Requesting Accommodations

PURPOSE:	To provide instructions on the Accommodations process for Testers.

> ❗ **IMPORTANT:** It is important that Testers use Chrome, Safari, Firefox, IE11 or higher. Also, you can use mobile browsers for all of the above on newer phones.

1. If you do not already have a GED® account you will need to create one by going to MyGED®. Next, click on **"Sign Up"** in the top right hand corner and enter the required information (1.1) (See Figure 1).

Figure 1: GED® Account

Figure 1.1: "**Sign Up**"

2. After entering your email address and a password answer all required questions.

3. You will be presented with an explanation of what testing with accommodations means. If you would still like to test with accommodations click "**Yes**" (3.1) (See Figure 3).
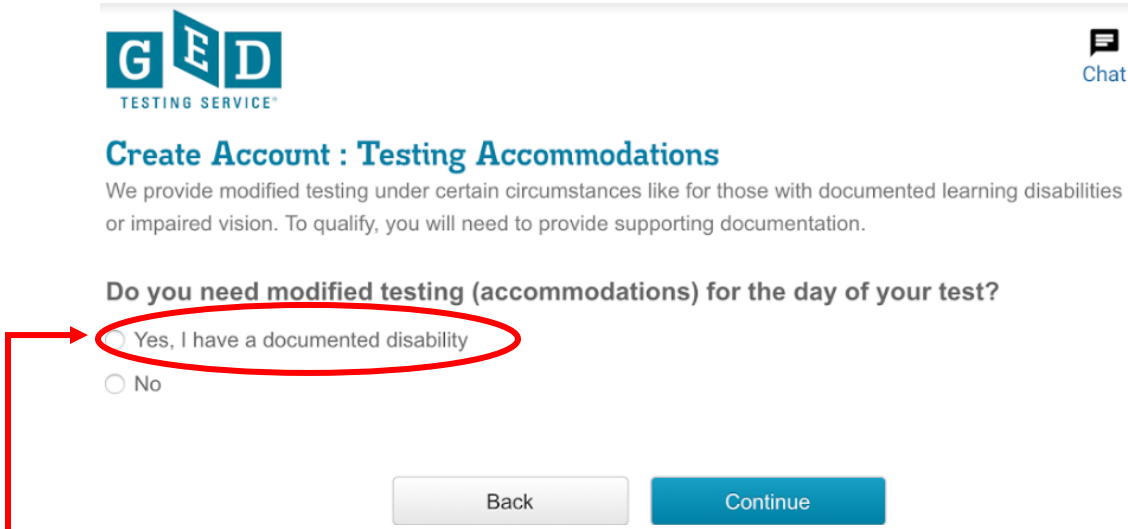
Figure 3: Accommodations Description

Figure 3.1: "**Yes**"

4. You will then be taken to the dashboard of your GED® account which will provide you with more information on the Accommodations process (See Figure 4).
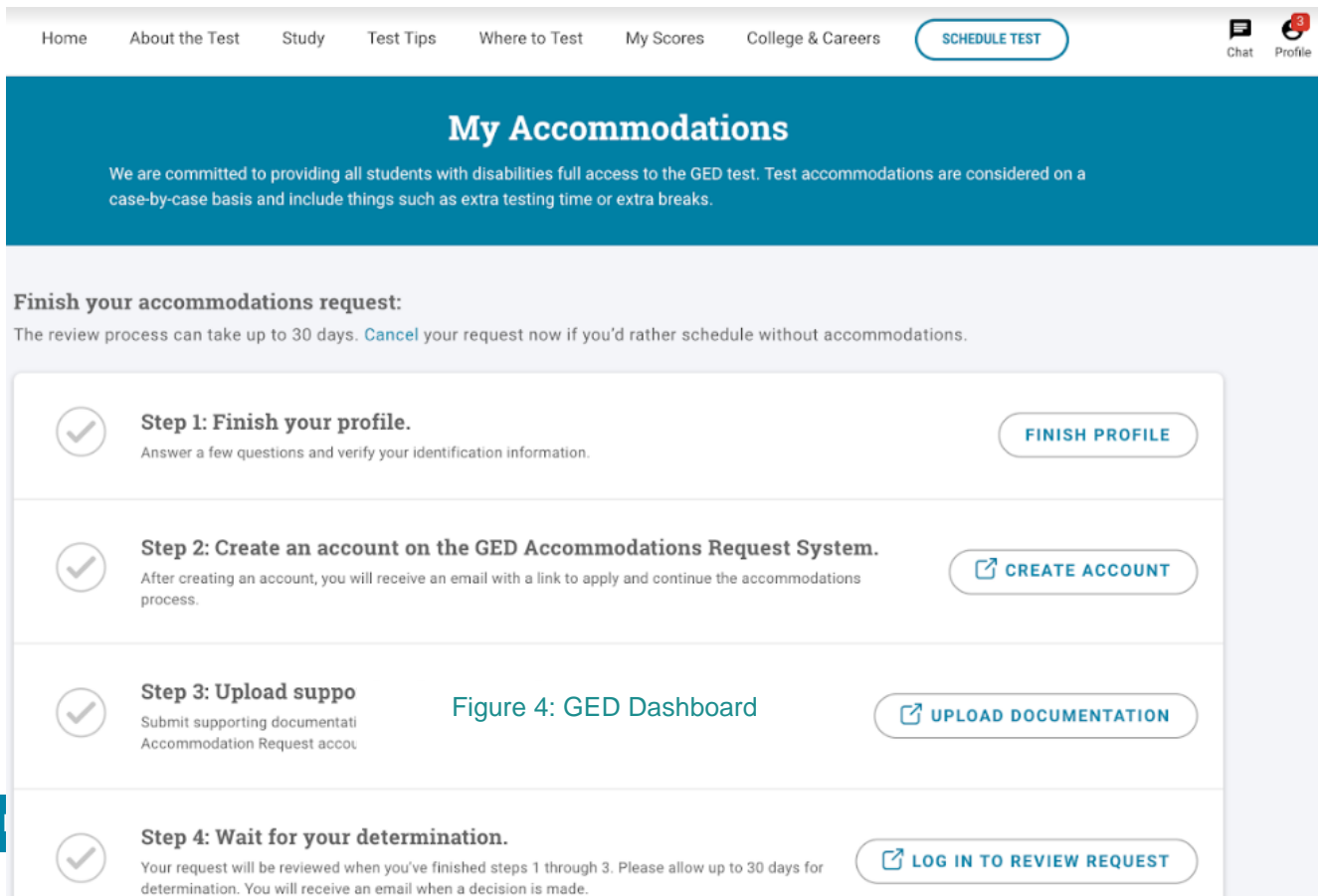

