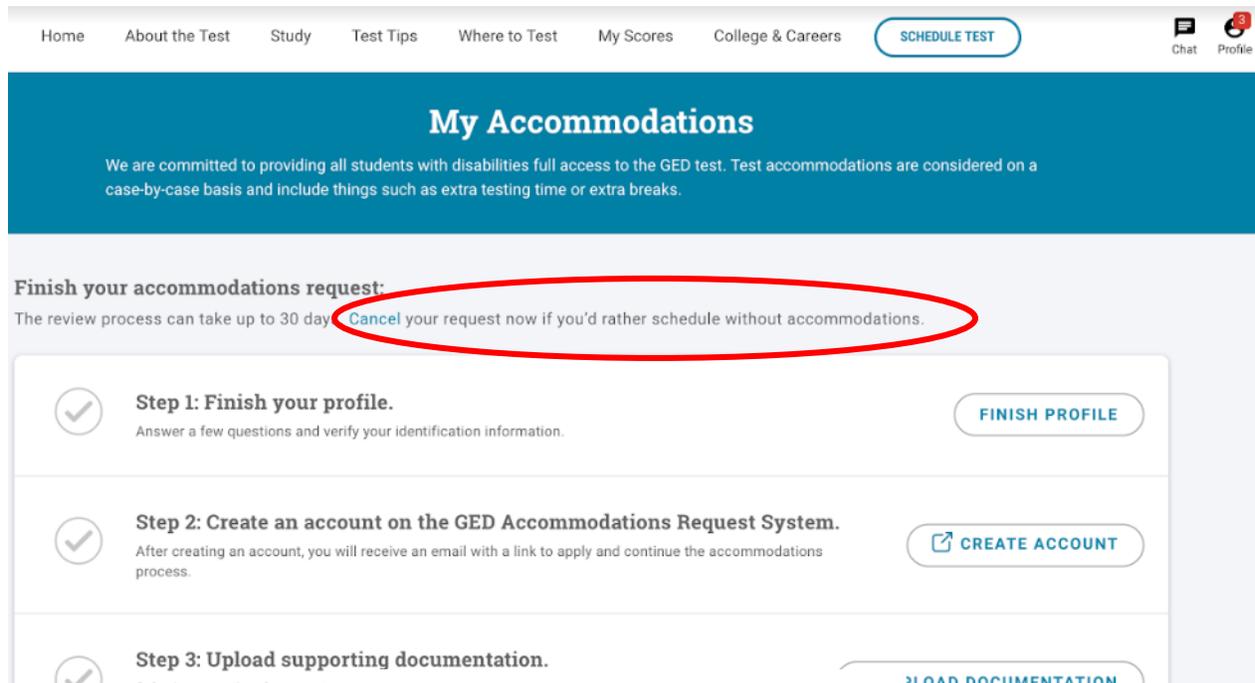
Figure 5: Accommodations request process

6. After you finish setting up your profile you will need to create an account in the GED Accommodations Request System. Here is the login page for the system. Click on "**Register**" (See Figure 6).
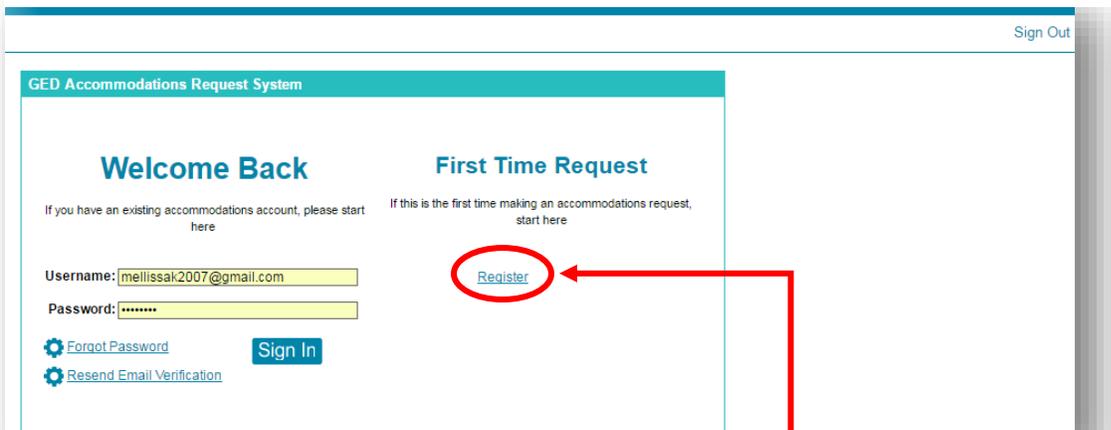
Figure 6: "**Register**"

