

Manage GED Prep Connect Enrollment Tab

PURPOSE: To provide direction on how to look up and provide status for “interested” Students in GED Manager™.

NOTE: The Manage GED Prep Connect Enrollment function in GED Manager™ allows you to view Students that expressed interest in your program and enter a status for them.

How to use the Manage GED Prep Connect Enrollment Tab

1. After logging into GED Manager™, click on the 'Manage Student' tab at the top of the screen and then click on 'Manage GED Prep Connect Enrollment' (See Figure 1).

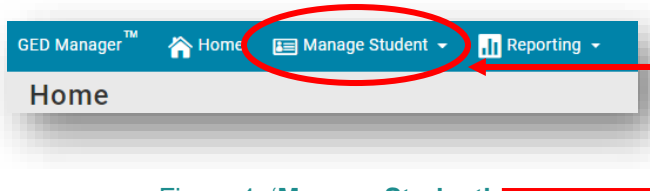


Figure 1: 'Manage Student'

2. The next screen you see will look like this. The system will default to show you all Students who are currently enrolled in your program. Go to the 'GED Prep Connect Enrollment Status' search field and use the drop down arrow to select 'Interested'. All Students who have selected your Prep Center and whose status has not yet been updated to 'Enrolled', 'Contacted', 'Dismissed' or 'Credentialed' will be listed here. As you can see the Student's email address and phone number is listed here so you have the information you need to contact the Student and give them more information about your program (See Figure 2).

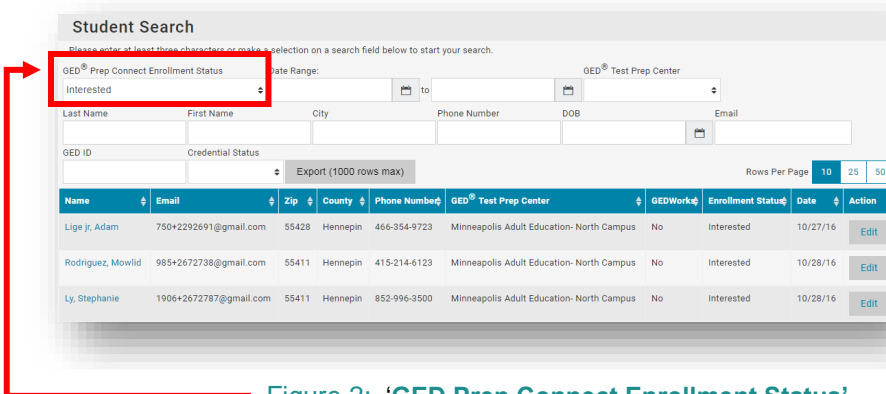


Figure 2: 'GED Prep Connect Enrollment Status'

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3. Once contacted, you can edit the Student's status (by clicking on the 'Edit' button (See Figure 3A)) and make notes about the Student. Be sure to click 'Confirm' when you are done. The Student's status will be updated immediately after you click on this button. (See Figure 3B).

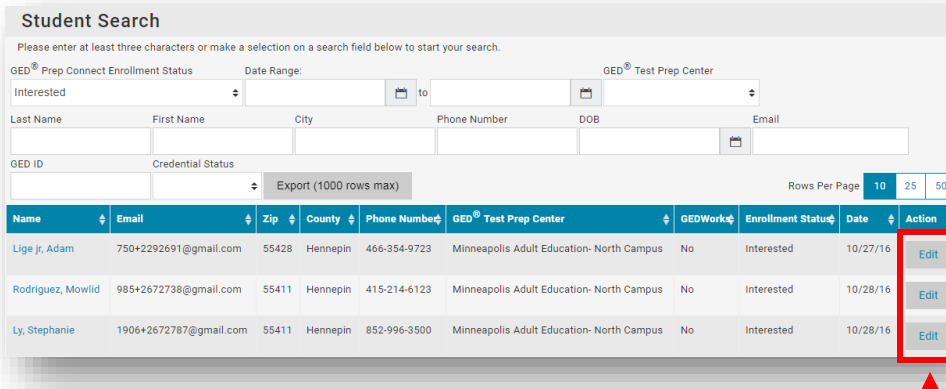


Figure 3A: 'Edit'

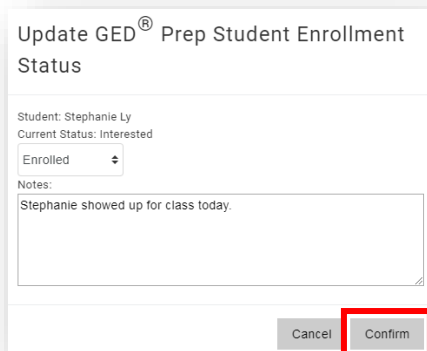


Figure 3B: 'Confirm'

NOTE: The 5 statuses:



- **Interested:** When a Student selects your program from his GED.com account, his/her default status is Interested.
- **Enrolled:** You have contacted the Student and determined that he/she will enroll in your program.
- **Contacted:** You have attempted to contact the Student through phone or Email.
- **Credentialed:** All of the Students listed here have earned their GED®.
- **Dismissed:** You contacted the Student and he/she is not interested in your program. You can choose from several dismissed reasons, including Unable to Contact, Not Interested, No Show, Dropped Out, Transferred or Other.

