

# GED Administrator Site Brief Guide: Sign Up and User Instructions

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## Introduction

This guide provides instructions and screenshots to help you navigate through the process of signing up for an account to use GED TestPrepped Coaching Program, how to register your students to take the TestPrepped Profile assessment and accessing your students' reports.

## User Account Set Up

Once you have watched the GED TestPrepped Coaching course, click the “Sign up for free” button to sign up for an account to access the GED Administrator Site. You will be taken to the FifthTheory website where you will enter information needed to get an account for the GED TestPrepped administrator site. The first screen you will see is a privacy compliance screen that lets you know your email address will be handled in a secure manner. You will click the Next button to go to start the account set up. On this screen, you will enter your email address. The email you enter will be used to communicate with you so please be sure to enter your correct email. Click next to go to the next screen.

**Screen 1 of 4**

**Thank you for your interest in the GED TestPrepped assessment! The information collected during this sign-up process will be used to create your online GED TestPrepped assessment account.**

**Please enter your email address below (we will communicate with you using this email). By entering your email and clicking the 'Next' button, you agree to our Privacy Notice**

<http://docs.fifththeoryfusion.com/GED/ft-dpn-GED-educators.pdf>

Please enter a valid email address:

Next

[Mobile Device Disclaimer](#)

On the 2<sup>nd</sup> account set up screen, you will be asked to answer two questions. These questions ask whether you are a GED educator and whether you have watched the six modules of the TestPrepped Coaching course. Once you select an answer to these two questions, click next to go to the next screen. On the 3<sup>rd</sup> screen, simply enter your first and last name then click next for the final screen.

**Please answer the following:**

**Screen 2 of 4**

Are you a GED Educator:

\* Please make a selection ▼

We encourage you to watch the GED TestPrepped Coaching Course videos before using this program. Have you watched the videos?

\* Please make a selection ▼

Next

**Please answer the following:**

**Screen 3 of 4**

Please enter your first name:

Please enter your last name:

Next

Now you have signed up for your free account. On the final screen, you will see a message letting you know that you will receive an email within 2 business days. The email will include a link to the administrator site along with your credentials to login to the administrator site. This email will come from FifthTheory. Once you get the email, you will be able to login to the GED Administrator Site.

**GED®  
TESTPREPPED  
COACHING  
PROGRAM**  
*FifthTheory Education™*

**Screen 4 of 4**

**Thank you for signing up to utilize the GED TestPrepped Coaching assessment!**

You will receive an email within 2 business days with your new account information, link to access the GED administrator site and other login credentials.

[Mobile Device Disclaimer](#)

## Access Administrator Site

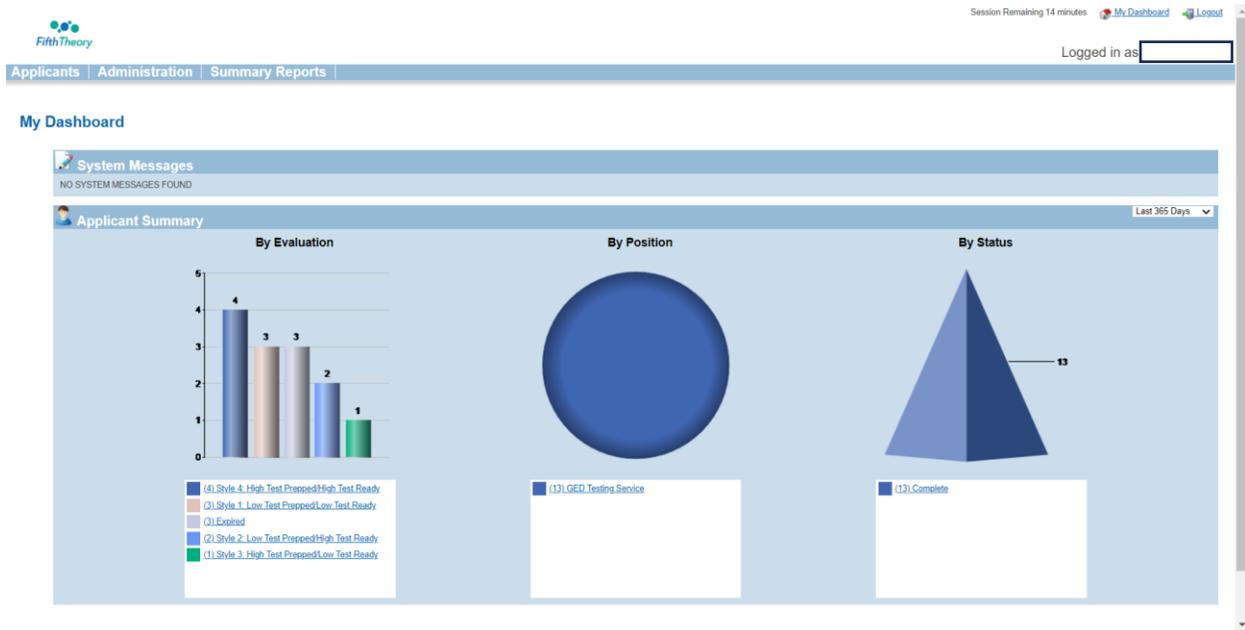
Once you receive an email with the link and credentials for the administrator site, you will be able to access the site to register students to complete the TestPrepped Profile assessment and view your students' reports.

