

# SkillPro 11 Installation Instructions

## For Windows\* 10

*\*Windows is a registered trademark of Microsoft Corporation in the United States and other countries.*

### **Overview:**

Where to install SkillPro. The SkillPro Profiling software can be loaded onto both the Profiler's desktop and laptop computers. To illustrate, the Profiler may choose to prepare for a profile using SkillPro on their desktop computer to have access to a larger monitor and keyboard as they work. When it is time to conduct the profile the Profiler then moves the profile from the desktop to the laptop computer.

The SkillPro License File. After the SkillPro software has been installed on the desktop/laptop, you **must** install the Profiler's License File. The License File allows the Profiler access to SkillPro so they can begin working with the features of the software. SkillPro will not operate until the Profiler's License File has been installed (see Step 3 of these instructions). **Also note that you cannot "open" or launch the License File outside of SkillPro.**

### **TIPS**

- 1. Make sure that you have installed the latest required Windows updates
- 2. **If you are installing SkillPro 11 onto a computer that has never run SkillPro, you should first install Microsoft .NET Framework 3.5.1.** You can download it from here:
  - <https://dotnet.microsoft.com/download/dotnet-framework/net35-sp1>
- 3. If Microsoft .Net Framework 4.8 has not already been installed, you will be prompted to do so as part of the SkillPro installation process (or you can download .Net Framework 4.8 from here: <https://dotnet.microsoft.com/download/dotnet-framework/net48>).

*Follow the steps that begin on the next page to install SkillPro for the first time **OR** to complete an update of the SkillPro software (such as to load SkillPro 11 over an existing copy of SkillPro 10).*

**Please note that if you currently have profiles in SkillPro you should Export those profiles out of SkillPro. To do this:**

- 1 - Create a folder on your desktop
- 2 - Go to the My Profiles screen in SkillPro
- 3 - Select the profile
- 4 - Click on Export Profile and then navigate to your desktop folder

**After moving your profiles, return to the installation instructions and complete the remaining steps.**

## Step 1: Prepare to Install SkillPro 11



**Before you install SkillPro on your system, please make sure of the following:**

- The laptop/PC is running Microsoft Windows 10 and meets the minimum SkillPro hardware and configuration requirements. **(See the SkillPro 11 Computer Requirements Document.)**
- You intend to install SkillPro to an available hard drive (e.g., the **C:\** drive).
- Your **available** drive contains at least 200 megabytes of available space.
- You have saved the SkillPro License File emailed to you from ACT (e.g., to your desktop).
- You can establish an Internet connection from the laptop/PC.
- The laptop/PC has access to Microsoft Word so SkillPro can generate client reports.
- You have Microsoft .NET Framework 4.8 installed. (If it is not already loaded on the computer, SkillPro will prompt you to install 4.8 during the SkillPro installation).
- **You must also have Microsoft .NET Framework 3.5.1 installed. (If an earlier version of SkillPro has been installed on the computer, Net Framework 3.5.1 should already be installed. If you are installing SkillPro 11 onto a computer that has never run SkillPro, you need to install Microsoft .NET Framework 3.5.1 and can download it from here: <https://dotnet.microsoft.com/download/dotnet-framework/net35-sp1>)**

*Full administrative rights must be used to install SkillPro on your laptop/desktop (and to install .NET Framework 4.8 and .NET Framework 3.5.1, if they have not already been installed).*

### **NOTE**



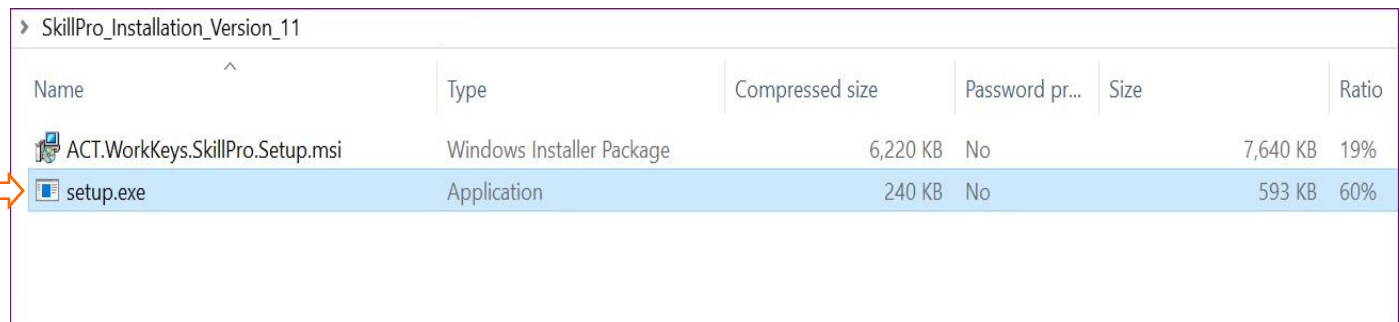
**Please ensure that you read and follow all steps. SkillPro installation may require some steps not typically required when installing Windows software.**

## Step 2: Install SkillPro 11 Software

1. Start Windows. We recommend that you exit from all open programs before you begin the installation procedure. **If SkillPro 10 is already installed on your machine, it should be closed.**
2. Access the internet through your internet browser (e.g., Google Chrome).
3. Enter the following:  
    <http://www.act.org/workkeys/profiles/resource/>  
    Username: material\$  
    Password: available247
4. After Clicking the SkillPro Support link, click the **SkillPro 11 Software** link and then **Save** the files to a location on your computer (such as to a folder named *SkillPro Installation files*).