7. Now, you will need to enter the required information (See Figure 7a).
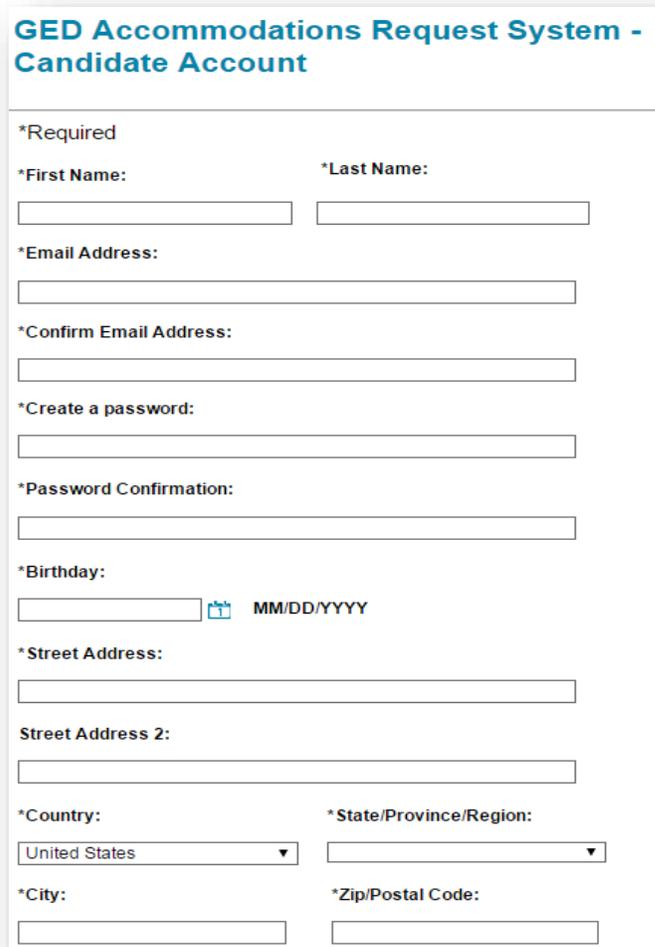
GED Accommodations Request System - Candidate Account

*Required

*First Name: *Last Name:

*Email Address:

*Confirm Email Address:

*Create a password:

*Password Confirmation:

*Birthday:
            📅 MM/DD/YYYY

*Street Address:

Street Address 2:

*Country: *State/Province/Region:
United States   ▼   ▼

*City: *Zip/Postal Code:

Figure 7a: "**GED Accommodations Request System-Candidate Account**"

Please note, if you are under 18 you will need to check the first box (See figure 7b, 7.1). All Testers must check the last two boxes you are presented with to acknowledge the Terms of Service and Privacy Policy listed at the bottom of the page (7.2). If you do not, you will not be allowed to continue with the process. Click "**Continue**" when you are finished entering all required information.
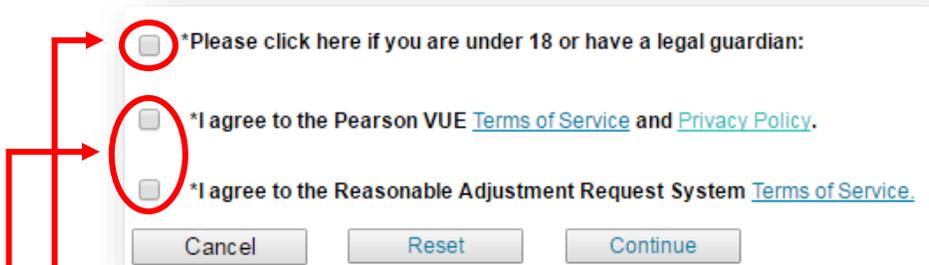
Figure 7b: Check Boxes

