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):
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.
• 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.**

- **NOTE:** 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