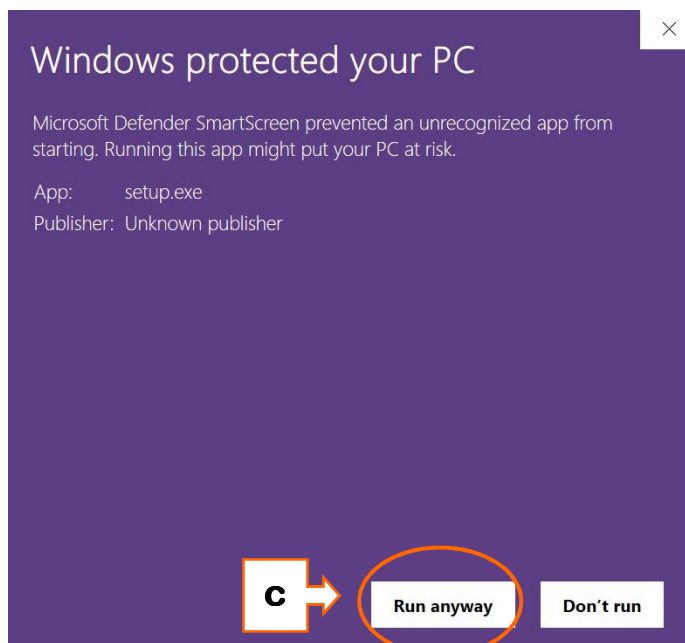
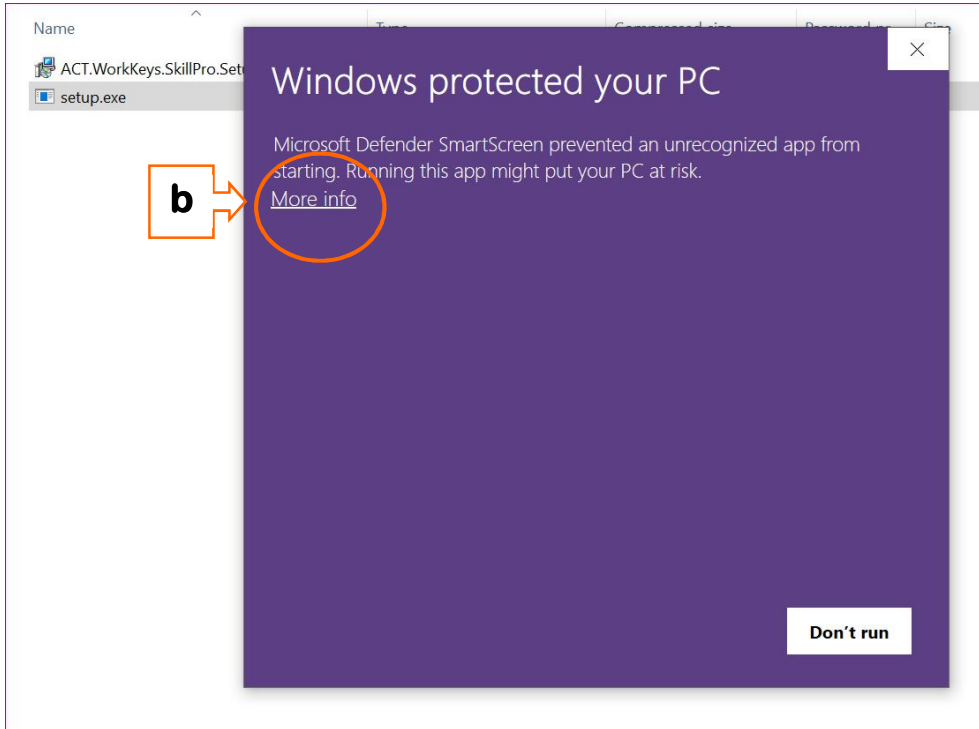
*Note: Different computers can have different configurations, so the screens below may vary from the content of your screens.*