7.1: Under 18

7.2: "**Terms of Service and Privacy Policy**"

8. Click on the "**Start Your Request Here**" button (See Figure 8).
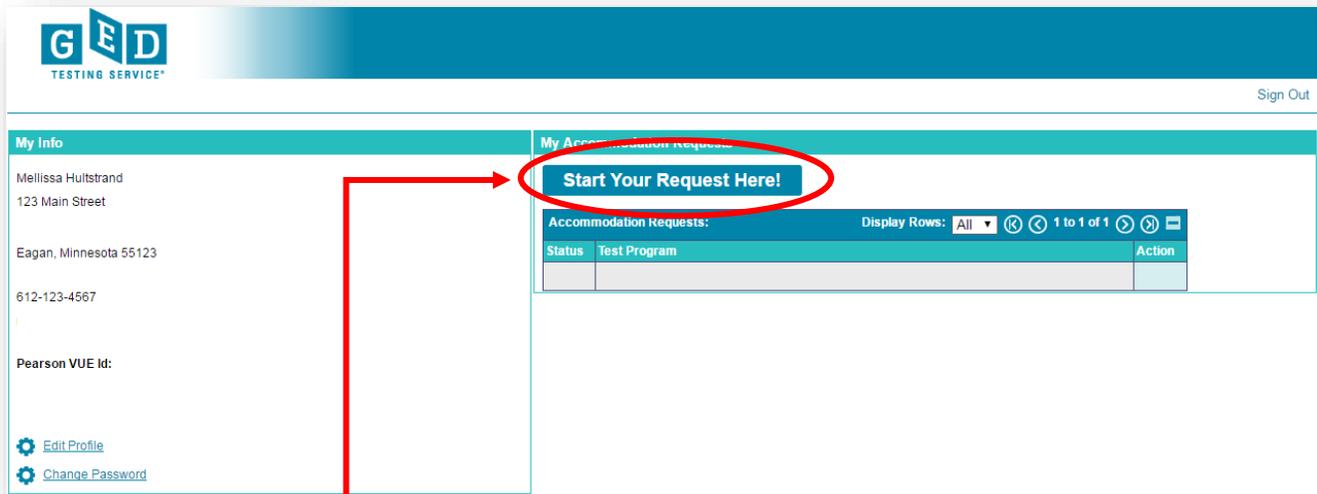
Figure 8: "**Start Your Request Here**"

9. On this page GED® should be listed as your program. Click "**Continue**" to confirm.

Figure 9: "**Continue**"

10. Again, confirm that you would like to be considered to take the GED® tests with accommodations by clicking on the "**Continue**" button (See Figure 9).

Figure 10: "**Continue**"

