



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

JEFF DONOFRIO
DIRECTOR

Workforce Development Adult Education - HSE GED Manager™ User Agreement

The users of GED Manager™ overseen by the Department of Labor and Economic Opportunity-Workforce Development (LEO-WD) 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 **Student Authorized View** in GED Manager™ and I authorize the WD GED® Office to notify the GED Testing Service, LLC to grant these individuals access to the **Student Authorized View** 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 WD 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 WD -HSE Office requirements.

Provider Name: _____

Street Address _____

City, State, ZIP _____

Phone Number: _____ **Fax Number:** _____

Adult Education Director Name (Printed)

Adult Education Director (Signature)

Date

GED Manager™ Access Request and Authorization

Name of Adult Education Program(s)/Other for Access (Program name should match program listing in GED Manager.)		Address:		Phone Number	
Name	Signature	Email Address	Role: Administrator, Instructor, Other (Please state)	Program: Adult Ed. Program or Other (Please state)	WD Office Only: Access Level
Corrections (C): These users can only view testers in their own corrections program. Permissions include creating testers and simulating testers. Examples include State Prison Admin., Prison Examiner. (County Correctional facilities and Youth Centers)					
Jurisdictional (J): This role has many of the same roles as the Jurisdiction Administrator role, including view accommodations, manage exceptions, search students, access passer reports, and edit certain demographic information. The key difference is that these users cannot view site access permissions or see the GED Manager™ users. (Test Centers)					
Student Authorized View (SAV): Tester-Authorized View users are associated with one or more adult education centers. When the tester selects their adult education center, these users can see that tester's score information, score report, and test history. They cannot simulate testers or edit records. (Adult Education Programs/Other)					
Justification for access: Individuals listed above have job functions requiring viewing rights to private tester demographics, authorization status, and scores. For additional staff or program sites please complete and submit an additional form. Access levels are determined per role and program type.					

Note: Fax the completed two pages to LEO/WD HSE Office at 517-241-9846 or scan the completed two pages and e-mail to TED-HSEProgram@michigan.gov.

LEO is an equal opportunity employer/program.
 Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
 WORKFORCE DEVELOPMENT, 201 N. WASHINGTON SQ., LANSING, MI 48913 • www.michigan.gov/wda • 517-335-5858

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