ACT[®] National Career Readiness Certificate

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 Ac	ccess your pre-created account
User ID:	
Parameter	
Password.	
your accou	Holders Please Note: If you received your User ID and Password, an account has aready been created for you. To view and share your Certificate details, you must use this information to login to int.
If you did n	not receive login information, you may need to create a new account.
Forgot you	ar User ID or Password?
Did not rea	ceive registration email?
More Quest Follow the	tions? Access Pre-created Accounts or <u>Create New Account</u> Quide 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.

eadiness Certificate	liness Certificate		
Your Profile is incomplete. Update with complete profile.			
Update User Profile			
* - required			
Account Information			
User ID:	BGNAG98281		
Contact Information			
* First Name	John		
Middle Name			
* Last Name	Onith		
* Email Address			
* Date Of Birth	MM/dd/yyyy 01/05/1971		
Address1			
Address 2			
* Oity.	Sacremento		
* State/Province	California		
* Zip/Postal Code	[
* Home Fhone Number			
Call Phone Number			
* Resident County			
Employer County			
Employer Zip Code			
* Indicate your race. Mark all that apply:	American Inder/Alaska Italive Asian Mican Annolasi Bialane Hanalan Other Pacific Islander Wite Weeter cell to respond or nose of these apply		
* Indicate if you are of Hispanic or Latino background:	•		
Examiner ID.	896213		
Additional Information (for research purposes only)			
* State / County of Residence.?		lookup	
* Current Status ?		•	
* Gender			



ACT[®] National Career Readiness Certificate

Accessing Your Pre-created Account

Step 3. Enter the site.

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

Your profile has been updated; if you have taken tests using the new profile please select Update Match Criteria and add it to your match criteria.
Wekome to the site
You are seeing this page because this is your first visit to this site. We strongly recommend that you look over the Frequently Asked Questions (FAQ) document that is available from the navigation menu of this application.
Additionally you can get information by selecting the Additional Information or Contact Us links that typically appear at the bottom of the pages.
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.

My Home	Change Password
Register for Test	Your password must be 6 to 30 characters long. Use letters of the alphabet (A-Z or a-z) and numerical digits (0-8) only. Choose combinations that will be easy for you to remember but hard for
Available Training	others to guess. Your password must contain at least one number.
Account Management	* Old Passwerd
Update Match Criteria	* New Passant
Update User Profile	* Reenter New Password
Change Password	
Candidate Reports	required
Certificate Management	Gudenak
Test Hanagement	
Order Management	Additional Information Contact Us Proving Policy
Order Certificates	VALIDUS & MWK Venion 3.0.0.556
FAQ	© 2013 by ACT, Inc. All rights reserved.
Logout	

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.

My Home	Certificate Management ()		
Register for Test	Current Certificate(s) ()		
Available Training		Certificato ID	Actices
Account Management	Gold	VEOKONINOVIK	Inter Anna Anna (B)
Update Natch Criteria	-	- Parto anti-	And Cost Design
Update User Profile	Available Certificate(s) (@)		
Change Password		Action	
Candidate Reports	(Shur	Actor 100	
Certificate Management		Create Certificate	
Test Management			
Order Hanagement			Additional Information Contact Us Privacy Policy
Order Certificates	LAND TO BE ADDRESS IN	ania 20055	Exception accomment (solution are (closed care)
FAQ	© 2015 by ACT, In	c. All rights reserved.	
Log out			

Continued on next page



National Career Readiness Certificate

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.

Hy Home	Certificate Management (g)		
Register for Test	Curreat Cortificate(s) (*)		
Available Training	Certificate ID Actians		
Account Nanagement			
Update Natch Criteria	Good Verwenner		
Update Uper Profile	See 1 the insection attraction of the insection of the		
Change Password	Available Cortificate(s) ()		
Candidate Reports	Action		
Certificate Management	Show Constance (C)		
Test Managament			
Order Management			
Order Certificates	Additional Information Contact Us Privacy Policy		
FAQ	WALDUS & MAK Version 3.0.0.556		
Logat	© 2013 of ALI, Inc. As ingine Reserves.		

- 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.

Hyworkkeys Home	Certificate Details				
	The hadrow Corese Read/action (HCCCC), insued by ACL is a particular, and ance based predential that confiles essential salis needed for wellplace soccess. Yell, Notional Corest Read/Instances to learn nors allowed the ICCC and NCRC Plac.				
	Cold	Centicate ID: Cetificate Level Description Cetificate Type	YEOKCOMMOOK Narona Golf Ceditation ACT NCRC	This credential is based on ACT's world enswared. WorkKryst® assessments which mean if we why prove strypen for firsting jub AGN, with weihylice access. Recenting a same of the ACT is not which the distry and the ACT is not which the ACT is not an ACT is a same of the ACT is not which the ACT is not an ACT is a same of the ACT is not an ACT is a same of the ACT is an ACT is a same of the ACT is a sa	
	Certificate Holder Infor	mation			
		First Name: DUP11	3		
		Last Name: CERT1	63		
		Middle Name:			
		Fret			





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.

C I Rea	diness Cerunicate		11		
me	Order Certificate(s)				
ister for Test	- required				
lable Training	Certificate Information				
nt Management	Name Displayed	DUP1163 CERTI163			
ite Match Criteria	Catificate ID	YEQKCONNOXCH			
ate User Profile	Level	Geld			
nge Password	Cettificate Type:	ACT NCRC			
face Reports	* Number of Certificate(s)	0 -			
cate Management	Total Price.	\$ 0.00 Cetificates are \$15.00 each and NON-REFUNDABLE			
lanagement	Shipping Information				
Nanagement	* First Name.	DUP1163			
er Certificates	* Last Name	CERTING			
	* Address 1	11/2#AST			
A	Address 2				
	*Chr	TACOMA			
	• Shielbharra	However,			
		Washington			
	* Ziphhostal Code:	90402			
	Credit Card Information				
	* Credit Card Type	-Select ·			
	* Cardholder's Name	(Criter cardholdor's name exactly as it appears on the card.)			
	* Card Number	(no apacea er hyphena)			
	* Expiration Date	• / •			
	* Security Code	(The CVV2 security code is a 3-digit number on the back of Vise, MasterCard & Discover cards, and a 4-digit code print	ed on the front of American Express cards.)		
	Acceptable Use Policy				
	The Naronal Career Readiness Careficate, issued by ACT Inc., is a portable, evidence-based credential that certifies essential wortplace skitls and is a reliable predictor of workplace success. You may share your certificate information with anyone of your choice, but it is recommended that you do so winkly. The best procedure is to choose to share your certificate and then serd your certificate. ID and the URL link to potential employees so that they can verify with ACT that you indeed have a certificate at the level specified.				

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