5. Navigate to the location where you saved the files and double-click on the **setup** (i.e., the Application) file.



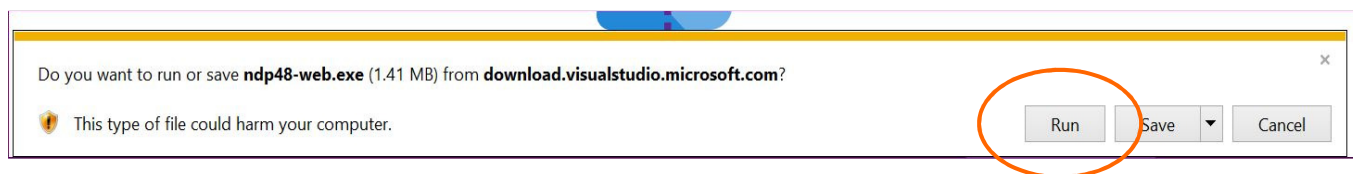
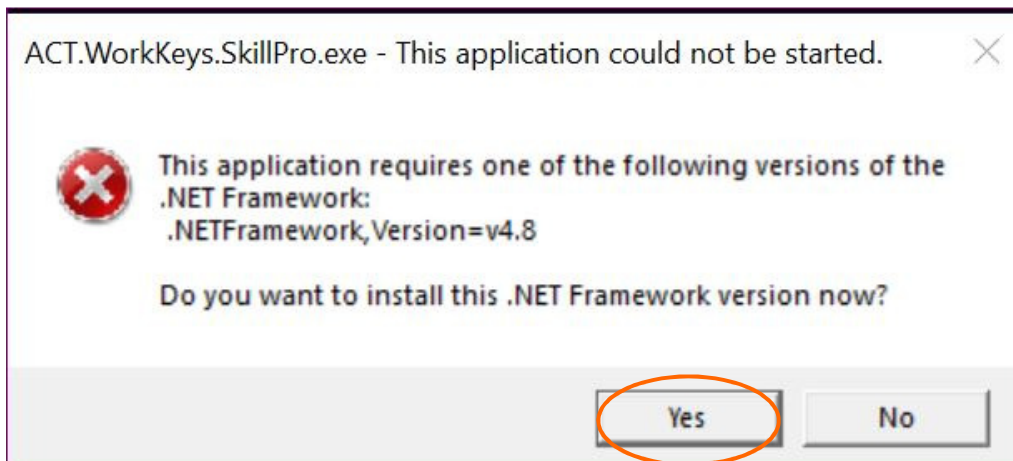
Name	Type	Compressed size	Password pr...	Size	Ratio
ACT.WorkKeys.SkillPro.Setup.msi	Windows Installer Package	6,220 KB	No	7,640 KB	19%
setup.exe	Application	240 KB	No	593 KB	60%

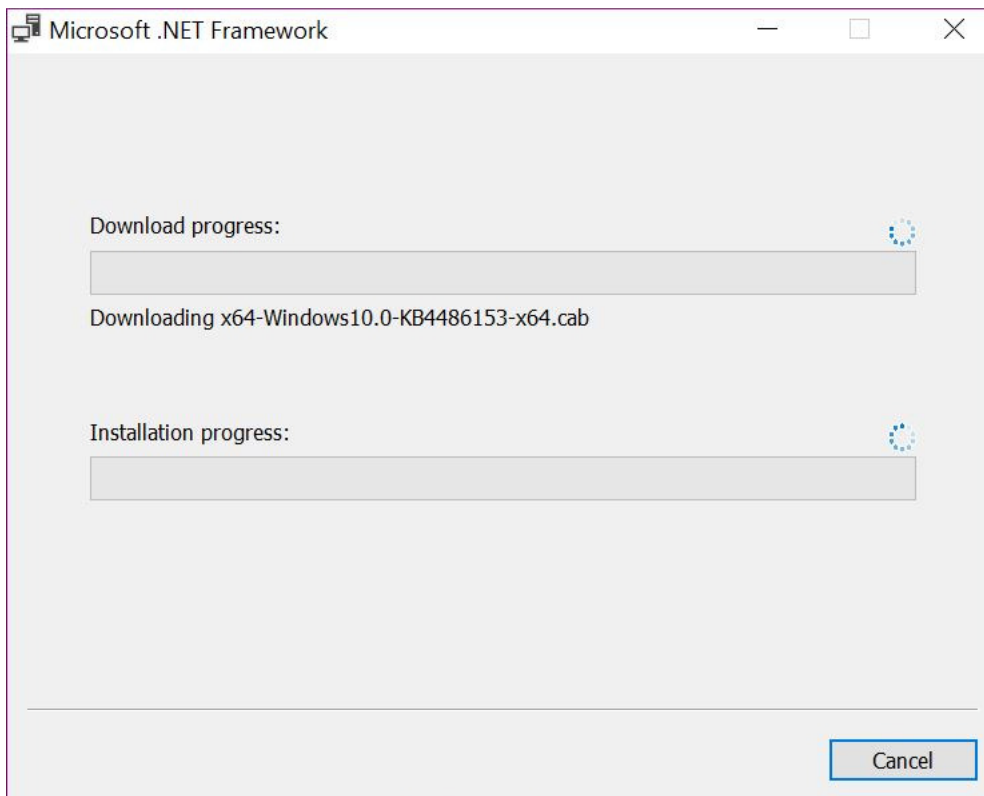
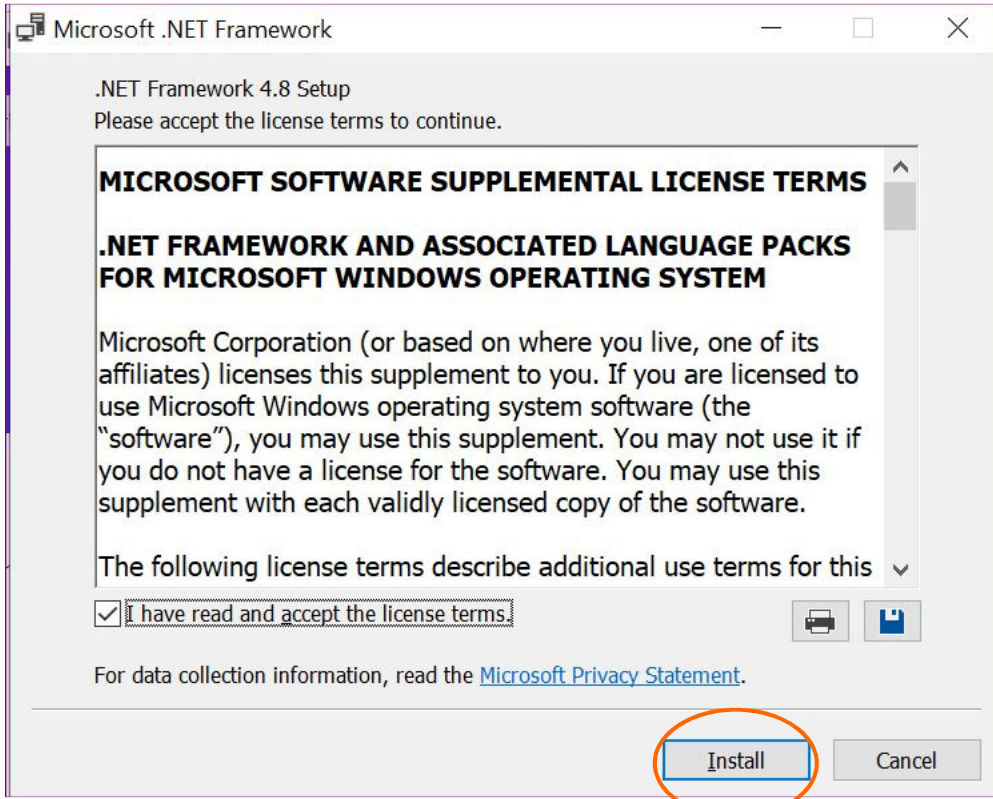
Windows may not recognize SkillPro, so click **More info** and then **Run anyway** to continue the installation.