Figure 4: GED Dashboard

5. Please note the review process can take up to 30 days. If you would like to cancel your request click on the "Cancel" button.
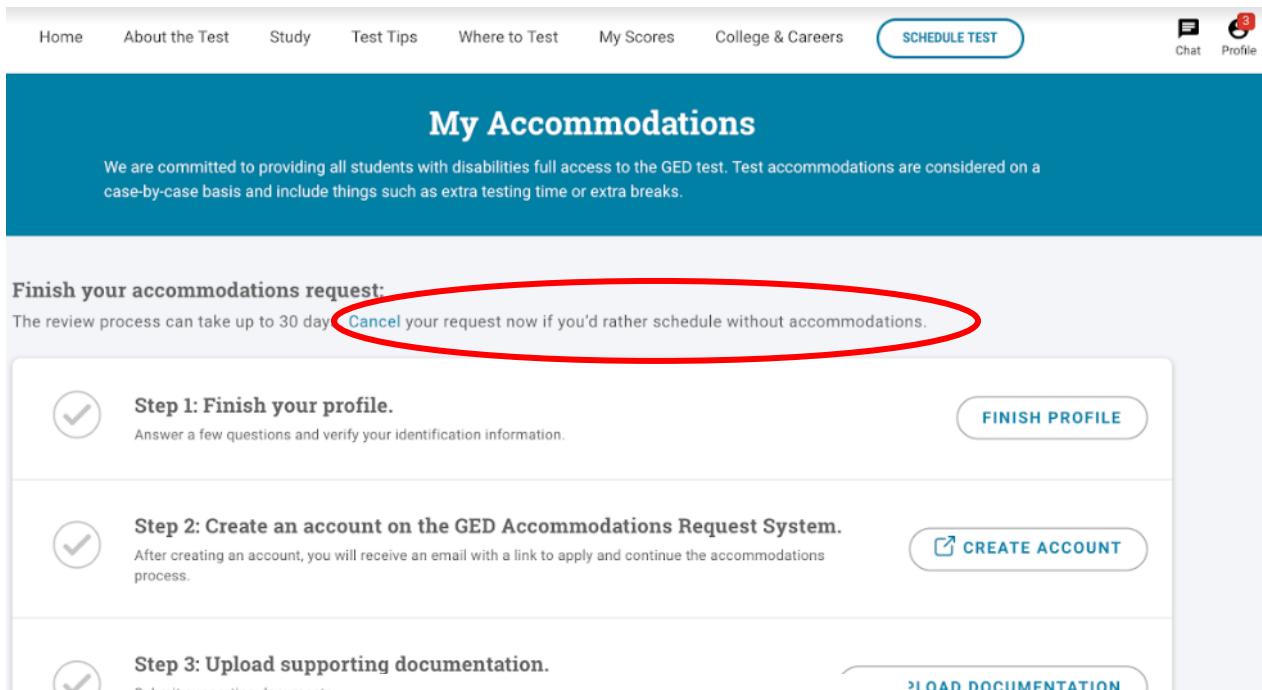

