Registration Process
Department of Corrections HiSET Candidates

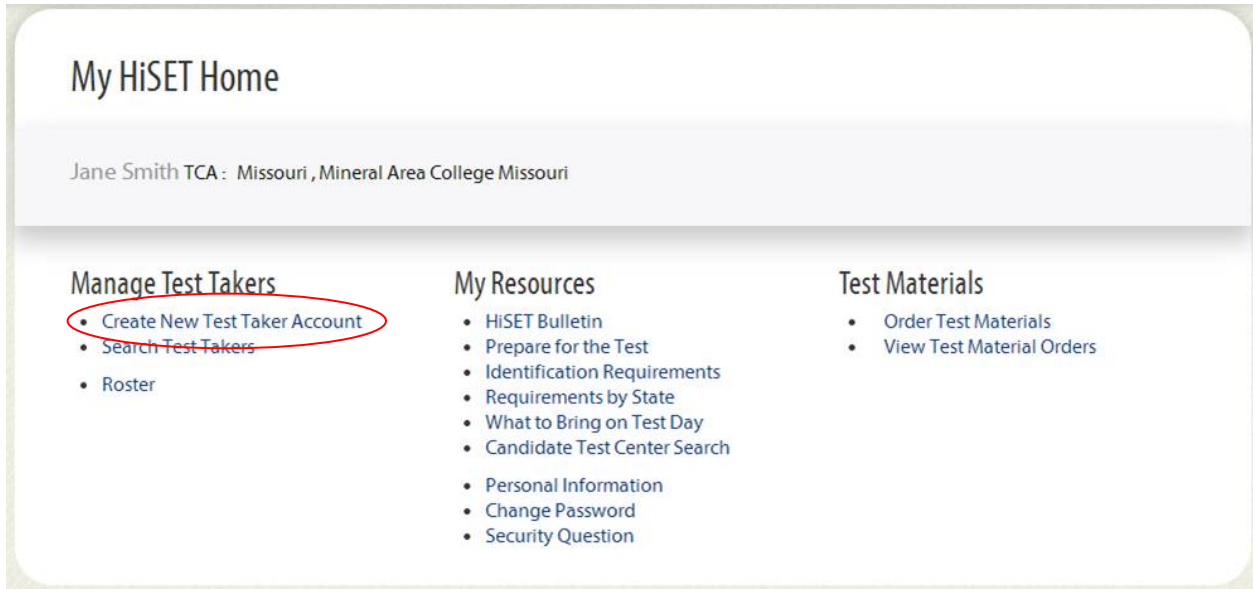The procedures defined below assume the following for Department of Corrections (DOC) candidates:

- The DOC will use the TCA-Scheduling model and not the Candidate Self-Serve model, meaning that all scheduling is managed outside of the HiSET registration system by the DOC supervisor.
- The DOC supervisor will be responsible for setting up and managing the candidate profiles. Candidates will not have access to the online registration system.
  - The DOC supervisor needs to be able to use the same email address (typically, their own) and physical address (typically the correctional facility) for multiple DOC candidates.
- The DOC supervisor shall be able to view candidate score reports, and print them if needed.
- The correctional facilities will be used as the test centers. Candidates will not test in test centers used by other non-DOC candidates.

Step 1 (can be done prior to January 1): DOC Supervisors are setup as TCAs:

- DOC Supervisors shall go through the eLearning system and will receive account credentials once completed
- Once the account for the DOC Supervisor has been established, the DOC supervisor will receive an email with their login credentials.
  - They can now login and create the profiles for the DOC candidates.

Step 2: Supervisor sets up DOC candidate profiles:

- The DOC Supervisor creates profiles for their test takers, taking special note of the system-assigned **Test Taker ID** (e.g., log in spreadsheet):

My HiSET Home

Jane Smith TCA : Missouri , Mineral Area College Missouri

Manage Test Takers
- Create New Test Taker Account
- Search Test Takers
- Roster

My Resources
- HiSET Bulletin
- Prepare for the Test
- Identification Requirements
- Requirements by State
- What to Bring on Test Day
- Candidate Test Center Search

- Personal Information
- Change Password
- Security Question

Test Materials
- Order Test Materials
- View Test Material Orders

Create Account

* Required Information

| Personal Information | Additional Information | Background Information | Review and Submit |

Personal Information

Name must match ID- Enter your Name and Date of Birth exactly as it appears on the identification (ID) document (without accents) that you plan to bring to the test center on test day. If your name does not match your ID, you will not be allowed to take the test and will not receive a refund. For more information, see ID Requirements. **Note:** If you have multiple first or last names on your ID, enter all of those names.

* First or Given Name
  Middle Initial
* Last or Family Name
* Date of Birth
* Gender   ○ Male ○ Female
  Social Security Number
* Email

Address

* Country/Location   United States
* Address Line 1
  Address Line 2
* City

- NOTE: The **Test Taker ID** is provided on the Confirmation screen, and only there. The Supervisor *must take note* of the Test Taker ID, as it will be the means to search for and find candidate information.

HiSET for state / test center staff   Jane Smith   My H

Create Account

Account Created

The account has been created for Mary Murphy (Test Taker ID: PQD45852)

Username: MMurphy

[View Test Taker]   [CSR Home]

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- Since the same email address will be used for all DOC candidates, the supervisor will receive a duplicate message error. The supervisor should override this message.

Step 3: Maintaining and Searching for DOC candidates.

- <u>NOTE</u>: If DOC candidate requires accommodations, they should follow the "regular" accommodations approval process.
- DOC Supervisor can search for and view the following candidate information, as long as they have the **Test Taker ID**
  - Profile
  - Appointment history
  - Score reports

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Search for Test Takers

| By Test Taker Information | By ID/Appointment Number |

Search Criteria (hide)

Enter the test takers Last Name and their ID and/or Appointment Number.

* Last Name   Shelton

Test Taker ID   LOQ57885

Appointment Number

Search