

Central Nine Career Center HSE Test Registration And Creating Your HiSET Account

You must be 18 or older or have provided the required Under 18 paperwork to the Central Nine Office.

You must have an ID to take the HiSET Exam. An acceptable ID MUST have a photo and can be any of the following:

- Government-issued driver's license or temporary license
 - State ID card (including those issued by motor vehicle agencies)
 - National ID card
 - Military ID card
 - Passport
- Get out your official ID.
- 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 does not match, 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) Cordova (with an accent on the first o) would be entered as Fernandez (space) de (space) Cordova with no accent.
 - If you do NOT 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.
- Go to <https://HiSET.ets.org>
- Click the orange "Schedule Your Exam" button.
- Under "New Users," click "Create an Account."
- Complete the form. Your **BIRTH DATE** and **NAME MUST 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 have attended an Adult Education program, select yes, and choose your state and Adult Education Center. If you attended classes here at Central Nine Career Center, your center is listed as "CENTRAL NINE CAREER CENTER - GREENWOOD". If your Adult Education program is not listed, please change your answer to no, and then click "Next."
- 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 PERSONAL ID:

(Government-issued driver's license, temporary license, State ID card, National ID card, or Military ID card or Passport).

- 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.

Save this information. This is a life-time account.

Write down:

Username: _____ Password: _____

ETS ID number: _____

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- 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 cannot 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 newly created 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 DOWN YOUR ETS NUMBER!**
- Be sure to add ets.org to your addresses or safe sender list.

FINALLY

- **To register for a specific test date and time you must come to the Central Nine Career Center Office during regular office hours with**
 1. your ID
 2. your ETS number
 3. \$23 fee/each section or total fee of \$115 (credit/debit card or exact change cash)

CANCELLATION POLICY:

Your fee WILL NOT be refunded if you cancel less than 48 hours in advance OR if you do not show up for the test.

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