Using the link and credentials from the email, go to the link for the administrator site. Here you will enter your username and password provided in the email. Later, you can change your password within the administrator site.



The screenshot shows the FifthTheory login interface. At the top left is the FifthTheory logo, consisting of three colored circles (green, blue, green) above the text "FifthTheory". Below the logo is the heading "Login". There are three input fields: "Username:" with the text "winter" entered, "Password:" with six dots for masking, and "Language:" with a dropdown menu showing "English (US)". A blue "Login" button is positioned below the language dropdown.

The first screen you will see is the dashboard. The dashboard includes three charts that give a current snapshot of the students that have completed the assessment and are available to view within the Administrator Site.



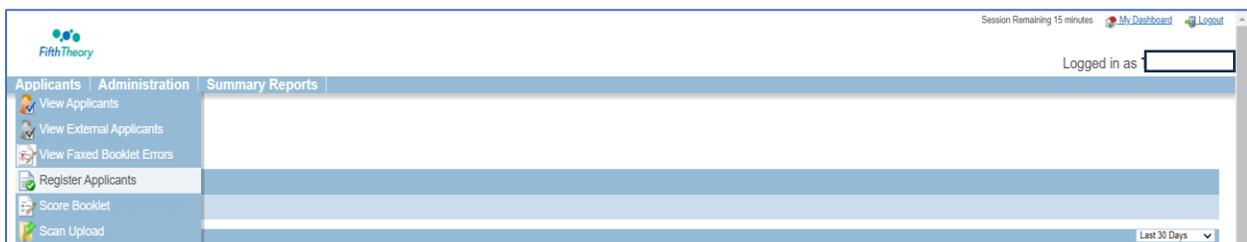
The three dashboard charts:

- The **By Evaluation** chart shows how your students are divided by each Test Mastery styles: If you click on any of the Test Mastery styles, you will be taken to a screen that lists the students that received that test mastery style.
- The **By Position** chart shows you the number of students who completed the assessment within a specific Position. If you click on this, you will be taken to a screen that lists the students that completed the assessment.
- The **By Status** chart will show the students number of students who have received the link and whether their status is Complete or Incomplete. If you click on one of those statuses, you will see the list of those students.

Next, we'll talk about registering students.

## Register Students

Located on the top menu bar of the dashboard there is a category labeled, "**Applicants.**" Hover over "Applicants" to see the dropdown menu. *Note, that for GED, the word 'Applicants' on the administrator site refers to students.* To register a student, start by selecting 'Register Applicants' in the Applicants menu.