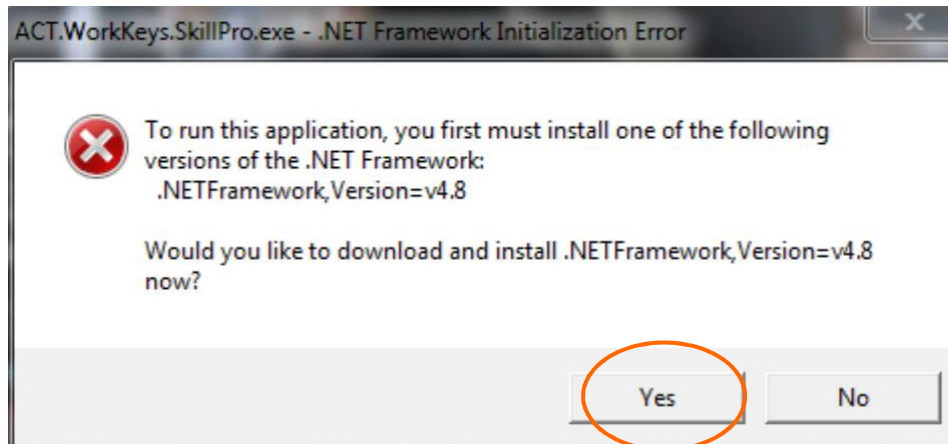
6. If the SkillPro software detects that .NET Framework 4.8 has not been installed on your computer, follow the prompts to install/configure .NET Framework 4.8 from Microsoft. (*If you have other software installed that require a different version of .NET Framework, you should know that multiple versions of .NET Framework can operate at the same time on a computer, but SkillPro **must** be able to access version 4.8 to function properly.*)

Your computer's configuration will determine what screen shots you see for the .NET Framework 4.8 installation process, so your screen shots may vary from those shown here.