11. Click on the "**Request Type**" (11.1) drop down arrow to select your disability category and click on "**Request Item**" (11.2) to select the type of accommodations you would like to be considered for i.e. extra time, reader, separate room, etc.… Also, indicate in the "**Request Rationale**" (11.3) box why you would like this accommodation. If you would like to request more than one accommodation click on the "**+**" (11.4) button to enter an additional request. Then, click on "**Continue**" (11.5) (See Figure 11).
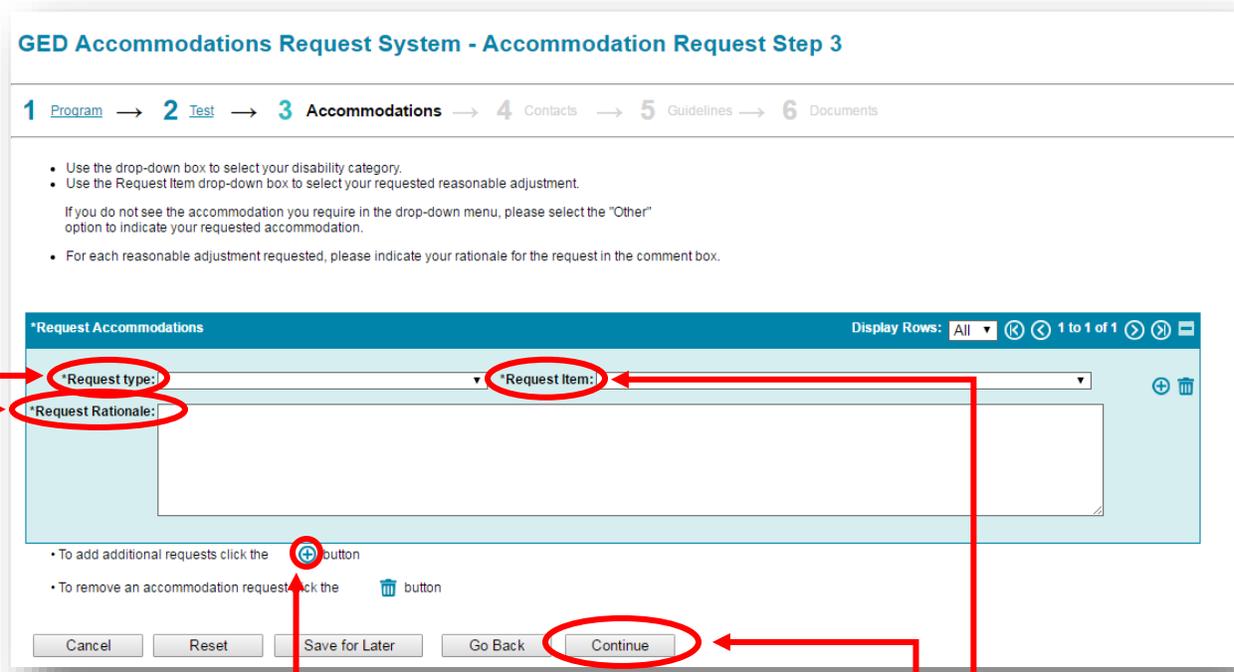
Figure 11: "**Accommodation Request Step 3**"

11.1: "**Request Type**"

11.2: "**Request Item**"

11.3: "**Request Rationale**"

11.4: "**+**"

11.5: "**Continue**"

