Workforce Development Adult Education - HSE
Test Center 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 Jurisdictional test-taker records in GED Manager™ and I authorize the WD GED® Office to notify the GED Testing Service, LLC to grant these individuals access to the Jurisdictional’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 WD GED® Office so the individual’s user account is disabled, and access terminated.

➢ GED Administrators are responsible for maintaining local computer and web access security to prevent unauthorized access to GED® records via 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.

Test Center Name: _______________________________________________ Test Center ID# ______________________

Street Address ____________________________________________________________

City, State, ZIP __________________________________________________________

Phone Number: __________________ Fax Number: ____________________________

_________________________________     ______________________________    _________________

Test Administrator (Printed)          Test Administrator (Signature)          Date

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
Revised 9/2019
### TEST CENTER GED Manager™ Access Request and Authorization

**Role:** Administrator or Staff who can view student Information, confidential student information, and access GED analytics.

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<th>Test Center(s)/Mobile Unit(s) and Test Center ID# (For multiple sites)</th>
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<tr>
<th>Name</th>
<th>Signature</th>
<th>Email Address</th>
<th>Role: Test Administrator/Proctor</th>
<th>Corrections (Jail or Youth Center)/Test Center</th>
<th>WD Office Only: Access Level</th>
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**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.

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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.