

TO: All Candidates Registering for GED Testing

Beginning January 1, 2010, all candidates registering for GED testing are required to complete an online Demographic form. The demographic form provides necessary information to create a record for you at the University of Texas Scoring Center where your GED test will be scored. We have been asked by the UT Scoring Center to assure you that their computer system is secure, so please provide all information requested.

INSTRUCTIONS FOR COMPLETING THE GED ONLINE DEMOGRAPHIC FORM:

Click on Internet Browser (Explorer, Mozilla, etc.)

Type in www.utk16.org/scoring in the address bar

Press **ENTER**

Scroll down and click on the RED link for **“GED TESTERS: Click here for the GED Demographic Form”**

Maximize Screen

Read the instructions

Under Step 1, click on the first link (<https://utdirect.utexas.edu/ecweb/ged/demo/indes.WBX>)

Maximize Screen

Create your University of Texas EID (**Note: This step is not necessary if you already have a UT EID and password)

Click on **“I Need a UT EID”**

Click on **“Get a UT EID”** on the left side of the screen (You will create a user password in this section; make sure to write it down)

Click on **“Continue”**

Fill out all the information requested (Remember your password must be 8 – 20 characters, a mixture of letters and numbers) _____

Write down your UT EID when it appears _____

Click on **“Login Using my UT EID”** (Note: Use the UT EID and the Password you created)

SEE BACK!!!!

Instructions for Completing the GED Online Demographic Form
Page Two

Click on **“Complete Demographic Form”**

Complete all three pages of the Demographic Form (**NOTE: Your Identification Number is your Social Security Number. Do not use spaces or dashes.)

On Page 4, type in 0100 for the Amarillo College GED Test Center Number

Click on **“Save the Test Center Number”**

Close all screens

Attend a Registration/Orientation Session (offered on Tuesdays at 9:00 a.m.)

Be sure to bring a valid Texas DPS ID or driver’s license, \$80.00, and your Social Security card. Sixteen year olds need to bring a parent permission form and a court order. Seventeen year olds need to bring a parent permission form and a Texas Education Agency Withdrawal Form from the last school attended. These forms can be found on our website: www.actx.edu/testing.