

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

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.

 If you do not already have a GED® account you will need to create one by going to <u>MyGED®</u>. 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).



G C D TESTING SERVICE	Chat	
Create Account We provide modified te or impaired vision. To c	nt : Testing Accommodations testing under certain circumstances like for those with documented learning disabilities qualify, you will need to provide supporting documentation.	
Do you need mod	dified testing (accommodations) for the day of your test?	
O No		
	Back Continue	
	Figure 3: Accommodations Description	
<ol> <li>You will then b provide you wit Figure 4).</li> </ol>	be taken to the dashboard of your GED® account which will ith more information on the Accommodations process (See	
Home About the Test Stu	udy Test Tips Where to Test My Scores College & Careers SCHEDULE TEST	Chat Profile
We are committed to provi case-by-case basis and inc	<b>My Accommodations</b> viding all students with disabilities full access to the GED test. Test accommodations are considered on a nclude things such as extra testing time or extra breaks.	
Finish your accommodations The review process can take up to 30	<b>is request:</b> 30 days. Cancel your request now if you'd rather schedule without accommodations.	
Step 1: Finish yo Answer a few questions	our profile. s and verify your identification information. FINISH PROFILE	
Step 1: Finish yo         Answer a few questions         Step 2: Create an         After creating an accoun         process.	our profile.       FINISH PROFILE         s and verify your identification information.       FINISH PROFILE         n account on the GED Accommodations Request System.       Image: Create Account         Int, you will receive an email with a link to apply and continue the accommodations       Image: Create Account	
Step 1: Finish yo         Answer a few questions         Answer a few questions         Step 2: Create an         After creating an accoun         process.         Step 3: Upload st         Submit supporting docur         Accommodation Request	our profile.       FINISH PROFILE         s and verify your identification information.       FINISH PROFILE         n account on the GED Accommodations Request System.       Image: Create Account         unt, you will receive an email with a link to apply and continue the accommodations       Image: Create Account         suppourmentati Inst account       Figure 4: GED Dashboard       Image: Create Account	



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.

Home	About the Test Study Test Tips Where to Test My Scores College & Careers SCHEDULE TEST	F Chat	Profile
W	If are committed to providing all students with disabilities full access to the GED test. Test accommodations are considered on a ase-by-case basis and include things such as extra testing time or extra breaks.		
Finish you The review pr	<b>ar accommodations request:</b> ocess can take up to 30 day <b>Cancel</b> your request now if you'd rather schedule without accommodations.		
	Step 1: Finish your profile.       FINISH 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.		
	Step 3: Upload supporting documentation.		

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).

Welcome Back	First Time Request	
f you have an existing accommodations account, please start here	If this is the first time making an accommodations request, start here	
Jsername: mellissak2007@gmail.com	Register	
Password:		
Forgot Password Sign In		

REV. 7/16/2019



7. Now, you will need to enter the required information (See Figure 7a).

GED Accom Candidate A	modatio ccount	ons Request Sys	stem -
*Required			
*First Name:		*Last Name:	
*Email Address:			
*Confirm Email Addr	ess:		
*Create a password:			
*Password Confirma	tion:		
*Birthday:  *Street Address:	] <mark>111 MM</mark> /DD	//YYY	
Street Address 2:			I
*Country:		*State/Province/Region:	I
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.



*Please click h	ere if you are under	18 or have a legal guardian:
*I agree to the	Pearson VUE Terms	s of Service and Privacy Policy.
*I agree to the	Reasonable Adjust	ment Request System <u>Terms of Service.</u>
Cancel	Reset	Continue
	Figure 7b: Ch	eck Boxes
	7.1: Und	er 18
7.2: " <b>T</b> e	erms of Service	and Privacy Policy"

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

			Sign (
Info	Му Ассон		
Ilissa Hultstrand	 → Start Your Request Here!		
3 Main Street	Accommodation Requests:		
gan. Minnesota 55123	Status Test Program	Action	
2-123-4567			
earson VUE Id:			
Edit Profile			
Change Password			



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

TESTING SERVICE				
D Accommoda	ations Request Sy	stem - Acco	mmodatior	Request Step 1
Program $\rightarrow$ 2	Test $\longrightarrow$ <b>3</b> Accommodati	ions $\rightarrow$ <b>4</b> Co	ntacts $\rightarrow$ 5	Guidelines $\rightarrow 6$ Documen
ect your exam program fron	n the dropdown list:			
D		T		
Cancel Res	Save for Later	Continue		
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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).

Program	7 Test	2 Assemmedations		Contasta	. 5	Guidelines	6 Documents
				Contacts			UEstumenta
licate the name of the	exam for which yo	u are requesting reasor	nable adjust	ments (please	be specific)		
D							
Cancel	Reset	Save for Later	Go B	ack	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).

$1 \xrightarrow{\text{Program}} \rightarrow 2 \xrightarrow{\text{Test}}$	4  ightarrow 3 Accommodations $ ightarrow 4$ Contacts $ ightarrow 5$ Guidelines $ ightarrow 6$ Documents	
<ul> <li>Use the drop-down box to</li> <li>Use the Request Item drop</li> </ul>	to select your disability category. rop-down box to select your requested reasonable adjustment.	
If you do not see the acco	ommodation you require in the drop-down menu, please select the "Other" aguested accommodation.	
For each reasonable adju	justment requested, please indicate your rationale for the request in the comment box.	
10		
*Request Accommodations		
*Request type:	Request Item:	• 🕀 🖬
To add additional requests     To remove an accommoda     Cancel Res	is click the Dutton ation request to k the Dutton	
To add additional requests     To remove an accommoda     Cancel	Is click the Dutton ation request ick the Dutton set Save for Later Go Back Continue Figure 11: "Accommodation Request Step 3"	
To add additional requests     To remove an accommoda     Cancel     Res	Is click the Dutton ation request ick the Dutton set Save for Later Go Back Continue Figure 11: "Accommodation Request Step 3" 11.1: "Request Type"	
To add additional requests     To remove an accommoda     Cancel     Res	ts click the  button ation request to k the  button set Save for Later Go Back Continue Figure 11: "Accommodation Request Step 3" 11.1: "Request Type" 11.2: "Request Item"	



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).