Figure 5: Accommodations request process

6. After you finish setting up your profile you will need to create an account in the GED Accommodations Request System. Here is the login page for the system. Click on "**Register**" (See Figure 6).
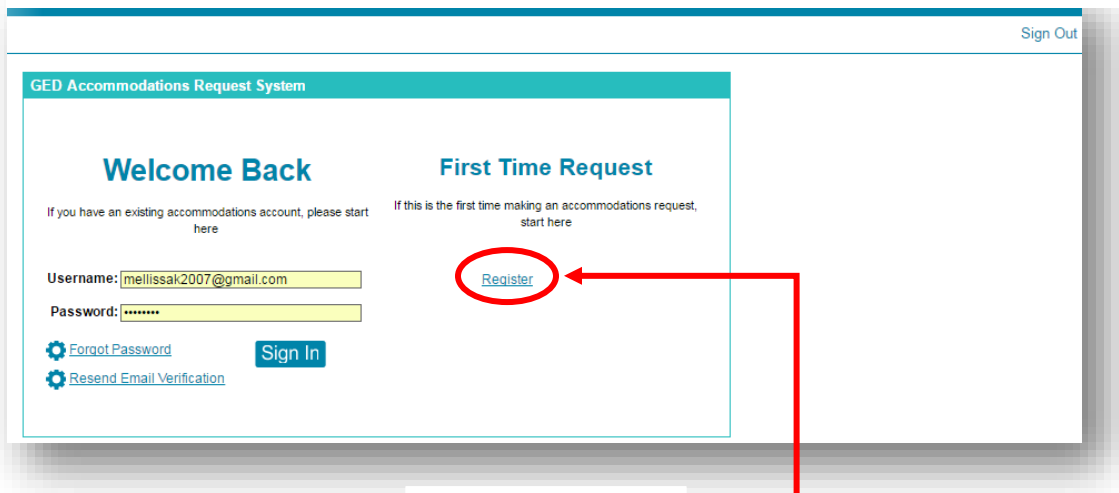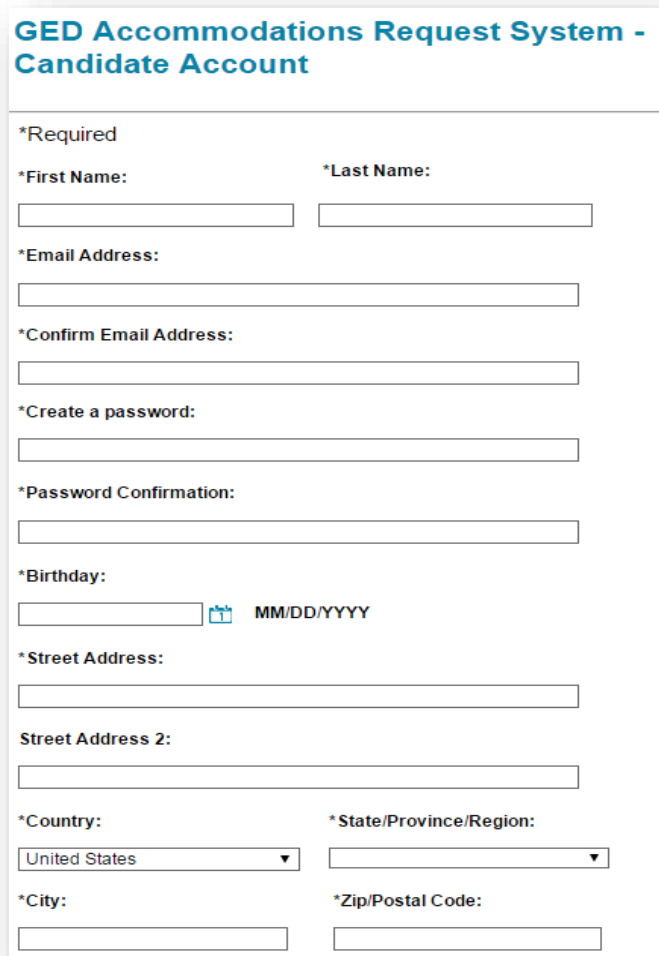

Figure 6: "**Register**"

7. Now, you will need to enter the required information (See Figure 7a).

GED Accommodations Request System - Candidate Account

*Required

*First Name: *Last Name:

*Email Address:

*Confirm Email Address:

*Create a password:

*Password Confirmation:

*Birthday:
                          📅 MM/DD/YYYY

*Street Address:

Street Address 2:

*Country: *State/Province/Region:
United States   ▼   ▼

*City: *Zip/Postal Code:

Figure 7a: "**GED Accommodations Request System-Candidate Account**"

Please note, if you are under 18 you will need to check the first box (See figure 7b, 7.1). All Testers must check the last two boxes you are presented with to acknowledge the Terms of Service and Privacy Policy listed at the bottom of the page (7.2). If you do not, you will not be allowed to continue with the process. Click "**Continue**" when you are finished entering all required information.

Figure 7b: Check Boxes

7.1: Under 18

7.2: "**Terms of Service and Privacy Policy**"

8. Click on the "**Start Your Request Here**" button (See Figure 8).

Figure 8: "**Start Your Request Here**"

9. On this page GED® should be listed as your program. Click "**Continue**" to confirm.

GED Accommodations Request System - Accommodation Request Step 1

1 **Program** → 2 Test → 3 Accommodations → 4 Contacts → 5 Guidelines → 6 Documents

Select your exam program from the dropdown list:

