

GED123.org

Steps to Complete a GED Examinee Account

All Examinees

- Ask each examinee if they have tested anytime since 1985. If so, they do not need to create a record on GED123.org. Please contact the examiner to register. The student **will need to complete the demographic form** provided by the examiner to scan with their answer sheets.
- Ask examinees if they have tested on the 2002 version of the test. If so, they do not create a record on GED123.org. Please contact the examiner to register. **These students have already completed a demographic form.**

New Examinee –Creating a Record on GED123.org

1. In order to set up an account, the examinee must have an individual e-mail address. If the examinee does not have an e-mail address, they may create a free e-mail account on several Web sites (Yahoo, Gmail, Hotmail, AOL, GoHigherKy, etc.).
2. Some free e-mail accounts will not work with firewalls. If the examinee will be completing the GED123.org process or accessing scores from an adult education center, GoHigherKY.org is recommended in order to avoid the firewall issue. [Click here](#) for instructions for creating an account on GoHigherKY.org.

Note: *If the examinee uses GoHigherKY.org; send a test e-mail to the address to ensure the account has been activated before creating an account on GED123.org.*

3. Once the examinee has an active e-mail account, visit GED123.org.
 - Click **Begin** under the new and potential GED student heading. A USA map will show.
 - Click **Kentucky** on the map.
 - The next screen is for special groups, bypass by clicking **Continue**.
 - Enter the e-mail address, create a password and complete the identifying information.
 - **Click Continue.**
4. **Examinee will be directed to check their e-mail account for further directions.** The examinee goes to the e-mail account and opens the e-mail from GED123.org. This e-mail will contain a link to the examinee's individual record. Click on the link or copy and paste the link into their Web browser. The link connects the examinee to the demographic form.
5. The student enters their Social Security Number (SSN) and answers all the questions on the demographic form and the state specific questions provided by selecting Yes or No to questions 30-39.

Note: *Please have the examinee check all responses before leaving the demographic form as corrections cannot be made once they exit.*

6. Once the demographic form is complete, the following documents will print: KYAE-6, Testing Misconduct Policy, Kentucky Page and Proof of Registration.

Note: *It is recommended that three copies of the Proof of Registration form be printed – one for the examinee, one for the adult education provider and one required for the test center. On the examinee copy, the examinee should record their individual e-mail address and GED123.org password. The examinee must sign the adult education provider copy of the proof of registration if allowing the provider to use the access code to view the examinee's scores.*

7. The examinee will call the testing center to make an appointment for a test session in the usual manner. The examinee submits the Proof of Registration, signed and completed KYAE-6 form (with all necessary signatures including proof of withdrawal if applicable), the signed Testing Misconduct Policy and the test fee to the test center by the deadline established by the test center.
8. Remind the examinee several times that they will not be admitted to testing without a government issued photo ID being presented each time they test.
9. Three days after testing, the examinee can log in to GED123.org to view all their scores in the **returning students** section. The examinee may use the e-mail address and password used to create the GED123.org account **OR** use the access code printed on the Proof of Registration.

Social Security Number in Use Message

1. If this message is received when the student enters their SSN, **STOP**. This means the student has previously tested since 2002 or 1985 or there is an incorrect SSN in the system.
2. Ask the student if they have previously tested again and explain the record can't be created without causing problems if their SSN is already in the system. Contact the examiner.
3. If the student continues on GED123.org, an access code will be assigned. The test results will download into AERIN under the access code and the student will have two records **OR** the answer sheets may not scan.

Examiner Created Record

1. If the examinee's record was created by the examiner because the SSN was already in the system, the examiner will provide the examinee with their access code when they go to test. There is an access code for each student that has tested since 1985.
2. If the examinee's record was created by the examiner because the examinee was in a facility without Internet access, the examinee will be provided the access code when they go to test.