1 Program	$\rightarrow$	2 1	est -	$\rightarrow$	3	<u>Accon</u>	nmo	dation	<u>15</u>	_	→ <b>4</b>	C	ontac	ts —	→ 5	Gui		s →	6	Docume
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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).

-	rogram	$\rightarrow$ 2 Test $\rightarrow$ 3 Accommodations $\rightarrow$ 2	$\begin{array}{ccc} 4 & \underline{\text{Contacts}} & \longrightarrow & 5 & \text{Guidelines} & \longrightarrow & 6 & \mathbb{R} \end{array}$	ocuments
levie	ew the s	upporting documentation guidelines before proceeding	g to the next step.	
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Atter	ntion D	ficit Hyperactivity Disorder		
res	No	Was the desumentation semplated within the last 2 years?	2 Mara Info	
	0	Was the documentation completed within the last 5 years ? Was the documentation completed by a professional qualif disorder? More Info	fied to diagnose attention deficit / hyperactivity	
		Does your documentation contain a clear diagnosis and dis performance? More Info	scuss the impacts of of AD(H)D on your	
efore	e procee	, ding please check yes or no for each question above.		
(	Cancel	Reset Save for Later Go Ba	ack 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.



Concare       2 Ist → 3 Accommodations → 4 Context → 5 Suddities → 6 Documents         Last step in submitting your accommodation request is uploading supporting documentation.         upload your supporting documentation click on the Context → 6 Documents         Document Name       Context → 6 Documentation         upload documentation pdf       Upload Supporting Documentation         Upload Additional Document       Click on the No Forms section         wise your uploaded documentation pdf       Upload Additional Documents         Forms       Display Rows: All C O O O Display Rows: All C O Display Rows: All C O Disp	SED Accommodations Request Syste	m - Accommodation Request Step 6
last step in submitting your accommodation request is uploading supporting documentation. upload your supporting documentation click on the to be been to be upload your documentation part Decument Name Action View Upload Supporting_Documentation part Upload Additional Documents with you are unable to upload your documentation, part Upload Additional Documents with you are unable to upload your documentation on the factor of	$\xrightarrow{\text{Program}} \rightarrow 2 \xrightarrow{\text{Test}} \rightarrow 3 \xrightarrow{\text{Accommodations}} \rightarrow 3$	$\rightarrow$ 4 <u>Contacts</u> $\rightarrow$ 5 <u>Guidelines</u> $\rightarrow$ 6 Documents
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Updad Additional Documents          wnai: If you are unable to upload your documentation, click on the local continue of the My Forms section         w (Supporting_Documentation, pdf document) for instructions on how to fax your documents.         Forms       Display Rows: All ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	Supporting_Documentation.pdf	Upload Supporting Documentation!
Figure 14: "Accommodation Request Step 6" 14.1: "Upload" 14.2: "Upload Additional Documents" 14.3: "Submit" 14.4: "Send Message"	Forms     Display Rows:       cument Name	All View View a message to an accommodation customer service
	Figure 14: ". 14.2: " <b>U</b>	Accommodation Request Step 6" 14.1: "Upload" pload Additional Documents" 14.3: "Submit" 14.4: "Send Message"

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).

	Home	About the Test	Study More -	SCHEDULE TEST	$\supset$	Chat Profile
You req	uested an a	ccommodation. See	My Accommodations.	*		
Good Afternoon Caitlin When people say I can't or I musn't, I always say I can and I – Oscar de la Hoya					nd Ervill.	
		Language Arts	Social Studies	Science	— × + = Math	
GED	Home	About the Test	Study More 🕶	SCHEDULE TEST		
			Figure 16: G	ED Account		
		F	Figure 16.1: " <b>My A</b>	ccommodations" —		

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).



you have an existing accommodations account, please start in here	If this is the first time making an accommodations request start here
Sername: mikebrothers00006@gmail.com Password: Forgot Password Resend Email Verification	Register

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 18.1: Status symbols

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

Accommodation Requests: Display Rows: All • (C) 1 to 1 of 1 (S) (C)
Status Test Program Action



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).

Edit My Inf	o				
Birthday: 12/01/1	992				
Gender: Choose	Not To Answer 🔹	]			
lame			Display R	ows: All ▼ 🛞 🔇 1 to 1 of	1 🕥 🕥 🗖
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		Figure 20: "	Edit My Info" page	9	
		Figure 20.	1: Add or Delete		
		Figure 20	) 2 <sup>.</sup> "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 F	assword	
*Old Pa	ssword:	
*New Pa	ssword:	
*Confirm your pa	ssword:	
Figure 2	21: " <b>Change Pa</b>	ssword" page
	Figure 21.1: "S	ave"

IMPORTANT: If you have any additional questions please email the Accommodations Team at <u>accommodations@ged.com</u>.