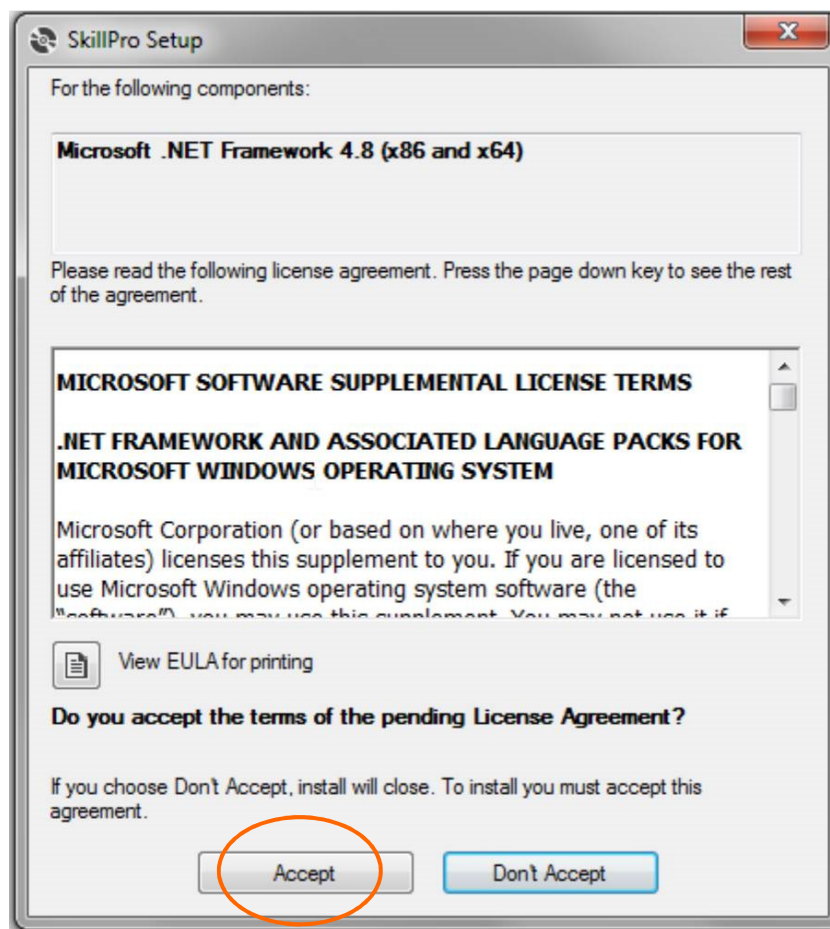


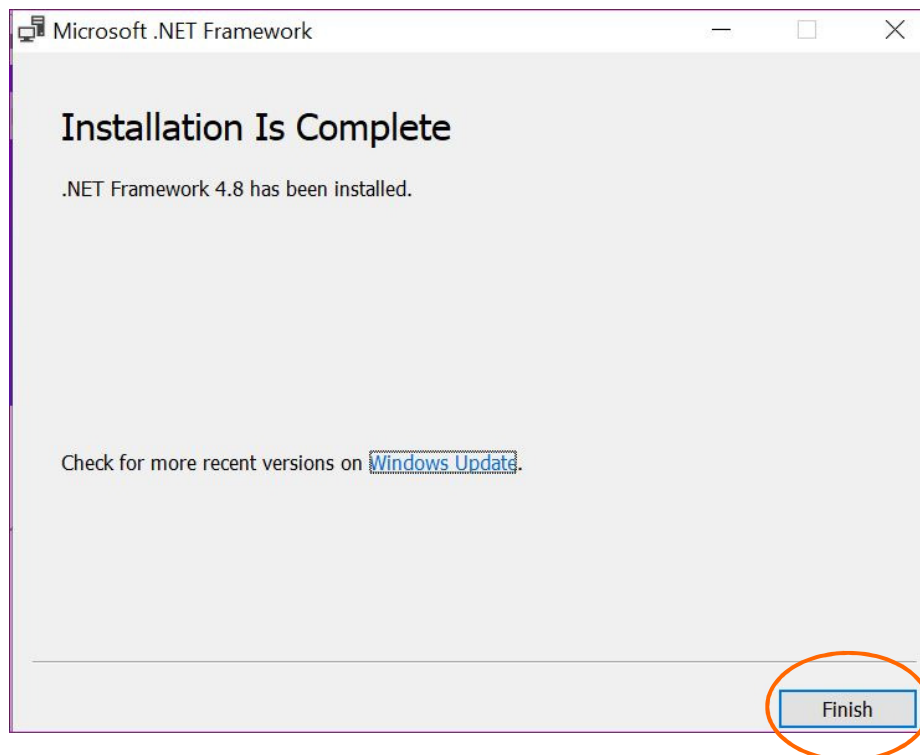
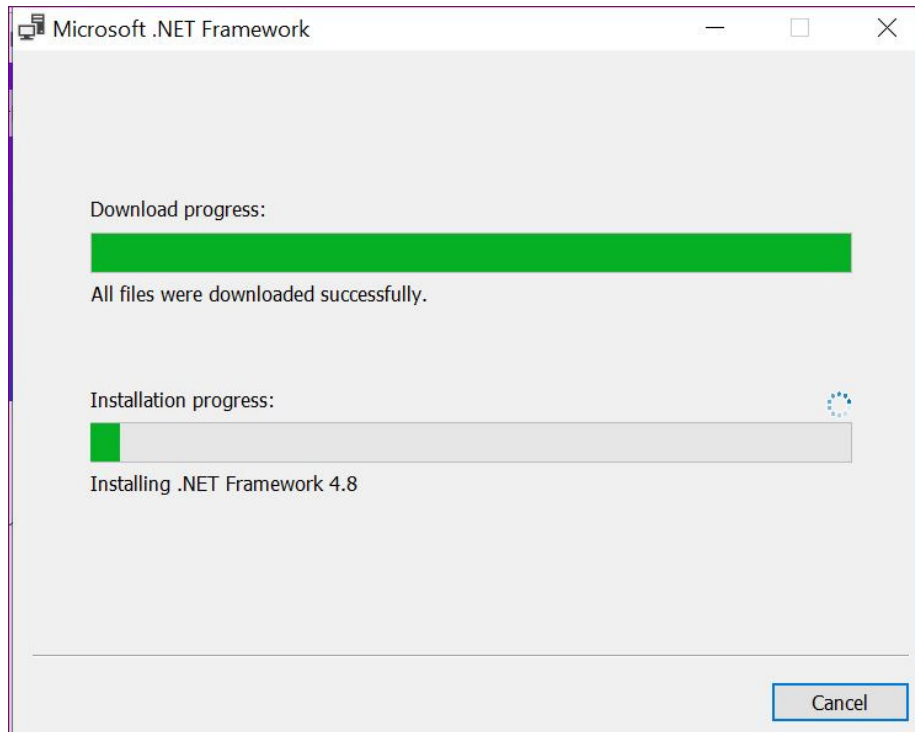


