

Guidelines for Using the GRE Search Service UL Lafayette Graduate School Shared Account

The UL Lafayette Graduate School account with the GRE Search Service is a *shared* account; all graduate programs at UL Lafayette will have access to the account.

Each Graduate Coordinator is considered the “designated account user” for each graduate program. If additional faculty or staff requires access to the account, contact Emily Kimball (emily.kimball@louisiana.edu) to have that faculty/staff member added as a designated account user for your graduate program. At this time, students, whether graduate or undergraduate, will not be given access to the shared account. Contact Emily Kimball if you would like to request an exception to this policy.

Please review and adhere to the following guidelines regarding the shared account.

- The username and password are the same for all users and is regularly updated by the Graduate School for security reasons. Both will be distributed to designated account users, as needed.
- Do NOT reset the password if you forgot the password. Contact Emily Kimball at emily.kimball@louisiana.edu if you forgot the password; request the password using your UL Lafayette email address so your identity can be verified.
- Do NOT distribute the username and/or password to other graduate coordinators, faculty, staff, or students.
- Only view another account user’s order(s) with his or her permission.
- Label volume projections clearly for your graduate program so there is no confusion among users. See step 3a below for suggestions.
- The annual participation fee is paid by the Graduate School office. Payment of the per-name fee for any volume projection orders (and any related shipping charges, as applicable) are the full responsibility of the graduate program/department that places the order. See the GRE Search Service User Manual for the current rates.
- Pay for your order in a timely fashion. The *entire* account will be locked to *all users* by GRE Search Service administrators if an order is not paid in full within 90 days.
- Do not change the Primary Contact Information or Primary Shipping Information on the account. You may *add* shipping contact information, if needed for shipment of labels.

Resources for Use:

- The GRE Search Service User Manual ([PDF](#))
- The GRE Search Service FAQs ([PDF](#))
- Contact Emily Kimball (emily.kimball@louisiana.edu or 337-482-1749) with questions.

Instructions:

- 1) Go to <http://gresearch.ets.org>
- 2) Log in using the UL Lafayette Graduate School username and password.

- 3) Create a Volume Projection. (Refer to the GRE Search Service User Manual for detailed instructions.)
 - a. Save your volume projection with a distinct descriptive name that is both meaningful to you but clearly identifiable by others. It should always include the graduate program name or abbreviation. For example, "BIOL Fall 2012 Assistantship Recruiting" for a one-time order or "GEOL General Weekly Recurring Order" for a recurring order that does not change criteria year to year or semester to semester.
 - b. You may order a volume projection immediately, change search criteria to modify volume projection, or save your volume projection for order later.
 - c. If desired, you may set up a volume projection to be a recurring order.
- 4) When ready, order your volume projection. Payment must be made via credit card, ACH electronic payment, wire transfer, or the Bill Me option. If you select Bill Me, you must have a purchase order number from the Business Office. You cannot cancel an order once it is submitted. Note that recurring orders charge the initial payment method each time it is scheduled to run.
- 5) The order results are usually posted within 2 hours. You can pick up your results by selecting "View order results" or clicking on "Order Results" from the navigation bar.
- 6) Log out.