

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.

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	Certificate Holders Please Note: If you received an ema use this information to log into your account. If you have Follow the <u>Orease New Account</u> Quick Start Suide for data	t or report with your User ID and Plasaverd, an account has already been created for you. To view your Catificate details you must any questions, please contact your <u>text and</u> directly. Add instructions.	
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	Contact Information		
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	Middle Nama		
	* Last Name:		
	* Email Address		
	* Date Of Birth	MM/66/WYY	
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	Address 2		
	* City.		
	* Stato/Province		
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	* Home Phone Number		
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	* indicate if you are of Hispanic or Latino background:	•	
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• When complete, select **Agree** from the "Terms and Conditions" box, then choose **Submit**.





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.

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Nandkeys Home	Your account has been created. Please check your amail for a registration contribution email.	
	Registration Confirmation	
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	Last None Smith	
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	E wal Address John Smith@company.com	
	Activate Your Accesset	
	The registration anal will arrive to the address you have provided. You must use the field on the registration small or enter the activation code in the legal box below to activate y account. If you have not received the registration enail, you this ins to request institute and	-
	Make sure the registration email was not blocked by your email client,	
	Enter Activation Code:	
	Submit Cancel	

• 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.

Your account has been activated. Please log in.	
Login	
Login to Access your pre-created account Usor ID:	
Password:	
Certificate Holders Please Note: If you received your User ID and your account.	Password, an account has already been created for you. To view and share your Certificate details, you must use this information to login to



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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.)

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Step 6. Update match criteria (if applicable).

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

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ist Management	Terms and Conditions								
order Management									
Order Certificates	You certify that all personal informat	ion that you have provided to MyWorkKeys.c	om (the 'Site') is true and accurate. You shou	id update this site when your perso	onal information changes.				
4Q									
ag out	ACT reserves the right to investigate	and take action against any individual suspi	core of providing tasse information, or other	wise advising the site.					
	Obagree III Agree								
		Salarat							

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.





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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.

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FAQ	@ 2015 by ACT, 8	nc. All rights reserved.	
Log out			

Select Create Certificate.

My Horse	Create Certificate					
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Available Training	Silver					
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Update User Profile	Test Type	Test Date/Local Date	SCORE LYPE	Arrients	UNISIN	
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Test Management	Correct Test Information?					
Order Management	© Yes © No					
Order Certificates	Terms and Conditions					
FMQ						
Log out	You certify that all personal information that ACT reserves the right to investigate and take	you have provided to MyWorkKeys.com (the action against any individual suspected of	e "Site") is true and accurate. You f providing false information, or	a should update this site when y otherwise abusing the Site.	our personal information changes.	
	C Disagree C Agree	1 (922)				

• 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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Available Training		Certificate ID	Actions
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FAQ	© 2015 by ACT, If	nc. All rights reserved.	
Logout			

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Creating, Sharing, and Ordering a Certificate

Continued from previous page

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.

My Home	Certificate Management ()
Register for Test	Current Certificate(s) ()
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Logout	W 2013 W 76.5 (Bits 76 Bits) 10 Bits (Bits) 10 Bits (Bits)

- 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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NationalCareerReadiner	The National Career Nations Controlste (NANC "), is used by ACT, is a percent, endence based recombs that carefuls estential and holded for increases buckets. Yest NationalCareerStadiness.org to learn more about the NCRC and NCRC PLus.							
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Certificate Holder Info	rmation							
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	Last Name: CERTY	963						
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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.

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Order Certificates			Additional Information I Contact Us I Privacy Policy			
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Logout	© 2015 By ACT, 1	nc. All rights reserved.				

- 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.

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	Order Certificate(s)	
for Test	* - regured	
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Congratulations on earning an ACT National Career Readiness Certificate! If you have any questions, call 800.967.5539.

