

Create New MyWorkKeys Account Quick-Start Guide for the ACT National Career Readiness Certificate™ (ACT NCRC®)



Creating a New Account

Step 1. Log in to MyWorkKeys.com.

- Type **MyWorkKeys.com** into your Internet browser and press **Enter**.
- The URL changes, and now the ACT National Career Readiness Certificate page displays. Select the **Individuals** option to log in.
- You are now at the login screen. To create your account for the first time, select **create a new account**.

Note: If you received a user ID and password, an account has already been created for you. To view and share your certificate details, you must use this information to log in to your account. If you have any questions, please contact your test site directly.

Step 2. Complete the required information.

- To create your account, fill in all of the required (*) fields. For the system to retrieve your test scores, you must **enter the following fields exactly how you listed them when taking the tests:**
 - First Name, Last Name, Month of Birth, Day of Birth, Examinee ID

*Note: The user ID and password for your account should **not** be the same user ID and password to access the testing system.*

- When complete, select **Agree** from the “Terms and Conditions” box, then choose **Submit**.

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Creating a New Account

Step 3. Activate your account.

- After you have completed the form, a “Registration Confirmation” screen will appear and an email will be sent to the address you provided when you created your account.

- Use the link in the registration email or enter the activation code provided in the email.

Accessing Your Account

Step 4. Once you've activated your account, log in to your account.

- You'll see a message stating that your account has been activated. Log in using the **user ID** and **password** you created for your account.

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Accessing Your Account

Step 5. View your account home page.

IMPORTANT: If no available certificates are shown, you may need to update match criteria. (See Step 6.)

The screenshot shows the MyWorkKeys Home Page. On the left is a navigation menu with options like 'Register for Test', 'Available Training', 'Account Management', 'Update Match Criteria', 'Update User Profile', 'Change Password', 'Candidate Report', 'Certificate Management', 'Test Management', 'Order Management', 'Order Certificates', 'FAQ', and 'Log out'. The main content area is titled 'MyWorkKeys Home Page' and includes a 'Find Certificate' section with a search bar and a 'Level' dropdown. Below that, it says 'Available Certificate(s) (2)' and 'At the current time you do not have any certificates available based upon your workkeys scores.' There is also a section for 'Recent Test(s) Taken (from last 90 days) (3)' with a table of test results.

Test Type	Test Date/Local Date	Score Type	Results	Share with others (2)	Details
Applied Mathematics	05/23/2015	Level	6	<input type="checkbox"/>	View
Locating Information OLD	05/23/2015	Level	6	<input type="checkbox"/>	View
Reading for Information Fluency	05/23/2015	Level	6	<input type="checkbox"/>	View

Step 6. Update match criteria (if applicable).

- Select **Update Match Criteria** from the navigation menu on the left side of the page.

The screenshot shows the 'Update Match Criteria' page. It has a 'Locked Criteria (1)' section with a table of criteria:

#	First Name	Last Name	Examinee ID	Month of Birth	Day of Birth
1	John	Smith	901022661	11	09
2	Johnny	Smith	901022661	11	09
3				- Select -	- Select -
4				- Select -	- Select -
5				- Select -	- Select -

Below the table is a 'Terms and Conditions' section with a text box containing a disclaimer and a 'Disagree' / 'Agree' selection area. At the bottom are 'Submit' and 'Cancel' buttons.

IMPORTANT: Verify that the information is correct and entered exactly as you listed it when taking the tests.

- Add information if you took any of the tests under different match criteria (for example, if you used “John” on one test and “Johnny” on another).
- Select **Agree** from the “Terms and Conditions” box, then choose **Submit**.
- You’ll receive a message stating your match criteria have been updated.

The screenshot shows a confirmation message: 'Your match criteria has been updated. Select the Certificate Management tab on the left.' Below the message are two tabs: 'Account Management' (selected) and 'Account Information'.

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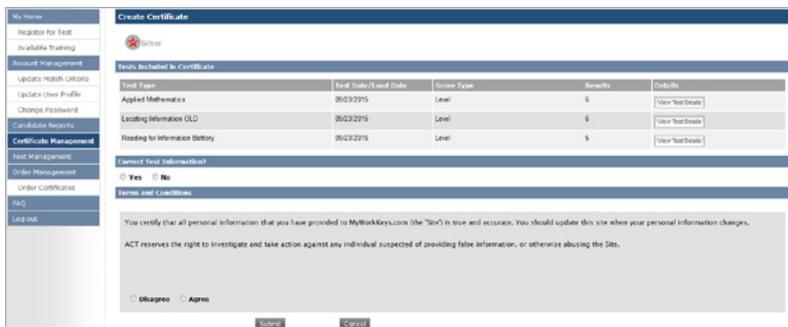
Creating, Sharing, and Ordering a Certificate

Step 7. Create your certificate.

- Select **Certificate Management** from the navigation menu on the left side of the page. Your available certificate(s) will be displayed.



- Select **Create Certificate**.



- A unique ID has now been assigned to this certificate. The ID will allow you to share and/or order printed copies of the certificate.

Step 8. Share your certificate electronically.

Note: ACT does not release any information until you have authorized it. Employers will not be able to verify your certificate details until you have shared your certificate.

- Your certificate has been created and will be available for display under “Current Certificate(s).” Select **Share** to make your certificate public for releasing information to employers.



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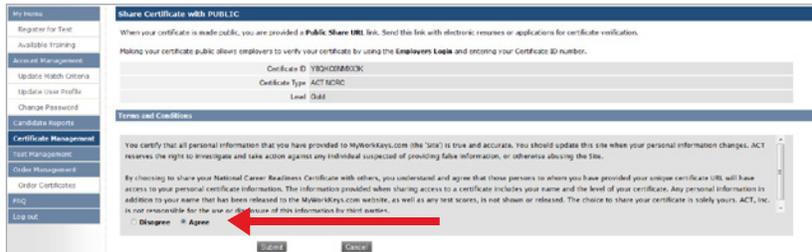


Creating, Sharing, and Ordering a Certificate

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Step 8. Share your certificate electronically.

- To share your certificate, select **Agree** from the “Terms and Conditions” box, then select **Submit**.



- You'll notice that **Share** has been changed to **Restrict** and a public share URL has been created.



- Use this URL when sending resumes or applications electronically to employers.
- By making your certificate public, employers may verify it by either selecting the URL or entering the certificate ID at **www.act.org/certificate/verify.html**.
- Certificate details are available by selecting the public share URL.

Remember: Your certificate must be made public for employers to verify certificate details.



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Creating, Sharing, and Ordering a Certificate

Step 9. Order a paper certificate.

- Select **Certificate Management** from the navigation menu on the left side of the page. Select **Order** for a printed ACT National Career Readiness Certificate.



- Fill in all of the required (*) fields.
- Confirm that the name displayed is correct. This is exactly how it will be printed on the certificate.
- There will be a \$20 charge to order an official certificate.
- Once you have verified that your information is correct, select **Agree** and choose **Submit**.
- Allow 3–4 weeks for delivery.

Congratulations on earning an ACT National Career Readiness Certificate! If you have any questions, call 800.967.5539.