If user does not choose to install 4.8 at this time and chooses just to complete the installation of SkillPro, when they launch SkillPro they will see the following error:

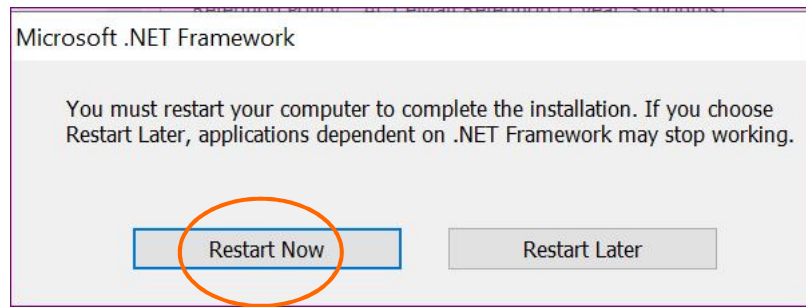


Click 'yes' and then choose 'Accept.'

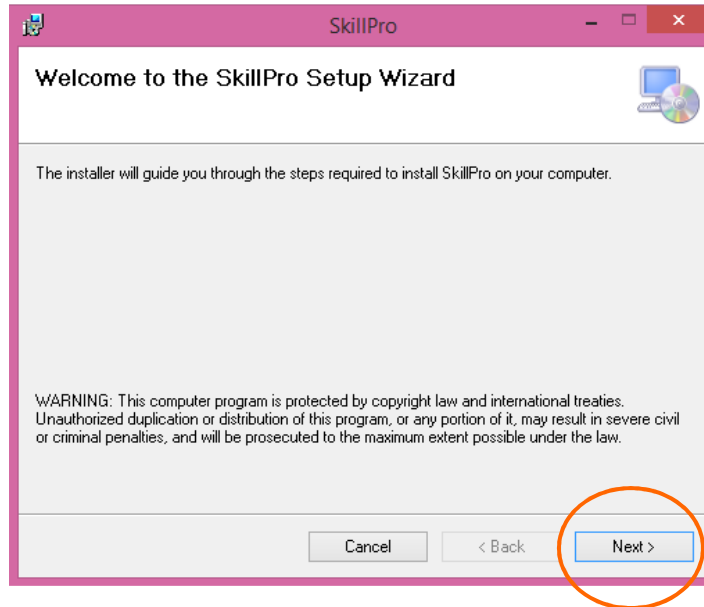




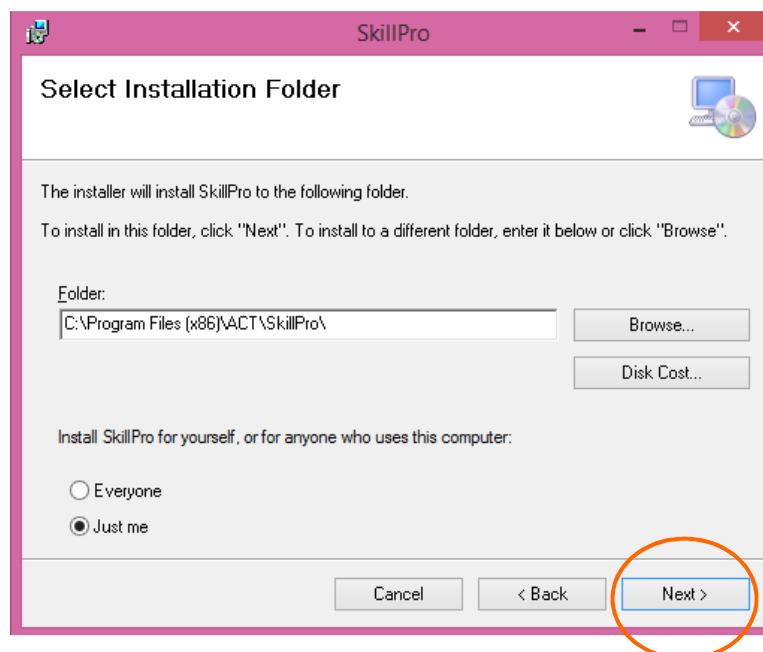




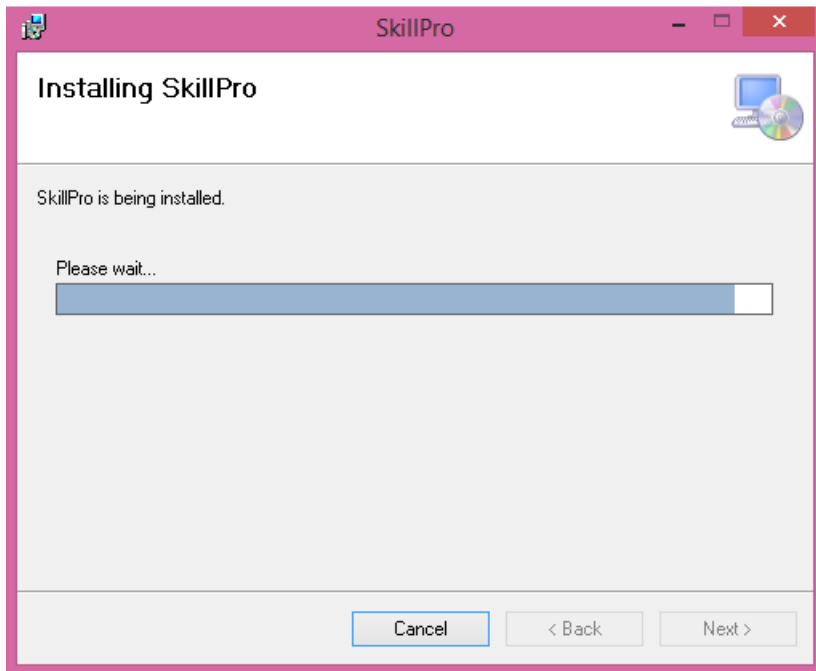
