GED® Access Point Training

Introduction and Login

Introduction

GED AccessPoint is the online application for GED Administrators and Testing Centers allowing them direct access to the operational database maintained by GED Testing Service (GEDTS). It can be accessed from anywhere through a web browser and internet connection (please see Appendix – A for browser setup). The application allows administrators (and testing centers) to retrieve data from GEDTS database, submit online forms and access other resources including document library.

Login to GED AccessPoint

In order to reach the login page of GED AccessPoint use the following URL.
http://access.GEDtest.org/Art
Please bookmark this URL (or add it to your browser favorites) so that you can easily reach the login page later. A link to AccessPoint is also available under the **Get It Now** section on the home page of GED Testing Service (www.GEDtest.org).

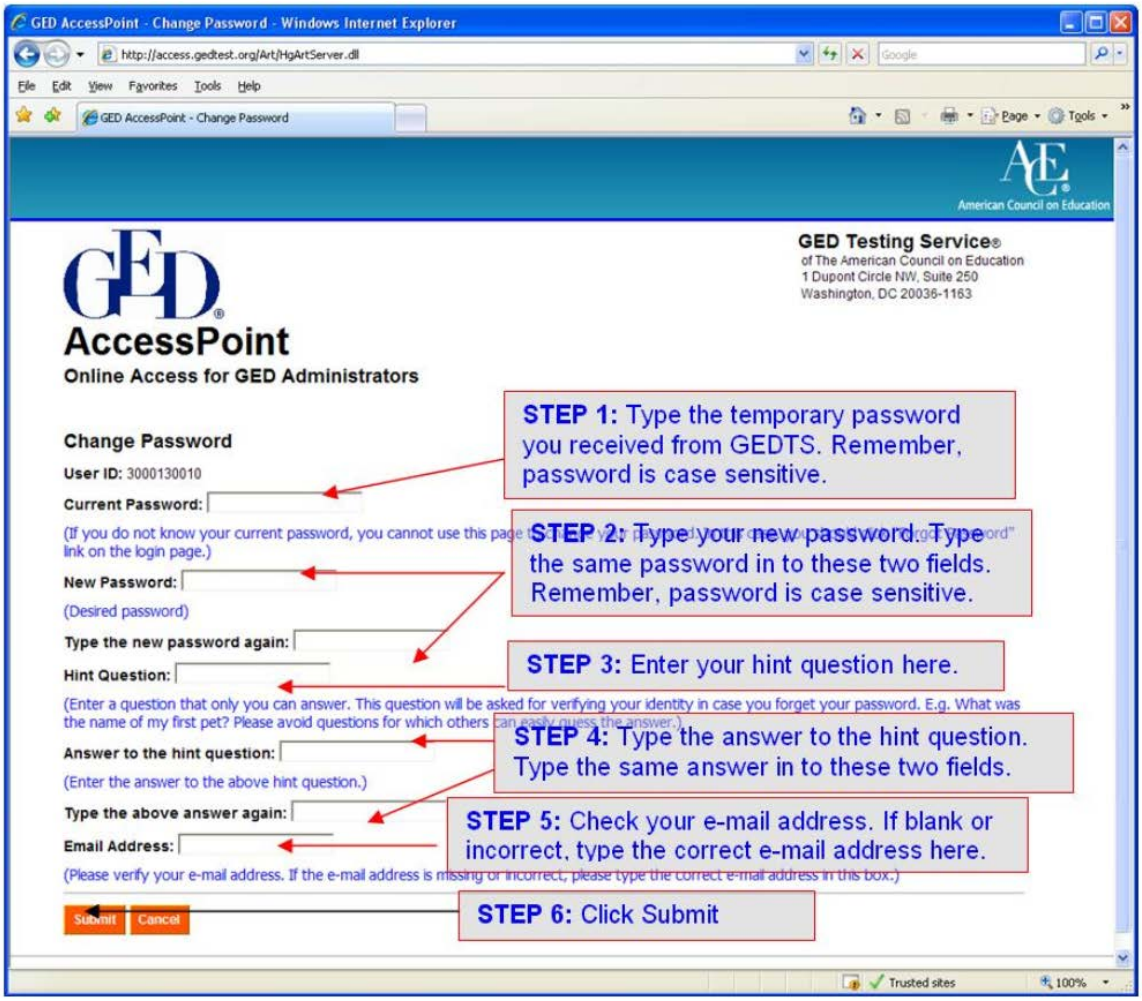
You need your user ID and password to login to the system. **Both user ID and password are case sensitive.** Please remember to use the correct case. Click the Logon button after entering the user ID and password. Unless you are trying to login for the first time, you will see the AccessPoint menu page (page 5). If you make ten unsuccessful login attempts with incorrect password, your account will be locked by the system. If this happens, please contact Technology Systems unit of GEDTS to issue a new temporary password for you.

First Time Login

You will receive an e-mail with your user ID and password.
The password assigned to you initially is a temporary password.

NOTE: When you login, please do not let the browser store this password. Otherwise, the browser will remember this temporary password – not the permanent one you are going to setup in the next step. Next time when you reach the login page, the browser will still be remembering the temporary password – which is no longer valid. If you see asterisks or dots in the password field before you type anything it indicates that your browser has already saved your password. This will cause problems every time you login. For increased security, it is recommended not to let the browser remember any password.

Once you login into the system with the temporary password, you will be prompted to change your password on the screen shown below.



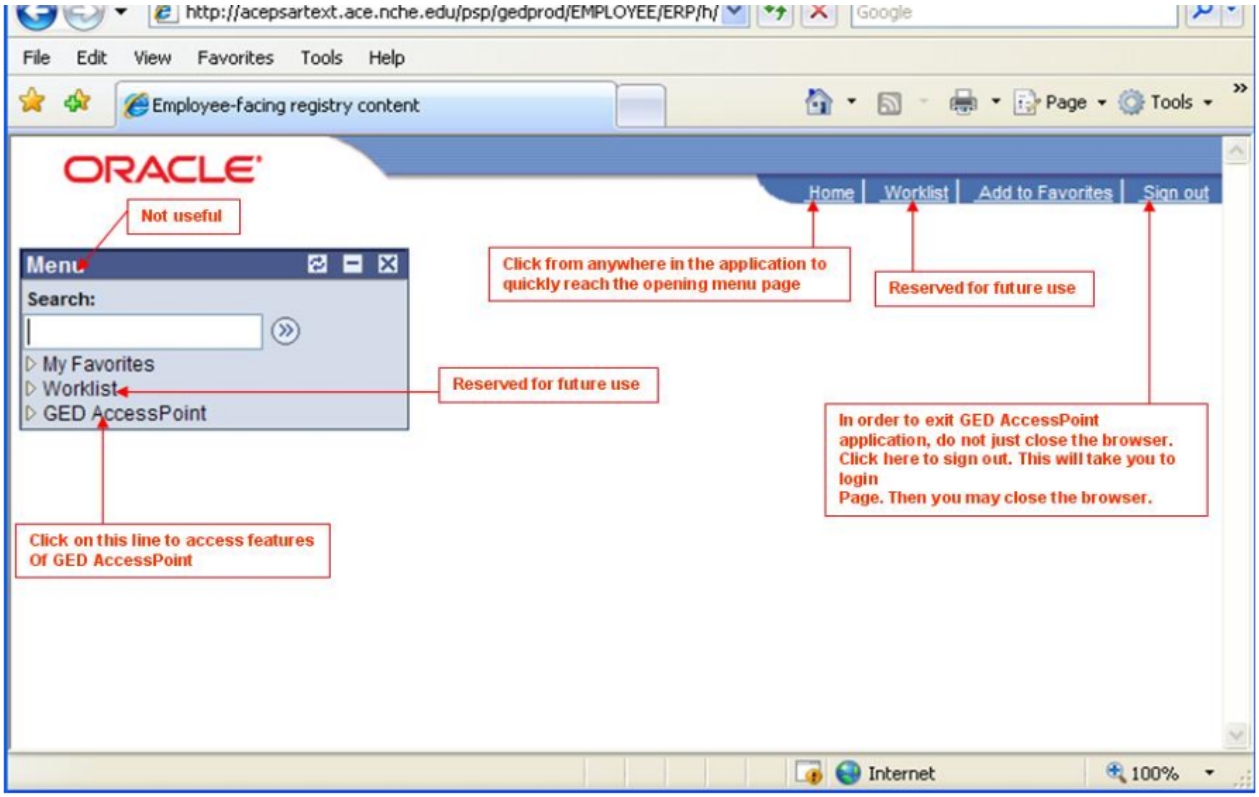
My Favorites

- Follow the six steps given above to change your password and set your hint question and answer to the hint question.
- The new password you choose should be ***at least six characters long*** and should contain ***at least one digit***. It can contain upper case and lower case letters.
- ***Both user id and password are case sensitive***. You should use the same case later while trying to access the system. Try to choose a password, which is easy for you to remember, but impossible for others to guess. Also the answer to the hint question should be easy for you to remember, but impossible for anybody else to guess.
- Once you are successful in changing your password, you will see the AccessPoint menu page.

these favorites will be available to your user account from any computer used to get to GED AccessPoint.

Signing Out

When you finish working with GED AccessPoint, you have to sign out of the application. Do not just close the browser to exit the application. Click on the **Sign out** link on the top right corner of the screen. This will sign you out and take you to the login page. Now you may close the browser.



When you reach this page, you will find three items in the menu.
My Favorites
Worklist
GED AccessPoint
On the left of each menu line, you will find a white arrow pointing to the right. This arrow indicates that if you click on the menu line, it will expand to show more options under the menu line. When this expansion happens, the white arrow turns to point downwards. If you click on the line again, the menu line collapses, hiding all the options, and the arrow turns its direction to the right again.

Right Arrow – More options are available under this line, but currently hidden.

Down Arrow – Options under this menu line are expanded and displayed below.

No Arrow – This indicates you can click on this line to initiate an action. These lines have a hyphen to the left and are underlined to indicate that these are hyperlinks.

Navigating the System

By following this navigation method you can reach all the features available in the system. The image below shows how to reach the function in order to submit an L-10 form through the navigation as previously mentioned.

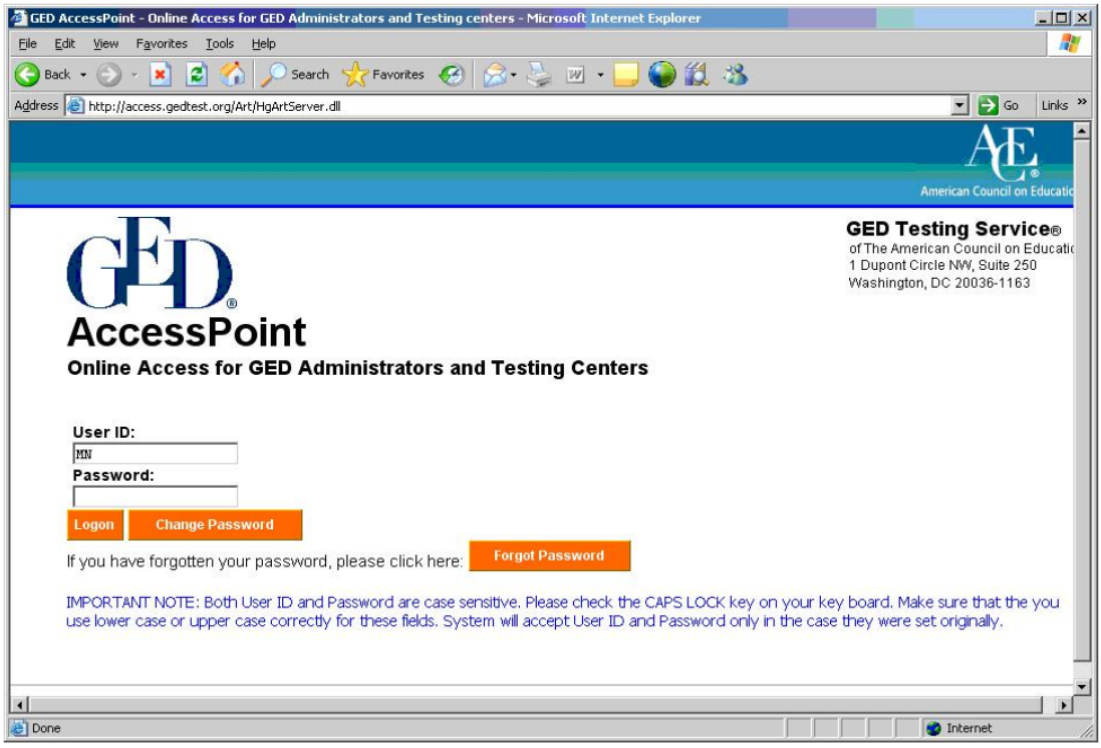
In order to reach this page, the user needs to navigate through this path:

Menu > GED AccessPoint > GED Administrators > Online Forms > Submit L-10
In all future references in this manual the navigational steps to reach a particular feature will be in the following format:
Navigation: ***Menu > GED AccessPoint > Online Forms > Submit L-10***

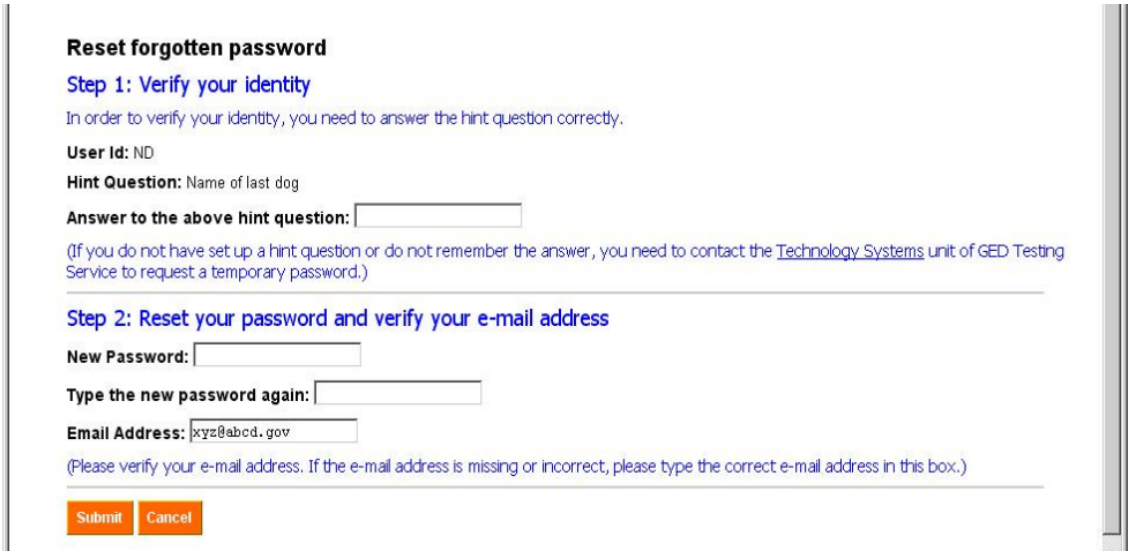
Reset Forgotten Password

If you forgot your password, you can reset it. For this you will need to provide the correct answer to the hint question you set up initially. If others can easily guess the answer to your hint question, they will be able to reset your password. Hence it is important to set up a question to which nobody can guess the answer.

1. On the login page, enter your user id and leave the password field blank. Then click on Forgot Password button.



2. Reset Forgotten Password page appears.



3. Type the answer to the hint question. This field is not case sensitive. So you can type in lower case or upper case. If you do not remember the answer to the hint question, you have to contact Technology Systems unit of GEDTS to request a new temporary password.
4. Type the new password. Type it again into the second field. The password is case sensitive.
5. If the e-mail address is blank or incorrect, type the correct address.
6. Click Submit.

Review Center Details

(This feature is available only to Testing Centers)

This feature allows you to review data on testing centers and examiners maintained by GEDTS. You will be able to view data only for your center.

NOTE: You cannot directly make changes to the data. If you find errors in data, you can report them online to GEDTS.

You can also check the status of any corrections reported to GEDTS.

Here is the navigation to reach ***Review Center Details*** page.
Navigation: ***Menu > GED AccessPoint > Testing Center Data >Review CenterDetails***
A search page with the tab ***Find an Existing Value*** appears.
There are four fields on this search page: ***Jurisdiction, Center ID, Name of the Center and City***.
You will notice that the ***Jurisdiction*** field is grayed out and cannot be changed. This field will automatically have the code for your jurisdiction.
If you would like to list all the centers in your jurisdiction, you can leave the remaining three fields blank and click the ***Search*** button. This will bring up a list of search results.
The first line will not be a testing center, but the GED Administrator's office.

You can scroll down the page to see the complete list. The list will show 100 centers on the page. Use the navigation buttons to see the next hundred.
You may also specify search criteria to get a shorter list or a single center. You can do so by entering values for one or more search fields on this page. If more than one center meets your search criteria, you will get a list of search results. If only one center meets the criteria, no list will be displayed and you will be taken directly to the data page. For example, if you enter the 10-digit center id, you will directly go to the data page with the details for that center.
Once you get the search results, you can click on any line to review the data for that center.
The screen image below shows the data for one testing center.
Center ID and **Center Name** are displayed on top of the page.
There are three navigation buttons at the bottom of the page. These are:
Next in List – Displays data for the next center in your search list.

If you are only reviewing the center data you can select OK and click the Submit button to submit your corrections.
If you have corrections to report then you can select the Submit Coreections radio button and type your corrections and click on the submit button. This action will send the request for review to the Administrator.

Online Form/Application	
L-10	Add New Examiners (Administrator use only)
L-77	Close Testing Center (Administrator use only)
L-20	1. Address (Shipping and Billing Location) Change 2. Name Change 3. Phone Number Change
Review Center Details	Minor Corrections **Only** 1. missing or incorrect email address/phone number 2. typographical error 3. spelling error 4. delete examiner
Paper Form	
L-75	Open New Testing Center
L-25	Add New Addendum Site

Only minor changes can be reported via GED AccessPoint. **Major** changes **should not** be submitted via GED AccessPoint. In these cases, you should submit the appropriate form. All forms can be located by accessing the GED AccessPoint Document Library. Questions concerning the use and submission of forms can be directed to Partner Outreach, 202-939-9490.
Please use the following chart as a guideline.

The checkmark ***Include in Testing Center Locator*** indicates that this center will be listed in the test center locator available at www.GEDtest.org/locator . If the center is not open to the public, it will not be listed on that website. If you find a center not open to the public listed on the website, you can report it by submitting a correction request. If this box is checked, you will find a link View Center Location in MapQuest on the page. You can check if MapQuest displays the location correctly. If not, the address needs to be edited so that MapQuest can display the location.
GEDTS staff will take 3-5 business days to update the database to make the correction you reported. If additional information is needed or if you are expected to submit a separate form for the change you are requesting, you will receive an e-mail with those details.