



Instructions to Change Managed Accounts

Version: 2.0
Effective from: September 2024
Classification: Public

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

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Managed [] Demo [] [] []

Email * Address 1

demo.tester7@psionline.com []

Address 2 Country*

[] United States []

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 []
 School []
 Phone/SMS Contact Marketing Communications
 Mobile Number []
 We will only use your phone number for test instructions and scheduling updates relating to your account.
 Allow PSI and affiliates to send me emails with useful information related to my career, including promotional offers, products, and services (Test Taker may unsubscribe at any time).
Test Taker Details
 Date of Birth *
 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 []

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

Managed Demo - HiSET_ID_Number: H0149484

Address: US Opted for Email: No
 Email Address: rcreek@psionline.com Opted for SMS: No
 Phone Number: Last Login:
 Date of Birth: 7/26/1980 Program:
 Account Created On: 1/8/2024

Tests Registrations Comments

This test taker is not scheduled for any tests.

ACTION
 Edit Details
 New Registration
 Block From Scheduling
 Add Age Restriction Waiver

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

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Address: US Opted for Email: No
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 Phone Number: Last Login:
 Date of Birth: 7/26/1980 Program:
 Account Created On: 1/8/2024

Tests Registrations Comments

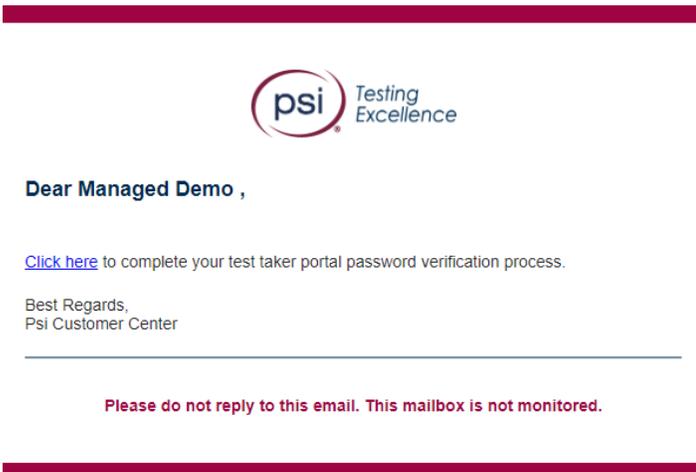
This test taker is not scheduled for any tests.

Confirm ✕

Candidate Email Address: *

Cancel **OK**

- 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.



- 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.

Reset Password

Email Address

New Password

Confirm Password

Your password must contain:

- ✗ 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

RESET PASSWORD Cancel

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.