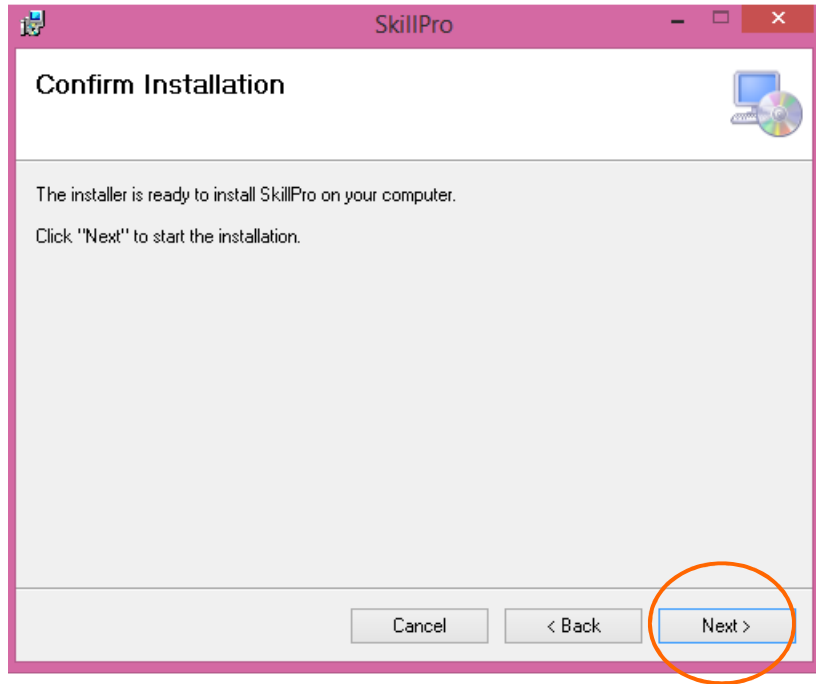
7. When the installation of .NET Framework 4.8 is complete, you may need to click **Next** to continue the SkillPro installation.



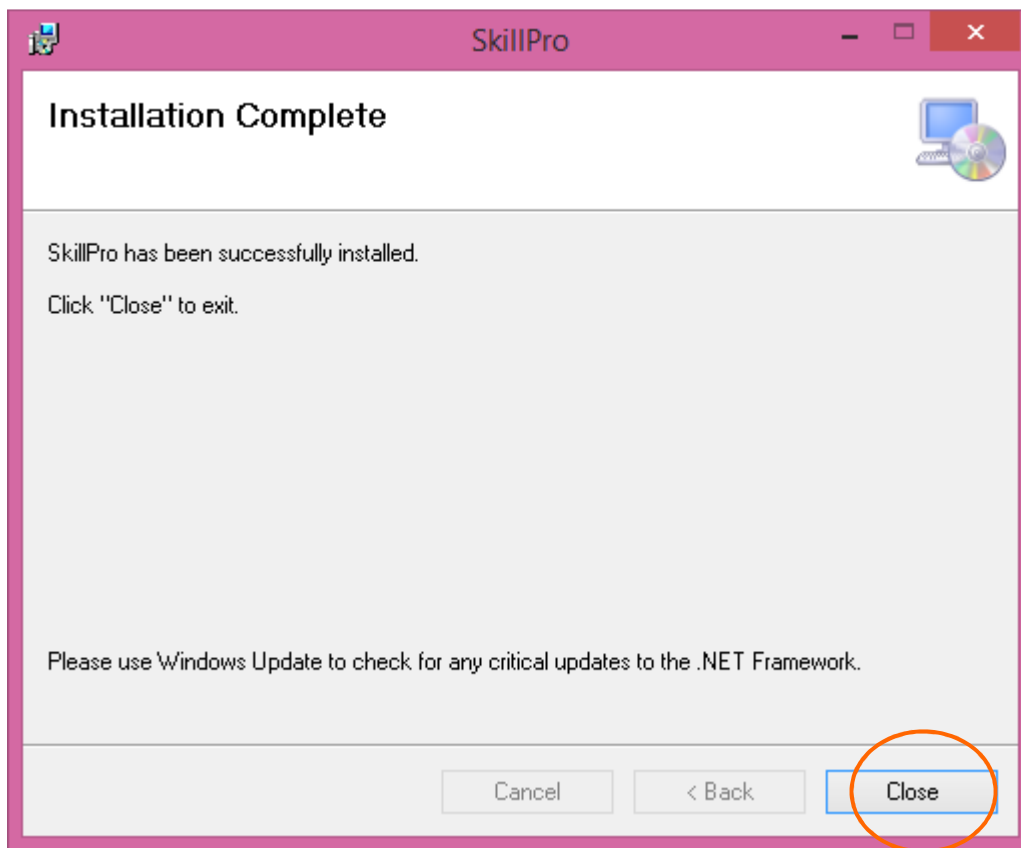
8. Click **Next** to install SkillPro on the C drive. (Note: You should accept the default folder location for the installation and leave "Just me" as the default user.)