12. If you would like to give the Pearson VUE Accommodations team permission to speak to someone else on your behalf please enter their "**Name**", "**Email**", "**Relationship**" and "**Phone**" (12.1) and then click "**Continue**" (12.2). Please note this step IS NOT mandatory so if you would like the team to only speak to you simply click on "**Continue**" to take you to the next screen (See Figure 12).
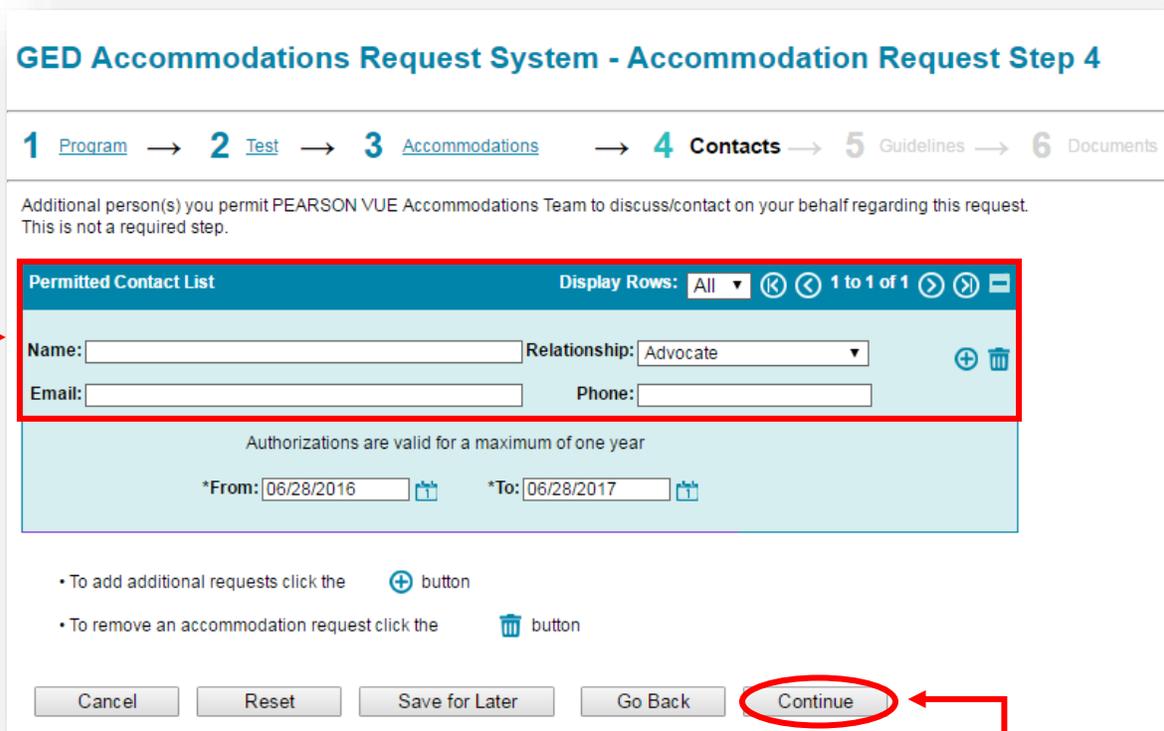
Figure 12: "**Accommodation Request Step 4**"

12.1: "**Permitted Contact List**"

12.2: "**Continue**"

13. Review the supporting documentation guidelines and then answer the three questions listed by selecting "**Yes**" or "**No**" (13.1) and then click on "**Continue**" (13.2) (See Figure 13).

Figure 13: "**Accommodation Request Step 5**"

13.1: "**Yes/No**"

13.2: "**Continue**"

14. Now, it is time to upload your supporting documentation. To do this click on the "**Upload**" (14.1) button. If you have more than one supporting document click on the "**Upload Additional Documents**" after submitting your first document (14.2). Once you have uploaded your documents click "**Submit**" (14.3) (See Figure 14). If you would rather fax in your documentation please click on the magnifying glass icon to view instructions on how you can do this.

Figure 14: "**Accommodation Request Step 6**"

14.1: "**Upload**"

14.2: "**Upload Additional Documents**"

14.3: "**Submit**"

14.4: "**Send Message**"

14.5: "**Cancel Request**"

15. If you would like to ask the Pearson Vue Accommodations team a question click on "**Send Message**" (14.4) in the figure above. Please note you can cancel your request at any time by clicking on the "**Cancel Request**" (14.5) button (See Figure 14).

