

CREATING A HiSET ACCOUNT

The name used when creating your HiSET account must **EXACTLY MATCH** the name on your identification (excluding accent marks) that you will use on the day of your test. If it doesn't, you may not be allowed to test or your scores may be canceled after you take the test.

- If you have a two-part last name, be sure to supply your complete last name as it appears on your official ID (excluding accents). For example, the last name of Fernandez (space) de (space) Córdova (with an accent on the first o) would be entered as Fernandez (space) de (space) Cordova with no accent.
- If you don't have a last name, enter your first name as your first name and again as your last name.
- If you use an initial as your first name, please contact your test center or ETS customer service for assistance.

Acceptable ID **MUST have a photo and can be any of the following:**

- Passport
- Government-issued driver's license or temporary license
- State ID card (including those issued by motor vehicle agencies)
- National ID card
- Military ID card

Creating Your HiSET Account

- Go to <https://HiSET.ets.org>
- As you create your account, fill in the blanks on the registration form.
- Get out your official ID.
- Click the orange "Schedule Your Exam" button.
- Under "New Users," click "Create an Account."
- Complete the form. **Your birth date must also EXACTLY MATCH** what is on your ID. After entering your phone information, select your Communications Preferences for text messages and special-offer emails. Then, select "Next."
- You can then select your preferred language and answer additional questions.
- If you used an Adult Education program, select yes, and choose your state and Adult Education Center. If you attended classes here at Wayne Township Adult Education, your center is listed as "MSD WAYNE TOWNSHIP - INDIANAPOLIS". If your Adult Education program is not listed, please change your answer to no, then click "Next."

See Next Page

- You should now be on the Background Information page. The first box asks you to provide your state ID number. This is the number on your official ID (Government-issued driver's license, temporary license, State ID card, Passport, National ID card, or Military ID card).

Your next steps are creating a personalized username and password, selecting a security question from the dropdown box and entering your answer to the security question.

The next set of questions are not mandatory to answer, however, this information is very helpful to HiSET. The information will not be made public. You can also choose to answer only some of the questions in this section.

The only MANDATORY QUESTIONS are those with an asterisk *

Make sure you review the Terms and Conditions and then select the "I agree" box and click "Next."

Finally, we recommend that you review your information for accuracy. You can't change this information once your account is created, so make sure the information is correct. If revisions are needed, select the "Back" button. If the information is correct, select "Submit."

The next screen will say "ETS HiSET Your Account Has Been Created! Schedule an Appointment." This is your confirmation screen and you will receive a confirmation email. Look carefully on this page to see if your ETS number is given. If it is not included in the information, login to your account and it will be on the top right hand corner of the page. This number is necessary for your tests to be scheduled. **PLEASE WRITE IT DOWN!**

You must then come to the testing center with your ID, completed registration form and the \$115 (**CASH ONLY**) fee. You may do this Monday through Thursday from 12:00 PM - 2:00 PM & 4:00 PM - 6:00 PM.

CANCELLATION POLICY:

Your fee WILL NOT be refunded if:

You cancel less than 48 hours in advance.

You do not show up for the test.

Registration of a new student:

Create your ETS account at this web address: <https://HiSET.ETS.ORG>

Then click on the orange box that says "Schedule Your Exam"

Choose to Create an Account

Name (EXACTLY as it appears on your ID) _____

Last Name

First Name

Date of Birth (EXACTLY as it appears on your ID) _____

Language in which you would like to take the test:

English Spanish

Format of the test (NOTE: You will get the unofficial results for the Computer based tests immediately after completing the tests, except for the essay portion of the test. The Paper based test results will come in 7-10 days.

Computer Paper

Username that you created for your HiSET account _____

Password that you created for your HiSET account _____

ETS ID number (VERY important to write this down) _____

(If you do not see this number you can login to your account that you created. The number will be in the top right corner.)

Testing dates (Must be a minimum of 7 days from payment date) _____

What can you do with your account?

Creating a *HiSET*® account gives you fast access to all of your HiSET exam information. With your HiSET account, you can:

- find a test center
- view your appointment confirmation
- cancel a test
- view your scores
- print your score reports
- update your profile information