

Because Online Examinee Registration creates a new record for the student, it can only be used by new students and not re-testers.

- To register online, an examinee must have an email address. Potential examinees that do not have an email address can register for free one on many web sites such as gmail.com (please see document titled "Creating a Free Email Address").
- Examinees can view this website in English, Spanish and French.
- The online registration process is started by clicking the "Begin" button under New and Potential GED Students:
 - This will display a map; click on PA or select Pennsylvania from the drop-down list.
 - This will cause the "GED Center" tab to appear. When this tab is clicked it will display the GED centers in the selected area: The examinee's "My Account" tab will appear.
 - New examinees will not yet have an Access Code and will leave this blank and click the "continue" button to proceed and provide their information. The email address that is provided will later be used by the examinee to log in and retrieve results. The password should be created and remembered by the examinee. Most of the information on this page is required. The examinee will be notified of anything that is left missing that must be completed. Click "continue" at the end of the page.
- The examinee should then enter the email address and password provided earlier and click the "Login" button to continue the registration process. The examinee will be prompted to provide all required information. When the registration process has been completed, print the "Proof of Registration" and take to the GED office to sign up for a GED test and complete all other forms necessary to register for a test **IN PERSON**.
- If an examinee forgets the password they provided during online registration, they can enter their email address and click the "Forgotten Password?" link. This will cause the password to be send in an email message to the email address provided.

Advantages of Online Registration

- The examinee is automatically guided through answering any required questions on the demographic form.
- The examinee creates an online account which they can use to access their scores in the future without the testing center's help.
- Updates to the examinee's record or scores are reported to the examinee automatically by email as soon as they occur.
- The examinee can complete the demographic information before appearing in the testing center, saving staff time and resources.
- Instructors or other staff at Instruction centers can assist the student with online registration. With proper waivers, this can give instructors access to the examinee's scores without the testing center's help.

GED Testing Checklist

1. Complete the online registration at www.GED123.org.
2. Print your "Proof of Registration" and bring to the GED Office at the Lancaster CareerLink, 1016 North Charlotte Street.
3. Secure your email address and password (a form to write down this information is provided at the Lancaster CareerLink).
4. Complete the GED Application and Release Form.
5. Choose test date and make payment (check, money order, or credit card).
6. A confirmation with your test date and time will be given to you when you have submitted all GED testing documentation required **IN PERSON** at the Lancaster-Lebanon IU 13 office located at the Lancaster CareerLink, 1016 North Charlotte Street, Lancaster, PA 17603.

Instructional Center Code

136000