16. Remember, it can take up to 30 days for your request to be reviewed, but note you can check on the status of your request by clicking on the link provided in the emails you receive from the Accommodations team. Or, you can also check the status of your request by signing into your GED® account and clicking on the "**My Accommodations**" link. (16.1) (See Figure 16).
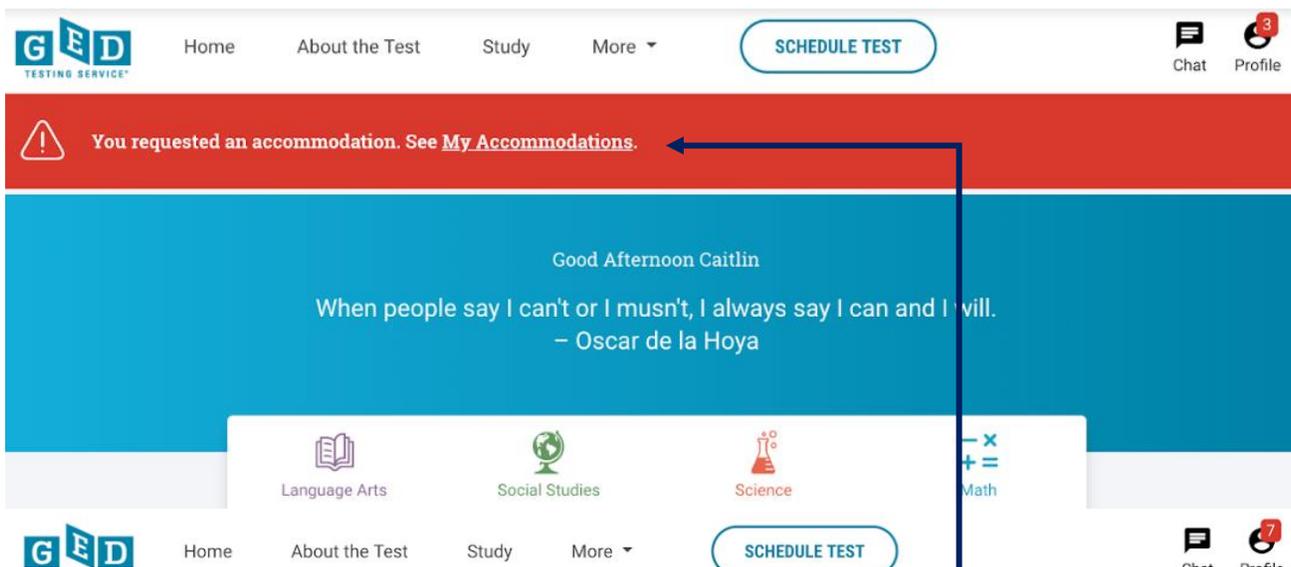
Figure 16: GED Account

Figure 16.1: "**My Accommodations**"

17. You will then be taken to the login page for the GED® Accommodations Request system. Enter your username and password and click on "**Sign In**" (17.1) (See Figure 17).

Figure 17: GED Accommodations Request System

Figure 17.1: "**Sign In**"

18. Next you will see a screen that lists your accommodation requests and to the left of it you will see the status box. Hover over the symbols to reveal more information about the status of your request (18.1). Also, please note you will be receiving email notifications anytime the status of your accommodations request has changed (See Figure 18).
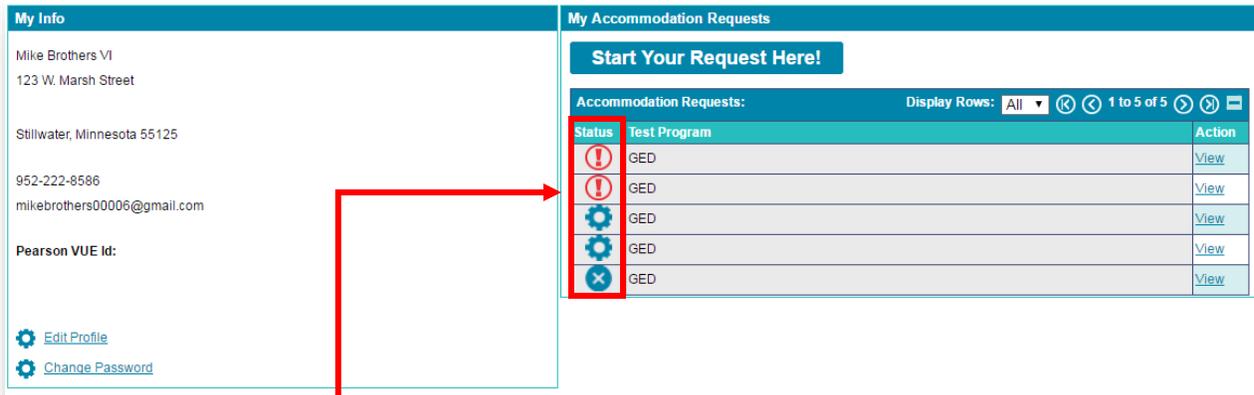
Figure 18: Accommodation Request

