

WELCOME TO THE GED Online Demographic Form

Please follow the steps below to create your record as a GED test-taker. Once you begin to complete the GED Demographic Form through our secure website, you may stop and save it at any time. You have 30 days from the day you begin to complete the form to finish it and select a GED Test Center. If you do not complete your Demographic Form and select a Test Center within 30 days, your record will be deleted.

STEP 1 Create a University of Texas at Austin Electronic ID (“ UT EID”)

The GED Online Demographic Homepage web address is: <https://utdirect.utexas.edu/ecweb/ged/demo>

When you go to this page, you will be asked to log in with a UT EID:

You are entering a Secure Service - please log in!

UT EID:	<input type="text"/>	I forgot my UT EID or password.
		I need a UT EID.
Password:	<input type="password"/>	Help
<input type="button" value="Log In"/>		

An EID is required to access the GED Online Demographic Form, so if you do not already have one, you will need to create one. In order to create an EID, you will need to provide at least the following information: name and date of birth. You should also provide your e-mail address, so that you can receive important information regarding your GED record. To create an EID, click on the I need a UT EID link. This will take you to the UT EID Self-Service Tools page, where you will click on Get a UT EID. This website will take you through the steps to create your own UT EID and password. Please be sure to follow the instructions carefully.

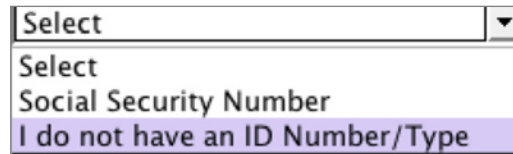
STEP 2 Create your online GED Demographic record

Once you have a UT EID and password, you are ready to create your online GED Demographic record:

1. Go to the GED Online Demographic Homepage web address: <https://utdirect.utexas.edu/ecweb/ged/demo>
2. You will be asked to log in. Enter your UT EID and password.
3. Click the “Complete the Online Demographic Form” button to go to the first page of the Demographic Form.
4. A box may pop up to ask if you want to display non-secure items. Click “Yes” to view the entire page of questions. You may be prompted to do this on each page of the Demographic Form. (Once you have saved your responses, your information is securely stored in the UT database.)
5. In order to save your demographic record, you MUST provide an ID number and type, first and last name, address, and date of birth.

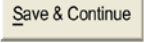
- If you do not have an ID number (Social Security Number), leave the ID number box blank and select “I do not have ID Number/Type” from the drop-down menu after “ID Type”. (Click on the arrow next to “Select” to make the box “drop down” your choices.)

ID NUMBER



Select
Select
Social Security Number
I do not have an ID Number/Type

ID TYPE

- Answer questions 1-9 on the first page and then click the  button. If you forgot to respond to any of the questions, a message this is highlighted in yellow will appear at the top of the page, telling you which question you failed to answer. After responding to all of the questions, click Save & Continue. You will be taken to Page 2 of the Online Demographic form.
- Note that questions 13, 14, 16, 17, and 19 can have more than one answer. Please click as many of the answers that apply to you. Also note that if none of the options in question 16 apply to you, you may leave that question blank. Check your answers to questions 10-19 on Page 2 and then click the Save and Continue button at the bottom of the page.
- You are now on Page 3 of the demographic form. Question 20 can have more than one answer. Click all that apply to you.
- Your test scores are confidential and secured at TEA. However, if you answer “Yes” to question 21, your employer, a school, or the military may call The Texas Education Agency (TEA) to verify your score results. If you choose “No”, you will have to provide written permission in order for TEA to release your test results to anyone other than directly to you.
- Once you complete Page 3, click the Save button. You have now completed your Demographic Form. Once you have begun to complete your Online Demographic Form, you will only have 30 days in which to complete the form and select a Test Center. If you do not meet this timeline, your Demographic Form will be deleted.

STEP 3 Select your Test Center

The next step is to select the Test Center where you would like to take your GED Tests:

- If you are continuing after completing your Demographic Form, simply go to the bottom of the page (Page 3 of the form) and click the Select a Test Center button. If you are returning to the Online Demographic Homepage after previously saving your record, just click on the Select my Test Center button.
- If you do not know the code of the Test Center where you wish to register, click on the Test Centers link on this page, which takes you to the TEA website. This opens a window that lists Texas GED Test Centers alphabetically, by city. You will find the four-digit center number in red, next to the center name. Remember the code for the center you want, or write it down.
- Once you have chosen a center, you may close this page by clicking on the red box or “x” in the upper corner. Now enter your Test Center’s four-digit code and click the Save Test Center Selection button. An e-mail will be sent to you, confirming your selection of a Test Center, and including the contact information for that center. **Once you select a Test Center, you have 60 days to register at the center and begin testing. If you wait more than 60 days, your GED demographic record will be deleted. You will be sent an e-mail reminder 30 days after choosing a center, if you still have not tested.**
- Your Test Center selection is now saved. Once you have selected a Test Center, you have 60 days in which to register to take your first GED test. If you do not meet this timeline, your Demographic Form will be deleted.

You may return to the Demographic Form Homepage to make changes to your information at any time until you begin to take your GED tests. On the day of your first GED test(s), your GED Examiner will review and approve your online record before you will be allowed to take your exam(s). **Once a GED Examiner has approved your demographic record, the only information you will be able to change online is your name and address.** To check on scores before your record is officially in the UT system, you will have to contact your Test Center or TEA.