

# Access Pre-created MyWorkKeys Account Quick-Start Guide for the ACT National Career Readiness Certificate™ (ACT NCRC®)



## Accessing Your Pre-created 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.
- Log in using the **user ID** and **password** you created for your account. These may be found on the back of your certificate or in the email, report, or letter you received.

Login

Login to Access your pre-created account:

User ID:

Password:

**Certificate Holders Please Note:** If you received your 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 login to your account.

If you did not receive login information, you may need to [create a new account](#).

[Forgot your User ID or Password?](#)

[Did not receive registration email?](#)

More Questions?  
Follow the [Access Pre-created Accounts](#) or [Create New Account](#) Quick Start Guide or call 1-800-967-5539

*Note: If you have any questions, please contact your test site directly.*

### Step 2. Complete your account profile.

- To activate your account, you must update your profile. Complete all of the required (\*) fields.

ACT National Career Readiness Certificate

MyWorkKeys Home

Your Profile is incomplete. Update with complete profile.

Update User Profile

\* = required

Account Information

User ID: B2DMW0281

Contact Information

\* First Name: John

Middle Name:

\* Last Name: Grah

\* Email Address:

\* Date Of Birth: MM/dd/yyyy 01/06/1971

Address 1:

Address 2:

\* City: Sacramento

\* State/Province: California

\* Zip/Postal Code:

\* Home Phone Number:

Cell Phone Number:

\* Resident County:

Employer County:

Employer Zip Code:

\* Indicate your race. Mark all that apply:

American Indian/Alaska Native

Asian

Black/African American

Native Hawaiian/Other Pacific Islander

White

Prefer not to respond or none of these apply

\* Indicate if you are of Hispanic or Latino background:

Examinee ID: 205213

Additional Information (for research's purposes only)

\* State / County of Residence:

\* Current Status:

\* Gender:

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### Step 3. Enter the site.

- After the form is completed, a welcome page will appear. Select **Continue**.



### Step 4. Change your password.

- For your security, it is highly recommended that you change the password that was provided with your certificate. Select **Change Password** from the navigation menu on the left side of the page.

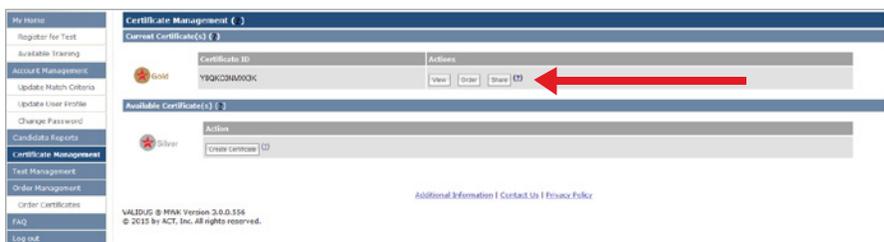


## Sharing and Ordering the Certificate

### Step 5. 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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## Sharing and Ordering the Certificate

Continued from previous page

### Step 5. 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 changed to **Restrict** and that 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](http://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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## Sharing and Ordering the Certificate

### Step 6. 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.