A new screen for registration will open after selecting 'Register Applicants.' Select the GED Testing Service under "**Select Applicant Event,**" select the appropriate unit (there should only be one) under "**Select Location,**" select GED Testing Service under "**Select Position,**" and then click "**Register New Applicant.**"

Applicants			
Applicant Registration			
1. Select Applicant Event	2. Select Location	3. Select Position	4. Register Applicants
GED Testing Service	0001 - GED TESTING SERVICES	GED Testing Service	Register New Applicant

Once you select "Register New Applicant," a form where you can register names will pop up. The registration form has fields to enter first name, last name, and email. Once registered, an email will be automatically sent to the registered students. If you would like to receive a copy of the email that is sent to your students, click the box by "Send me a blind carbon copy." There is an option to register multiple students at once. You will need to download the template file linked on the screen and paste the student information in the box provided. You can also click on the  to add more than one student. If you click on it 3 times, it will give you the space to enter 3 students at once.

**Register New Applicant**

Applicant Event	Location	Position
GED Testing Service	0001 - GED TESTING SERVICES	GED Testing Service

[Click Here to Download Template File](#)   [Help](#)

Send me a blind carbon copy (example@test.com)

Register
Clear

Enter applicant information below or paste multiple records here:

Please note: all fields are required.

First Name	Last Name	Email

+

Register
Clear

Note: Students are able to complete the assessment again if they would like to check their progress. You will need to register the student again.

Below is an example of the email that students will receive after being registered. This provides students with information needed to access the assessment and an overview of the purpose of the assessment. Once a student starts the assessment, students will have 14 days to complete. If the student hasn't completed the assessment within 14 days after they started, their registration will be considered expired. You will need to register them again if they still want to complete the assessment.

Dear FIRST NAME,

You are invited to participate in a program to help you improve your test taking mindset! Improving your test taking mindset can get you in the right state of mind to prepare for and perform well on the GED test. Understanding your test taking mindset starts with you completing the GED TestPrepped Profile assessment. Completing the assessment is easy.

- **14 days** to complete – You may leave and resume
- **No** right or wrong answers
- Only **10-15 minutes** to complete.
- 52 questions

From the date of this email, you have **14 days** to complete the assessment. To access the assessment, please go to: <URL Link Inserted >

**After** you complete the assessment:

- You will be emailed your profile report with information about your test taking mindset.
- You will be able to identify actions to improve your test preparation and test readiness.
- You may talk with your advisor to identify ways you can improve your test taking mindset.

Thank you!

After completing the assessment, the student will receive their TestPrepped Profile report. Here is an example of the email that students will receive with their reports.

Hello,

Congratulations on completing the GED TestPrepped Profile assessment. You have taken a big step in your test preparation and are even closer to being ready to complete your GED journey. Your GED TestPrepped Profile report is ready and is attached to this email.

A copy has also been sent to your advisor who will help you understand what your report means and actions for your next steps.

You are encouraged talk to your coach/instructor/advisor about what your report means and ideas for next steps.

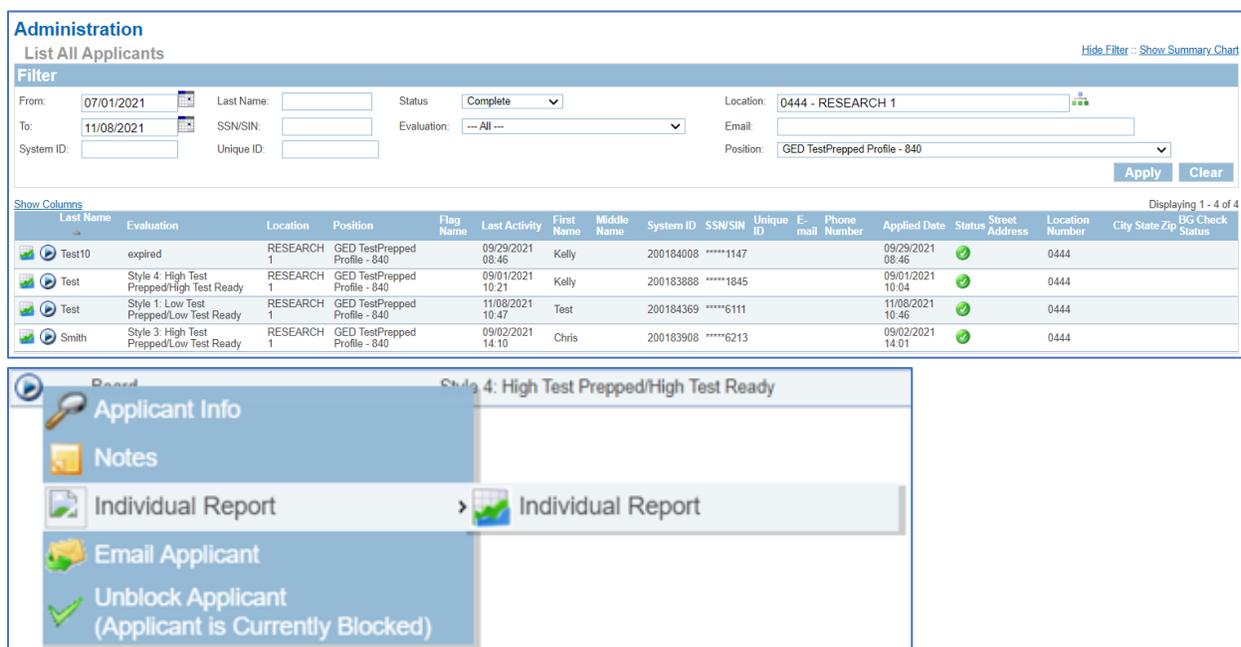
Good luck with your GED journey!