GED

| Cancel | Reset | Save for Later | Continue |
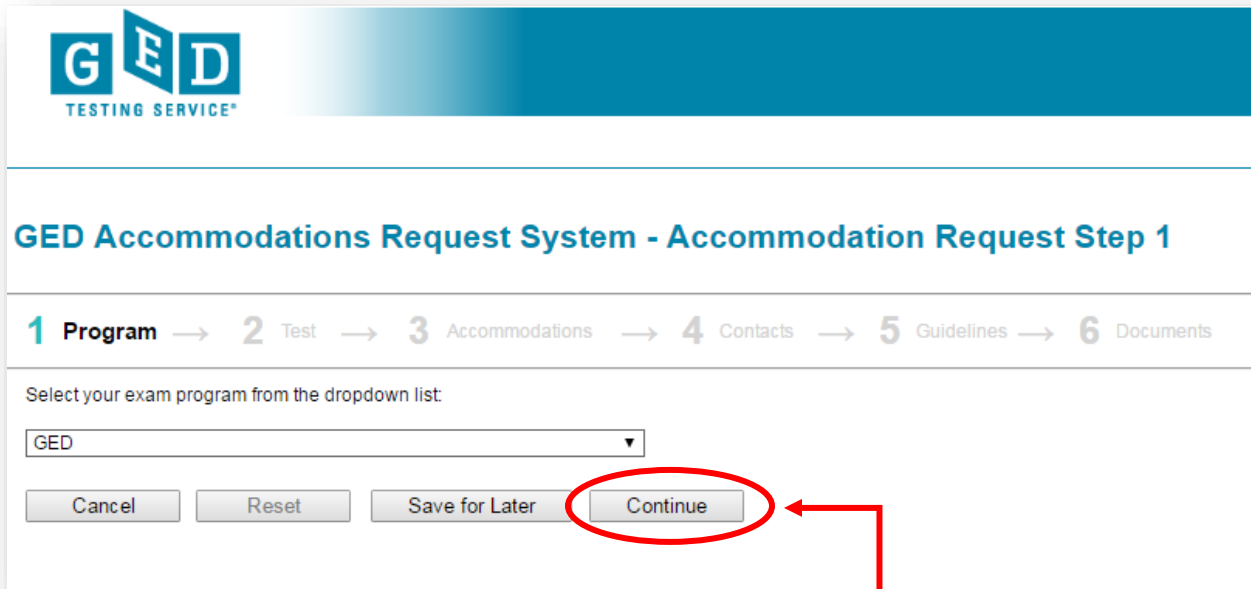
Figure 9: "**Continue**"

10. Again, confirm that you would like to be considered to take the GED® tests with accommodations by clicking on the "**Continue**" button (See Figure 9).

GED Accommodations Request System - Accommodation Request Step 2

1 Program → 2 **Test** → 3 Accommodations → 4 Contacts → 5 Guidelines → 6 Documents

Indicate the name of the exam for which you are requesting reasonable adjustments (please be specific)

GED

| Cancel | Reset | Save for Later | Go Back | Continue |
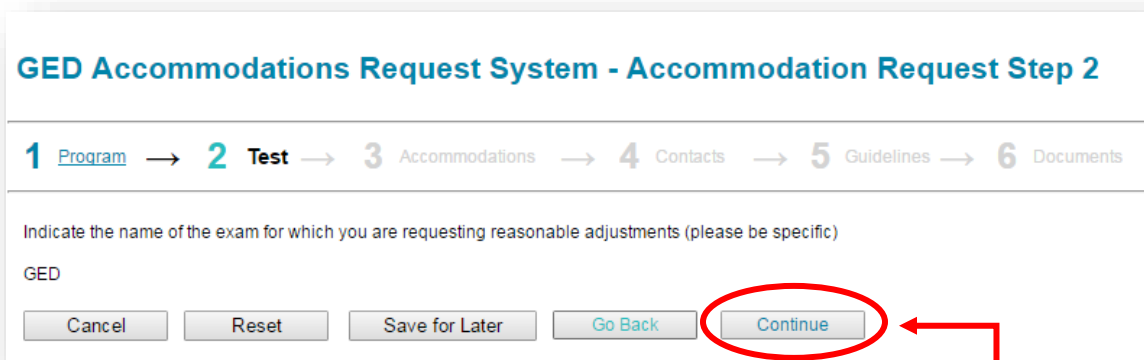
Figure 10: "**Continue**"

11. Click on the "**Request Type**" (11.1) drop down arrow to select your disability category and click on "**Request Item**" (11.2) to select the type of accommodations you would like to be considered for i.e. extra time, reader, separate room, etc.… Also, indicate in the "**Request Rationale**" (11.3) box why you would like this accommodation. If you would like to request more than one accommodation click on the "**+**" (11.4) button to enter an additional request. Then, click on "**Continue**" (11.5) (See Figure 11).

Figure 11: "**Accommodation Request Step 3**"

11.1: "**Request Type**"

11.2: "**Request Item**"

11.3: "**Request Rationale**"

11.4: "**+**"

11.5: "**Continue**"

