



# QUICK REFERENCE GUIDE *for EXAMINEES*

## SELF-REGISTRATION and VIRTUAL SCHEDULING



### SELF-REGISTRATION

#### Access Examinee Portal

- Access your state Examinee Portal by entering the URL in your browser
  - Note the state-specific welcome message on the left side of the page which provides information on costs, purchasing options, testing rules, and links to important forms as well as how to inquire about transcripts and diplomas
- On the right side of the page click “New Account” and “I have never registered”
- Enter your email address
- Click “Create New Account”

#### STEP 1 CREATE NEW ACCOUNT

*\*All fields with an asterisk require entry*

- Have you ever taken a TASC test in another state?
- Legal first and legal last name (*middle name is not required*)
- Email address
- Confirm email address
- Create and confirm password
- Click “Create”

#### STEP 2 COMPLETE DEMOGRAPHIC INFORMATION

- Confirm residency and age eligibility
- Social Security number or alternate Government ID
- Alternate Government ID Type identified
- Date of birth
- Gender
- Race (*check any or all that apply*)
- Ethnicity
- Home language
- Phone, cell phone, and/or alternate phone - *at least one phone number is required - enter all 9s if no cell phone is available*
- Mailing Address or PO Box, City, County, State, Zip Code
- Click “Create”

#### STEP 3 CONFIRM REGISTRATION

- Check all fields for correct information and edit, if appropriate
  - *Any required fields that are not filled will be noted and highlighted*
- Click “Confirm Registration” - *you will receive an email to verify your account*

#### STEP 4 VERIFY ACCOUNT

- Click the link in the “New TASC Examinee Account Confirmation” verification email to complete registration



# VIRTUAL SCHEDULING

## LOG INTO EXAMINEE PORTAL ACCOUNT

- Access your state Examinee Portal by entering the URL in your browser
- Click “Existing Account”
- Enter email and password, read and accept the Terms of Use, and click “Login”
  - Upon first time login answer 3 optional questions and click “Save”
  - To close without responding, click “Close” and then “Yes”

### STEP 1 SELECT A TEST CENTER NEAR YOU

- Scroll to the Testing Profile at the bottom of the homepage and click the “Request Exams” button to schedule multiple tests OR choose a content area and click “Open for Scheduling”
- Find a Test Center by entering an address and/or zip code
- Review Test Center details and click “Select” on the Test Center of choice

### STEP 2 REQUEST TEST DATE

- Select Test Type and Form Type
- Select Waiver of Accommodations
  - If extra time is required for computer-based testing, select the “Examinee does not formally waive accommodations” radio button from the Accommodations options
- Select an adult education program, if applicable, or select “None”
- Click the box(es) to select the content area(s) you would like to schedule
  - Content areas in light grey indicate exams already scheduled or ineligible for scheduling
- Choose a date and time of day for each content area being scheduled
  - A scheduling calendar for each content area will display
  - Dates in gray are unavailable based on test center operating hours or retest rule wait period

### STEP 3 ENTER PAYMENT METHOD

- If your state uses Ecommerce, enter all payment method information:
  - Type of card, Name on Card, Card #, Security Code, Expiration Date, and Billing Address
- Click “Request”
- Click “Confirm” to notify the selected test center of your request
  - Payment authorization window will display
  - Click “OK”
- Review “New Scheduled Exam Request Submitted” email

### STEP 4 CONFIRM TESTING APPOINTMENT

- Test Coordinator is alerted by email of the pending request
- Test Coordinator accepts the request/s or suggests 3 alternate dates and times for each test requested
  - This process continues until both the Examinee and the Test Center can agree upon an acceptable date and time for testing
- Confirmations of upcoming testing appointments are visible at any time by logging into your account at the Examinee Portal and scrolling to the bottom of the page
- Your Testing Profile will show the Exam Status as Pending or Scheduled along with the date, time and Test Center name page