Figure 18.1: Status symbols

19. If you would like to edit your profile click on the "**Edit Profile**" link (19.1) (See Figure 19).
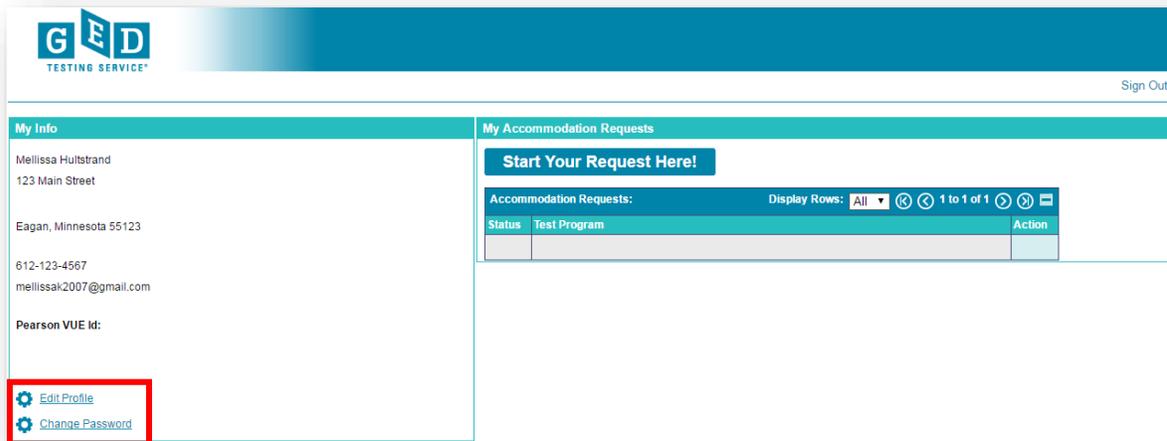
Figure 19: Editing profile

19.1: "**Edit Profile**"

19.2: "**Change Password**"

20. Once you do this you will be able to edit email, phone number or address. Click on the trash can symbol to delete the current information and then click on the plus "**+**" (20.2) sign to update the information. Be sure to click on "**Continue**" (20.3) to save the information you just entered (See Figure 20).

Figure 20: "**Edit My Info**" page

Figure 20.1: Add or Delete

Figure 20.2: "**Continue**"

21. If you would like to change your password go to the login page and click on the "**Change password**" link (19.2). Simply enter your old password and then your new password twice. Next, click on the "**Save**" button (21.1) (See Figure 21).

Change Password

Old Password:
New Password:
Confirm your password:
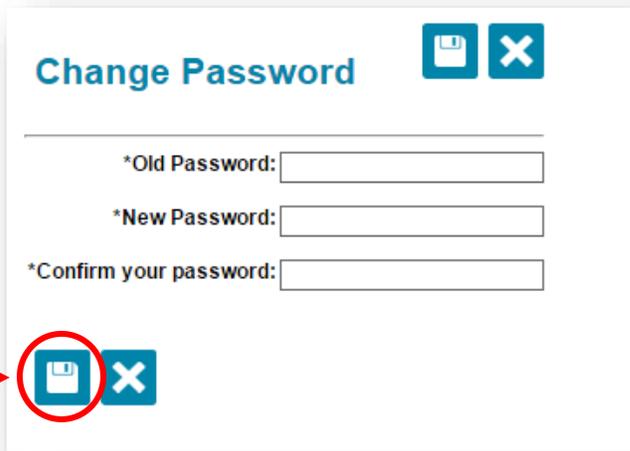
Figure 21: "**Change Password**" page

Figure 21.1: "**Save**"

! **IMPORTANT:** If you have any additional questions please email the Accommodations Team at accommodations@ged.com.