12. If you would like to give the Pearson VUE Accommodations team permission to speak to someone else on your behalf please enter their "**Name**", "**Email**", "**Relationship**" and "**Phone**" (12.1) and then click "**Continue**" (12.2). Please note this step IS NOT mandatory so if you would like the team to only speak to you simply click on "**Continue**" to take you to the next screen (See Figure 12).
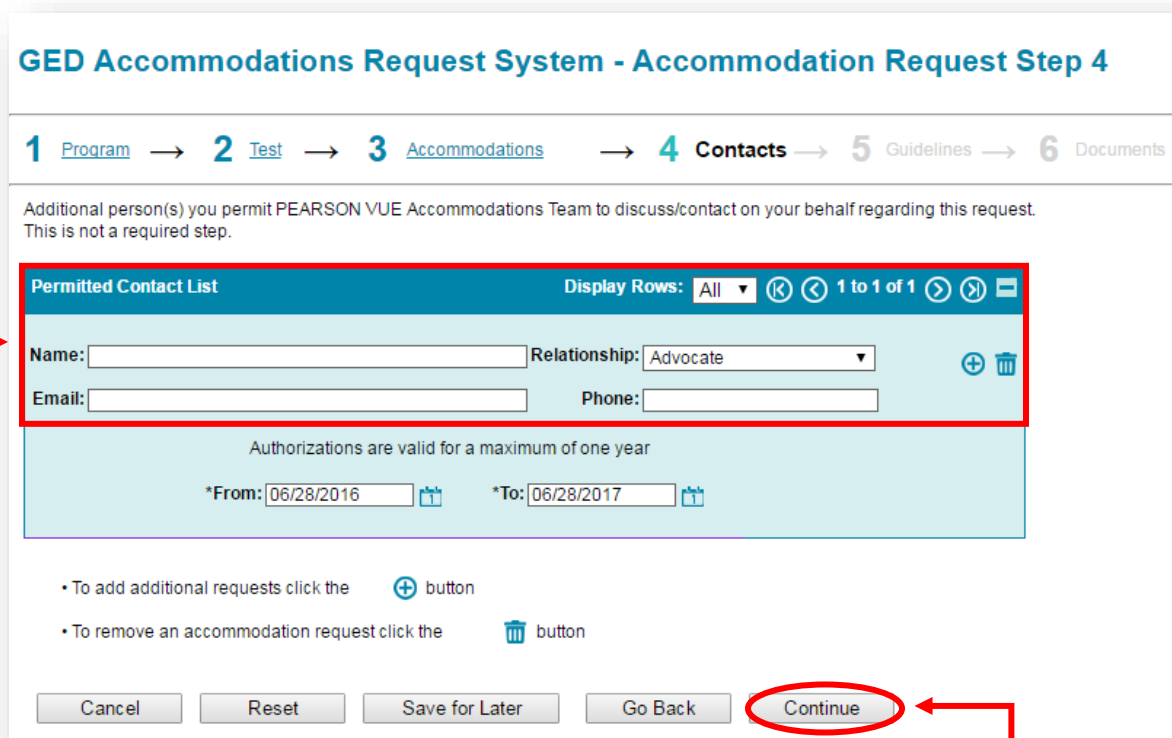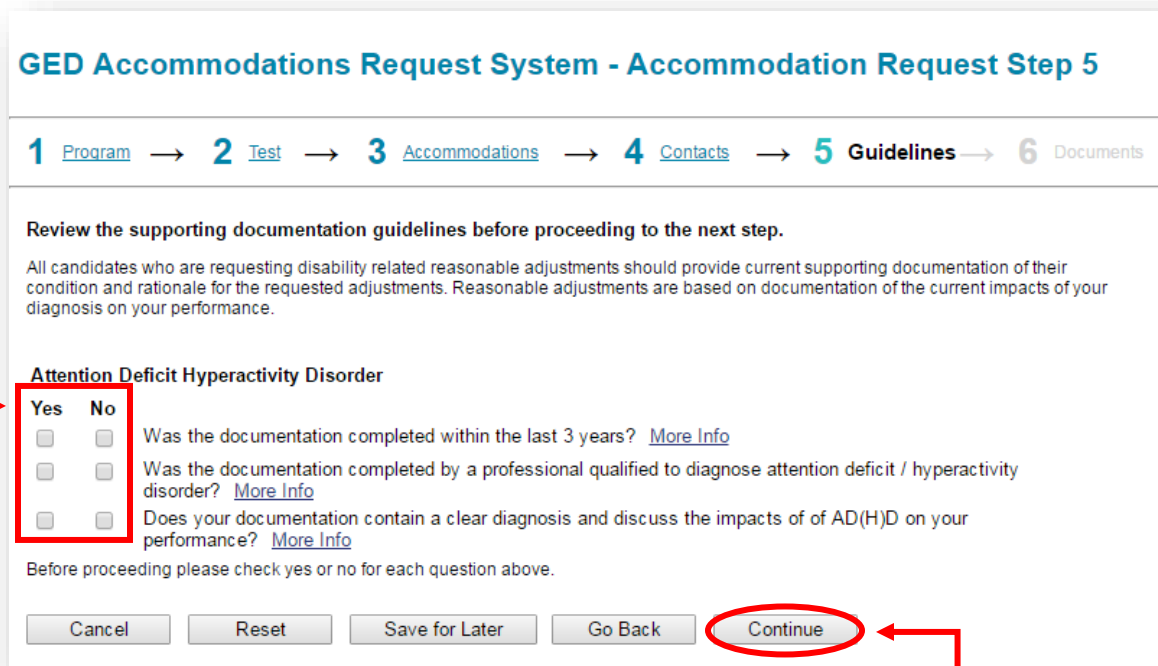

Figure 12: "**Accommodation Request Step 4**"

12.1: "**Permitted Contact List**"

12.2: "**Continue**"

13. Review the supporting documentation guidelines and then answer the three questions listed by selecting "**Yes**" or "**No**" (13.1) and then click on "**Continue**" (13.2) (See Figure 13).

