

Steps for Online Verification of AZ High School Equivalency Status

1. Create Account

- ▶ Go to **myhse.azed.gov/Account/OrganizationRegister**
- ▶ **Make sure the top of the form states "Employers, School Officials, and Others Registration Form"**
- ▶ Fill in all the required information.
(**Your email address will be your username for future log ins**)

2. Confirm Email

- ▶ Check your email (including your spam folder) for an email from HSETranscript Support (noreply@benchmarkits.com)
- ▶ Click the provided link in the email or copy the URL into your browser to confirm your email.
- ▶ Log into your account with your email address and password that you created.

3. Print Transcript

- ▶ Click **View Transcript**
- ▶ Click **Add New Test-Taker** and enter the student's information that is required, including their access code (ID Number).
 - ▶ If the student has not provided you with an access code, please refer them to our office to obtain it or the Print Your Own Transcript Online link in the Transcript section of our website.
- ▶ Click **Add Transcript Request**
- ▶ Click **Print Transcript**. The official transcript should pop up as a PDF document. Note: You will not be able to print a transcript if the record is incomplete.
Only PASS status records will have the Print Transcript link.