



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

STEVE ARWOOD
DIRECTOR

Education & Career Success Division Adult Education Center GED Manager™ User Agreement

The users of GED Manager™ overseen by the Talent Investment Agency/Workforce Development Agency (TIA/WDA) agree to comply with all of the following conditions:

- In my role as the Adult Education Director, I request access to GED Manager™ for the individual(s) listed on page 2 titled “GED Manager™ Access Request and Authorization.” The individuals listed have duties and responsibilities that require access to the Jurisdictional test-taker records in GED Manager™ and I authorize the TIA/WDA GED® Office to notify the GED Testing Service, LLC to grant these individuals access to the Jurisdiction’s test-taker records through GED Manager™. If any of the individual’s duties or responsibilities change so access to GED Manager™ is no longer required by them, I shall promptly notify the TIA/WDA GED® Office so the individual’s user account is disabled and access terminated.
- Adult Education Directors are responsible for maintaining local computer and web access security to prevent unauthorized access to GED® records via the GED Manager™ system. Unauthorized personnel may not use local user access passwords.
- No GED® testing or certification information on the GED Manager™ system may be reviewed or distributed without the written permission of the GED® candidate.
- Failure to comply with this user agreement shall result in the immediate suspension of user access to the GED Manager™ system and suspension of GED® test center approval status.

I have read this user agreement and will comply with all GED Testing Service, LLC and TIA/WDA GED Office requirements.

**Adult Education Center
Name:** _____

**Adult Education Center
Address:** _____

Street Address

City, State, ZIP

Phone Number: _____

Fax Number: _____

Adult Education Director Name
(Printed)

Adult Education Director
(Signature)

Date: _____

(See Reverse Side)

GED Manager™ Access Request and Authorization

Printed User Name	Title	User's Signature	User Work E-Mail	Role: Administrator or Staff who can view scores and confidential student information, and access GED Analytics.

Justification for access: Individuals listed above have job functions requiring viewing rights to private tester demographics, authorization status, and scores.

Note: Fax the completed two pages to TIA/WDA GED Program at 517-335-3461, or scan the completed two pages and e-mail to GEDProgram@michigan.gov.