GED Accommodations Request System - Accommodation Request Step 5

1 Program → 2 Test → 3 Accommodations → 4 Contacts → 5 **Guidelines** → 6 Documents

Review the supporting documentation guidelines before proceeding to the next step.

All candidates who are requesting disability related reasonable adjustments should provide current supporting documentation of their condition and rationale for the requested adjustments. Reasonable adjustments are based on documentation of the current impacts of your diagnosis on your performance.

Attention Deficit Hyperactivity Disorder

Yes	No	
☐	☐	Was the documentation completed within the last 3 years? More Info
☐	☐	Was the documentation completed by a professional qualified to diagnose attention deficit / hyperactivity disorder? More Info
☐	☐	Does your documentation contain a clear diagnosis and discuss the impacts of of AD(H)D on your performance? More Info

Before proceeding please check yes or no for each question above.

Cancel	Reset	Save for Later	Go Back	Continue

Figure 13: "**Accommodation Request Step 5**"

13.1: "**Yes/No**"

13.2: "**Continue**"

14. Now, it is time to upload your supporting documentation. To do this click on the "**Upload**" (14.1) button. If you have more than one supporting document click on the "**Upload Additional Documents**" after submitting your first document (14.2). Once you have uploaded your documents click "**Submit**" (14.3) (See Figure 14). If you would rather fax in your documentation please click on the magnifying glass icon to view instructions on how you can do this.

GED Accommodations Request System - Accommodation Request Step 6

1 Program → 2 Test → 3 Accommodations → 4 Contacts → 5 Guidelines → 6 Documents

The last step in submitting your accommodation request is uploading supporting documentation.

- To upload your supporting documentation click on the ⬆ icon
- To view your uploaded document click the 🔍 icon

My Documents   Display Rows: All ⟨⟨ ⟨ 1 to 1 of 1 ⟩ ⟩⟩ ▬

Status	Document Name	Action	View	Upload
📄	Supporting_Documentation.pdf	Upload Supporting Documentation!		⬆

Upload Additional Documents

Optional: If you are unable to upload your documentation, click on the 🔍 icon in the My Forms section below (Supporting_Documentation.pdf document) for instructions on how to fax your documents.

My Forms   Display Rows: All ⟨⟨ ⟨ 1 to 1 of 1 ⟩ ⟩⟩ ▬

Document Name	View
Supporting_Documentation.pdf	🔍

Do you have any questions? Click the "Send Message" button to send a message to an accommodation customer service representative, who can assist you.

Secure Communication Log   Display Rows: All ⟨⟨ ⟨ 1 to 1 of 1 ⟩ ⟩⟩ ▬

Date/Time	From	To	Subject	View

Send Message

| Request an Appeal | Request an Extension | Cancel Request | Go Back to Dashboard | Go Back | Submit |

Figure 14: "**Accommodation Request Step 6**"

14.1: "**Upload**"

14.2: "**Upload Additional Documents**"

14.3: "**Submit**"

14.4: "**Send Message**"

14.5: "**Cancel Request**"

15. If you would like to ask the Pearson Vue Accommodations team a question click on "**Send Message**" (14.4) in the figure above. Please note you can cancel your request at any time by clicking on the "**Cancel Request**" (14.5) button (See Figure 14).

16. Remember, it can take up to 30 days for your request to be reviewed, but note you can check on the status of your request by clicking on the link provided in the emails you receive from the Accommodations team. Or, you can also check the status of your request by signing into your GED® account and clicking on the "**My Accommodations**" link. (16.1) (See Figure 16).
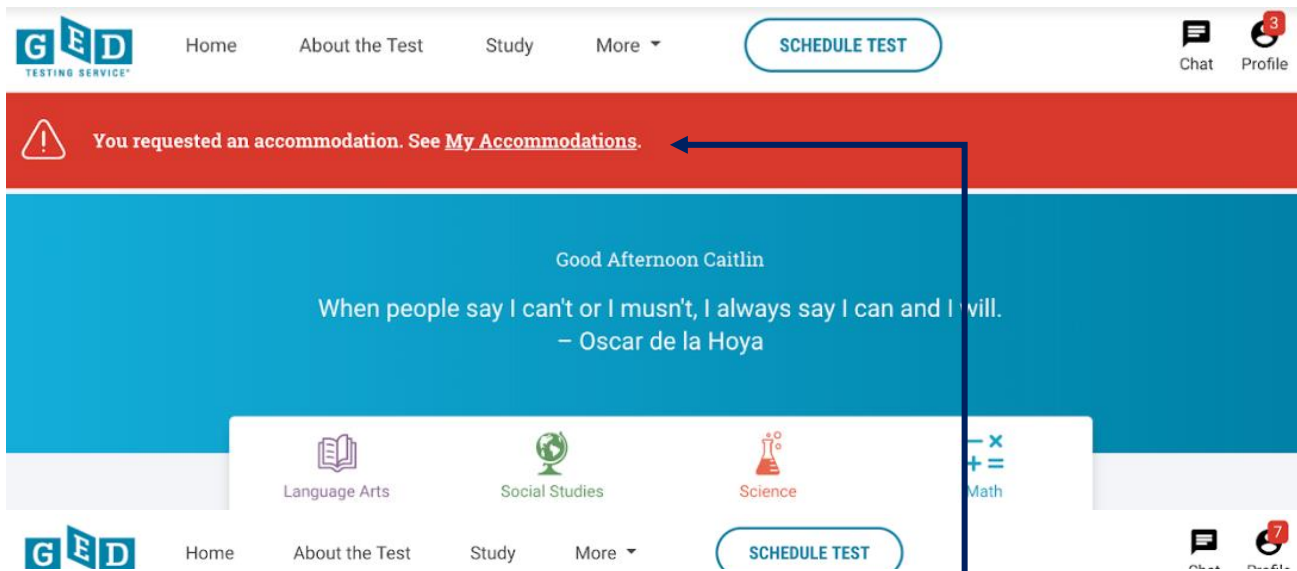
Figure 16: GED Account

