



Version: 2.0 Effective from: September 2024 Classification: Public

Instructions to Change Managed Accounts





1. Open test takers account in Admin Portal and select "Action> Edit Details".

Demo Tester - HiSET_ID_Number: H002587	79			ACTION -
Address: Sesame, St Louis, MO 63101, US Email Address: Demo.Tester73@psionline.com Phone Number: Date of Birth: 10/27/1980 Tests Registrations Comments	Account Created On: 10/27/2022 Opted for Email: No Opted for SMS: No Last Login: 11/2/2022, 10:36 PM		l	Edit Details New Registration Send Forgot Password Email Block From Scheduling Impersonate
Test Name		Test Date	Status	Add Age Restriction Waiver

- 2. On the Test Taker Details page update the information to the test takers personal information listed below and once all data is updated click the "Update" button
 - a. Address 1

Test Taker				
HiSET_ID_Number*				
H0149484				
First Name *	Middle Name	Last Name *	Suffix	
Managed		Demo		\sim
Email *		Address 1		
demo.tester7@psionline.com				
Address 2		Country*		
		United States		\sim

- b. Email
 - i. If test taker does not have a personal email they may need to create one.



Test Taker HISET_ID_Number* H0149484				
First Name *	Middle Name	Last Name *	Suffix	
Managed		Demo		~
Email *		Address 1		
demo.tester7@psionline.com)
Address 2		Country*		
		United States		~

c. School

i. If test taker is no longer attending a school, please remove school and leave blank

Test Taker				
HiSET_ID_Number*				
H0149484				
First Name *	Middle Name	Last Name *	Suffix	
Managed		Demo		\sim
Email *		Address 1		
demo.tester7@psionline.com				
Address 2		Country*		
		United States		\sim
City		State	Postal Code	
Test		Missouri	63501	
School				
	~			

d. Home Phone Number



First Name *	Middle Name	Last Name *	Suffix
Managed		Demo	
Email *		Address 1	
demo.tester7@psionline.com			
Address 2		Country*	
		United States	~
City		State	Postal Code
Test		Missouri 🗸	63501
Phone/SMS Contact Mobile Number We will only use your phone number for test instructio Test Taker Details Date of Birth*	ns and scheduling updates relating to your account.	Marketing Communications Allow PSI and affiliates to send me emails with useful in products, and services (Test Taker may unsubscribe at	formation related to my career, including promotional offers, any time).
07/26/1980	•		
Telephone Numbers			
Home Phone*		Office Phone *	

e. At the bottom of the page update or remove any School or District ID entered in the box titled "If you have been provided with a state ID enter it here"

Thinking about yourself: to what extent do you agree with the statement "I work on tasks until everything is perfect."	Thinking about yourself: to what extent do you agree with the statement "I keep my promises."
×	
Thinking about yourself: to what extent do you agree with the statement "I often do things at the last minute."	Thinking about yourself: to what extent do you agree with the statement "I tend to rush into things."
×	
Thinking about yourself: to what extent do you agree with the statement "I make plans and stick to them."	If you have been provided with a state ID enter it here
~	
UPDATE	

3. On the Test Takers account click "Action> Create Test Taker Login".

Managed Demo - HiSET_ID_Number	: H0149484	ACTION -
Address: US	Opted for Email: No	
Email Address: rcreek@psionline.com	Opted for SMS: No	Edit Details
Phone Number:	Last Login:	New Registration
Date of Birth: 7/26/1980	Program:	Block From Scheduling
Account Created On: 1/8/2024		Add Age Restriction Waiver
Tests Registrations Comments		Create Test Taker Login

This test taker is not scheduled for any tests.

- 4. In the "Confirm" window that opens, please confirm the email address in the "Candidate Email Address:" box is the Test Takers correct email address and click "OK".
 - a. NOTE: If the Test Taker does not have an email address they may need to create one



Managed Demo - HiSET_ID_Number Address: US Email Address: rcreek@psionline.com Phone Number:	: H0149484 Opted for Email: No Opted for SMS: No Last Login:		
Date of Birth: 7/26/1980 Account Created On: 1/8/2024	Program:	Confirm	×
Tests Registrations Comments		Candidate Email Address: *	
This test taker is not scheduled for any tes	sts.		
			Cancel OK

5. The Test Taker will receive an email with a link to complete their test taker portal password verification process. The test taker will need to "Click here" to complete the steps.

Dear Mana	aged Demo ,	
<u>Click here</u> to a	complete your test taker portal password verification process.	
Best Regards Psi Customer	, Center	

6. On the myHiSET Reset Password page the test taker will need to enter their email address, enter a new password, and then re-enter their password to confirm it and click the "Reset Password" button.

mail Address	
New Password	Your password must contain:
Confirm Password	 × At least one capital letter A-Z × At least one lower case letter a-z × At least one number 0-9 × At least one special character !@#/\$%^&* × At least 8 and up to 32 characters



- 7. They will now be logged into their account and will have updated their email address and password.
 - a. NOTE: All previously completed exam attempts and any upcoming scheduled exams should be displayed in the Test Takers account.