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4. If you and other Adult Educators at your center have added comments/notes to any Student accounts you will see a note icon (to the right of their status) when their name is featured below the blue bar. You can hover over the icon to view the comments that any of you have made (See Figure 4).

Name	Email	Zip	County	Phone Number	GED® Test Prep Center	GEDWorks	Enrollment Status	Date	Action
Schuman, Michael	1718+898527@gmail.com	55411	Hennepin	301-617-8178	Minneapolis Adult Education- North Campus	No	Contacted	9/5/17	Edit

Figure 4: Comment Icon

5. If you are associated with more than one Adult Education program, you can see all your programs listed in the ‘GED® Test Prep Center’ column (provided you have approval from your State Administrator). If you are aligned to just one program, you will only see your program name in this column (See Figure 5).

Student Search

Please enter at least three characters or make a selection on a search field below to start your search.

GED® Prep Connect Enrollment Status: Interested | Date Range: | GED® Test Prep Center: |

Last Name: | First Name: | City: | Phone Number: | DOB: | Email: |

GED ID: | Credential Status: |

Export (1000 rows max) | Rows Per Page: 10 | 25 | 50

Name	Email	Zip	County	Phone Number	GED® Test Prep Center	GEDWorks	Enrollment Status	Date	Action
Lige Jr, Adam	750+2292691@gmail.com	55428	Hennepin	466-354-9723	Minneapolis Adult Education- North Campus	No	Interested	10/27/16	Edit
Rodriguez, Mowlid	985+2672738@gmail.com	55411	Hennepin	415-214-6123	Minneapolis Adult Education- North Campus	No	Interested	10/28/16	Edit
Ly, Stephanie	1906+2672787@gmail.com	55411	Hennepin	852-996-3500	Minneapolis Adult Education- North Campus	No	Interested	10/28/16	Edit

Figure 5: ‘GED® Prep Center’

6. If you are searching for a specific Student, you can search by ‘Last name’, ‘First Name’, ‘City’, ‘Phone Number’, ‘Date of Birth’, ‘Email’ or ‘GED ID’ (See Figure 6).

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Student Search

Please enter at least three characters or make a selection on a search field below to start your search.

GED® Prep Connect Enrollment Status: Date Range: GED® Test Prep Center:

Last Name: First Name: City: Phone Number: DOB: Email:

GED ID: Credential Status: Export (1000 rows max) Rows Per Page:

Name	Email	Zip	County	Phone Number	GED® Test Prep Center	GEDWorks	Enrollment Status	Date	Action
Pinedo, ERIC	1795+226245@gmail.com	55440	Hennepin	839-733-9282	Minneapolis Adult Education- North Campus	No	Enrolled	10/18/16	Edit

Figure 6: 'Student Search'

7. When you click on the Student's name in your results list, you will see additional demographic information and a listing of their GED Ready and GED Test scores (See Figure 7).

View Student: Pinedo, ERIC

[Back to Student Search](#)

Student Detail

First Name: ERIC Phone Number: 839-733-9282 (MOBILE)
 Middle Name: Pinedo Alternate Phone Number:
 Last Name: Pinedo Age: 36
 Email: 1795+226245@gmail.com Date of Birth: 06/04/1981
 Mailing Address: 17274 178th st Testing Jurisdiction: MN
 Minneapolis MN 55440 In Options Program: No
 County: Hennepin GED Test Prep Center(s): Minneapolis Adult Education- North Campus
 VUE ID: 232056669 Last Updated: 09/07/2017 06:58:44 AM
 GED ID: 20140228-2152-4331 Last Login: 10/28/2016 11:53:25 AM
 SSN: #####1664 Browser Language: English
 Fictitious Student: No Language at home:

Results

Credentialed: Hide GED Ready

Credential Date:
 Highest Total Score: 0

Test Date	Test Center	Subject	Form	Score	Status	Language	Issues
10/28/2016	-	GED Ready® Math	MA_RG	130	Not Likely to Pass	ENU	
10/17/2016	73928 - Minneapolis Adult Education - North Campus	GED Math		138	Below Passing	ENU	
10/17/2016	73928 - Minneapolis Adult Education - North Campus	GED Science		138	Below Passing	ENU	
10/13/2016	73928 - Minneapolis Adult Education - North Campus	GED Reasoning		153	Pass	ENU	
10/13/2016	73928 - Minneapolis Adult Education - North Campus	GED Social Studies		146	Pass	ENU	

Figure 7: Demographic Information/Test Scores



IMPORTANT: Additional Questions

If you have any questions about the "Manage GED Prep Connect Enrollment Tab" in GED Manager please email help@ged.com