

## HOW TO MERGE ACCOUNTS

Each time a student takes the ASVAB, a new access code is generated and printed on the ASVAB Summary Results Sheet. Students can input their access code to create an account and log in using an email and password of their choosing. Their account is valid for up to two years.

To accommodate multi-year testing, we implemented the ability for users to merge their MY ASVAB CEP accounts in subsequent sessions/years so that they will not lose their work. Here's how.



In order to merge accounts, users must use the **same email and password** they used to create their first account. If users forgot their password or try to enter a different password they will be prompted to reset their password. The system will generate an email with instructions. (Note: The password reset email sometimes goes to spam.) After resetting the password, users can return to the registration screen, register their new access code, and merge their accounts.

Once an account is merged, the old access code becomes expired. The most recent test scores will appear in the account (the old test scores are then expired along with the previous access code). The most recent FYI results, Favorites, Notes, My Portfolio, and My Education and Career Plan entries will all appear in the new account. The user's account is then reset to be active for up to two additional years.

If you encounter any issues in the field, please have students contact us at [asvabprogram.com/faq](http://asvabprogram.com/faq)

When the user registers a new access code using the same email address and password used to create their first account they will receive a prompt to merge their previously completed work with their new account.

The system recognizes an email address and produces a notification automatically. This event occurs only once. It is triggered upon the attempt to create a new account using an email address that was previously used to create an account.