Figure 16.1: "**My Accommodations**"

17. You will then be taken to the login page for the GED® Accommodations Request system. Enter your username and password and click on "**Sign In**" (17.1) (See Figure 17).

Figure 17: GED Accommodations Request System

Figure 17.1: "**Sign In**"

18. Next you will see a screen that lists your accommodation requests and to the left of it you will see the status box. Hover over the symbols to reveal more information about the status of your request (18.1). Also, please note you will be receiving email notifications anytime the status of your accommodations request has changed (See Figure 18).
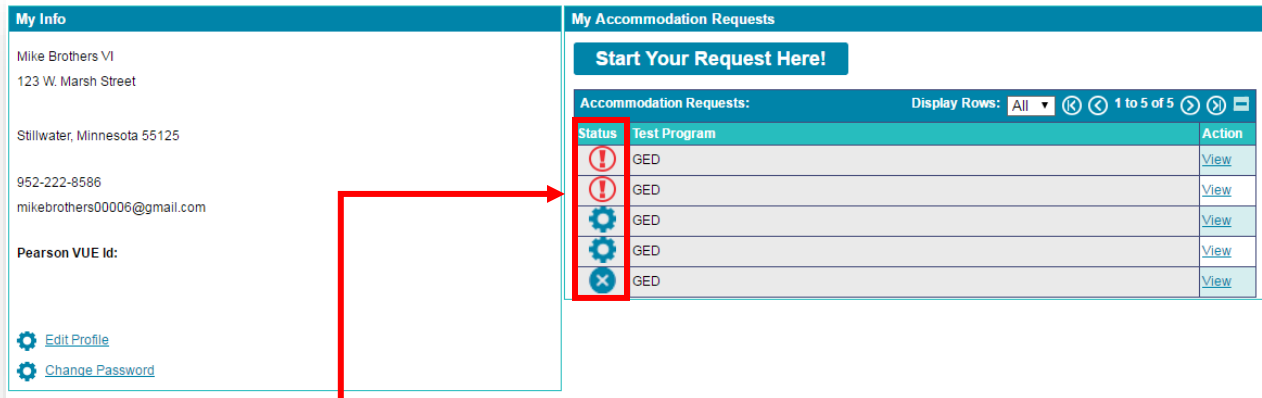
Figure 18: Accommodation Request

Figure 18.1: Status symbols

19. If you would like to edit your profile click on the "**Edit Profile**" link (19.1) (See Figure 19).
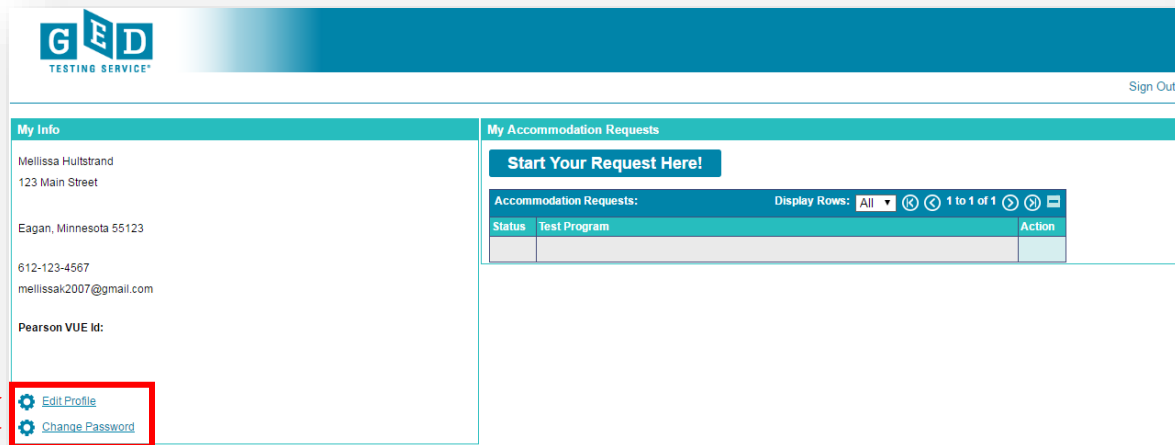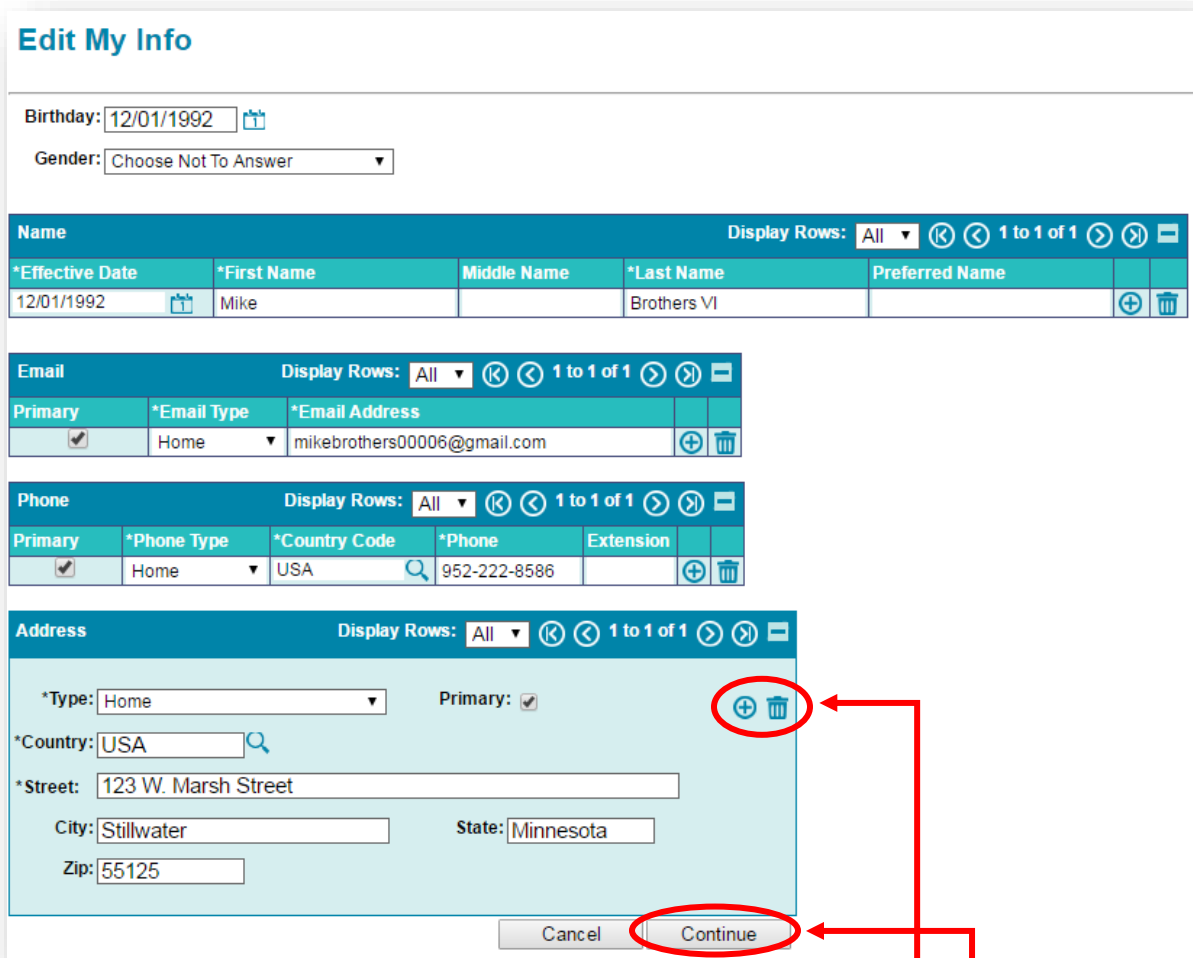
Figure 19: Editing profile

19.1: "**Edit Profile**"

19.2: "**Change Password**"

20. Once you do this you will be able to edit email, phone number or address. Click on the trash can symbol to delete the current information and then click on the plus "**+**" (20.2) sign to update the information. Be sure to click on "**Continue**" (20.3) to save the information you just entered (See Figure 20).

Figure 20: "**Edit My Info**" page

Figure 20.1: Add or Delete

Figure 20.2: "**Continue**"

21. If you would like to change your password go to the login page and click on the "**Change password**" link (19.2). Simply enter your old password and then your new password twice. Next, click on the "**Save**" button (21.1) (See Figure 21).
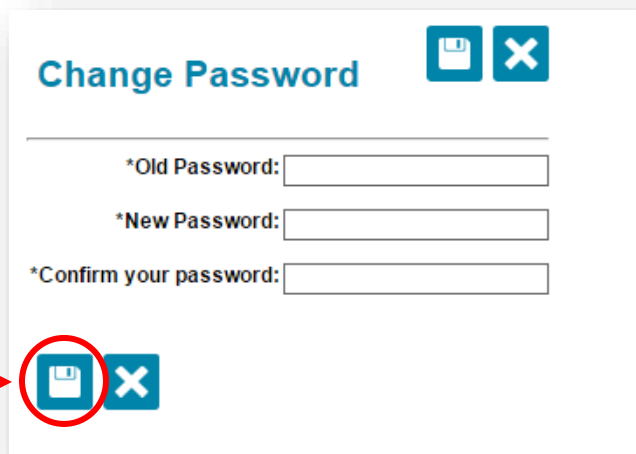

Figure 21: "**Change Password**" page

Figure 21.1: "**Save**"

❗ IMPORTANT: If you have any additional questions please email the Accommodations Team at accommodations@ged.com.