## Viewing Student Test Prepped Profile Reports

If you want to view a student's report, you will need to return to the dashboard screen of the administrator site. In the top menu bar, hover over **"Applicants,"** select **View Applicants**. This will take you to a screen that will display basic information about students that have assessment records and their results.



You may search for students by date, name, or email in the filter section. You will see a list of students that meet the filter criteria. The triangle symbol beside each name will lead to a new menu that includes "Individual Report." Clicking on Individual Report will download a pdf of the GED TestPrepped Profile Report. You can save or print the report. It may take a minute for the report to generate and appear as a download.



**Administration**  
List All Applicants [Hide Filter](#) - [Show Summary Chart](#)

**Filter**

From: 07/01/2021 Last Name: Status: Complete Location: 0444 - RESEARCH 1  
To: 11/08/2021 SSN/SIN: Evaluation: --- All --- Email:  
System ID: Unique ID: Position: GED TestPrepped Profile - 840 [Apply](#) [Clear](#)

**Show Columns** Displaying 1 - 4 of 4

Last Name	Evaluation	Location	Position	Flag Name	Last Activity	First Name	Middle Name	System ID	SSN/SIN	Unique ID	E-mail	Phone Number	Applied Date	Status	Street Address	Location Number	City State Zip	BG Check Status
Test10	expired	RESEARCH 1	GED TestPrepped Profile - 840		09/29/2021 08:46	Kelly		200184008	*****1147				09/29/2021 08:46	✓		0444		
Test	Style 4: High Test Prepped/High Test Ready	RESEARCH 1	GED TestPrepped Profile - 840		09/01/2021 10:21	Kelly		200183888	*****1845				09/01/2021 10:04	✓		0444		
Test	Style 1: Low Test Prepped/Low Test Ready	RESEARCH 1	GED TestPrepped Profile - 840		11/08/2021 10:47	Test		200184369	*****6111				11/08/2021 10:46	✓		0444		
Smith	Style 3: High Test Prepped/Low Test Ready	RESEARCH 1	GED TestPrepped Profile - 840		09/02/2021 14:10	Chris		200183908	*****6213				09/02/2021 14:01	✓		0444		

**Dropdown Menu:** Applicant Info, Notes, Individual Report (selected), Email Applicant, Unblock Applicant (Applicant is Currently Blocked)

## Change Password

Under the Administration menu, go to User Management. Click on the **Edit User** icon  to open the window within which you can change existing user information such as name, email address, location. Passwords can also be changed in the **Updating Existing User** window.

Note: changing your email will not change your username. You will need to contact FifthTheory if you need to change your username.

## Update Existing User



Please note: Fields marked with \* are required.

Default Role\*:  ▾

Location\*:  

First Name\*:

Last Name\*:

Fax Number:

E-mail:

### For Online Administration Center

Both the Username and Password must conform to the following criteria:

- Between 5 and 10 characters
- Must start with a lower or uppercase letter
- Can contain lowercase and uppercase letters, numbers and underscores

Username\*:

Password\*:

Verify Password\*: