GED Manager™ Access Guide

Requesting GED Manager™ Access

- Please complete GEDManager Access form to request access.
- Once form is submitted it will be sent to the Operations Team for further review.
- Access to GEDManager™ requires permission from the Jurisdiction Administrator. Any requests received from the field will be sent to the Jurisdiction Administrator for approval prior to processing.
- Requests with jurisdiction approval take 2-4 business days to process.

GED Manager™ Roles and Description

Please note that **Corrections** and **Student Authorized View** users will need to have one or more programs or ABE centers associated with their account.

Role	Description
Authorizations Only Staff	These are the Test Exception (such as age exception, jurisdiction exceptions, etc.) approvers who can view test exceptions queue and approve students.
Corrections	These are the GED administrators or educators at correctional facilities such as State Prison Admin, Prison Examiner, etc. They have the same permissions as Jurisdiction Admin along with the ability to simulate student account, create corrections students. They can only view students in their corrections program, unless they are authorized to view public students. They do not have access to GED Analytics. Corrections Users now have access to Passer Report that will have the option of adding specific test centers or have "All Test Centers in the Jurisdiction are searchable" by default. Regardless of whether or not specific test centers are added, the passer report will only show accounts that are associated with the Corrections Program in the user's GED Manager profile OR the testers who completed and passed their last test at the selected test center.
Jurisdictional View Only	This user role manages the GED Program administration across multiple facilities. They have read-only access to student data including test scores. They also have the ability to print score report.
Jurisdictional	Examples of this role include GED State Staff, ABEs or Test Centers as authorized by State GED Admin. They have the same permissions as Jurisdiction Admin but no access to GED Analytics unless authorized by State GED Admin. They do not have the ability to view GED Manager user status, they do have Edit Candidate Name as a selectable permission (**not auto included for everyone)** on the role.
Student-Authorized View	Student-Authorized View users are associated to a student when the student selects their adult education center. These users may be assigned to multiple centers and can only view students who have selected their associated adult education centers, have answered the legal statement "YES", and do not have an open age exception. These users can only view associated student scores, score report, and test history.They CANNOT simulate students or edit records. Student Authorized View Users now have access to Passer Report that will have the option of adding specific test centers or have "All Test Centers in the Jurisdiction are searchable" by default.

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Cont'd Student-Authorized View	Regardless of whether or not specific test centers are added, the passer report will only show accounts that are associated with the Prep Center in the user's GED Manager profile OR the testers who completed and passed their last test at the selected test center.
Test Center User	These are test center admin or staff users and they have the ability to run Passers Reports for their test centers.

Customer Permissions and Description

The following are a series of permissions that can be added to the roles described above. This allows you some flexibility to accommodate users with mixed functions. Not all of the permissions are available for all user roles.

Permission	Description	Upon Approval, Roles that can be granted these Permissions
Corrections View Candidates	This permission gives users (primarily for corrections/managed programs) the ability to view public students in order to move them into a correction (or other managed) program. JURISDICTION ADMIN APPROVAL REQUIRED.	• Corrections
Manage Exceptions	This permission gives users the ability to view and manage exceptions such as age exceptions or jurisdiction review. Exceptions is interchangeably used with authorizations.	• Authorization Only • Jurisdiction Admin • Jurisdictional • Options Coordinator
Passers Report	This permission gives users the ability to run reports for passers within a particular test center and jurisdiction, based on set date range. Users can run these reports for students either within their jurisdiction or multiple or all jurisdiction based on access.	• Corrections • Jurisdiction Admin • Jurisdictional • Student Authorized View • Test Center User

Search Paper History	This permission gives users the ability to search the historical records to find test records in the historical database.	• Jurisdiction Admin
Promote Paper History	Enables user to see the Promote button when searching for historical records and to promote historical paper test records into a GED student account.	• Authorization Only • Corrections • Jurisdiction Admin • Jurisdiction View Only • Jurisdictional
GED Analytics View	The primary function of this permission is to collect high-level data about test-takers in the users' jurisdiction. The data is limited to aggregate statistics and doesn't allow the user to drill down into test-taker specific information. The user can, however, filter high level data by a variety of demographics and Test Center locations to see how a particular group or location is performing on the GED test(s).	• GED Analytics can be granted upon jurisdiction admin approval