

Releasing a Student From a Program

PURPOSE: To learn how to release a Student from your Corrections or Youth Challenge program and make their account available to them at GED.com.

Before you proceed

- Find out what email address the Student will be using.
- If the Student does not have an email address, they will need to create one. Figure 1 gives information on creating a free email account.

GED® Testing Service communicates using emails—if you don't already have an email address:

1. Click on an email service provider below (you'll be taken to their site).
2. Create a free email account.
3. Fill out the information (your email address will be ready to use immediately).

Creating an email account only takes minutes.

Here are three free email provider options (there are many on the Internet).

[Gmail](#)

[Yahoo!](#)

[Outlook](#)

Feel free to choose one above or search the Web for the email service you prefer.

Figure 1: Creating an email



IMPORTANT:

The Examiner will no longer receive communication relating to the student after the release.

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Steps to Release from a Program

1. Find out what email address the Student would like to use.
2. Pull up the Student’s account in the “**Student Search**” section of GED Manager. Once you are in their account, click on the “**Release From Program**” button (See Figure 2).

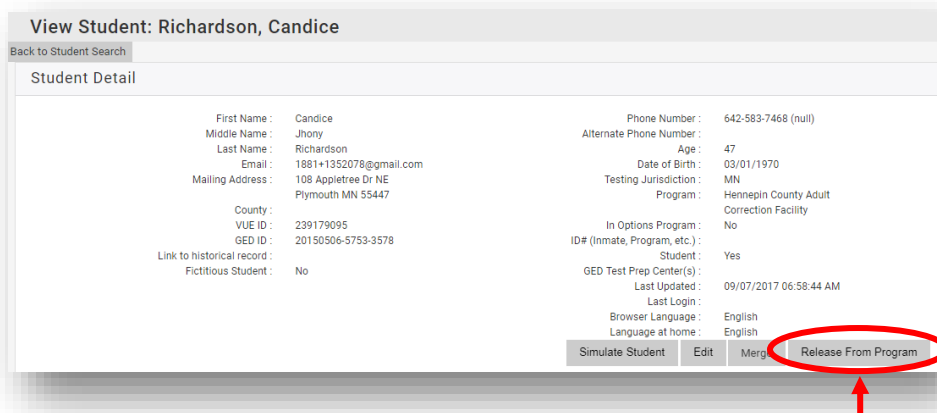


Figure 2: “Release from Program”

3. Enter a valid email address for the student, then click “**Save/Return**” (See Figure 3-3.1).

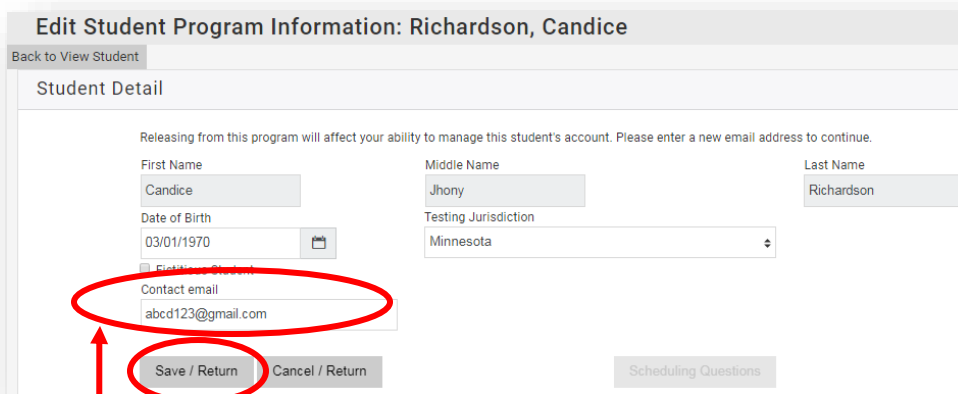


Figure 3: “Contact Email”

Figure 3.1: “Save/Return”

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4. Instruct the Student to gain access to their account by going to GED.com and clicking on “**Log In**” in the top right hand corner of the screen. They will need to enter the email address you entered to release them and will have to click on “**Forgot Password**”.
5. The Student will then receive an email to reset their password and they will then be able to log into their GED account.



IMPORTANT: Additional Questions

If you have any questions about releasing Students from a Corrections or Youth Challenge program, please send an email to help@ged.com