9. Click **Next** again to start the installation.



10. And then click **Close** to exit.



11. If you Exported any profiles from SkillPro 10 to install SkillPro 11, you can now Import those profiles back into SkillPro.

## Step 3: Installing the SkillPro License File

Before you can actually enter the SkillPro software to prepare for profiling activities, you must install a license file for the analyst, i.e., the Profiler. **The license file is a customized file for each Profiler and is provided to the Profiler via email from ACT.** When you receive the license file, we suggest you save it on the desktop to make it easier to find when you're ready to complete these steps to activate the SkillPro software. Please note that the license file cannot be "opened" or launched outside of SkillPro.

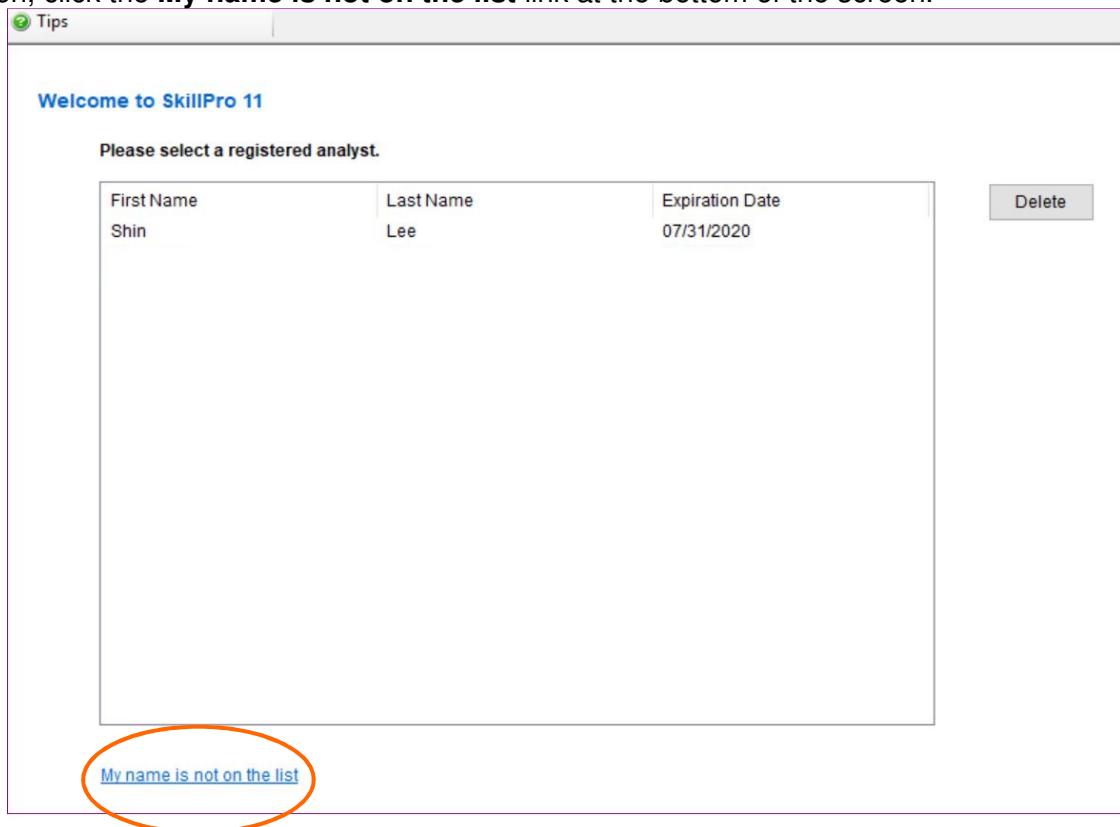
To begin the license file installation, first, start SkillPro by:

- Double-clicking on the SkillPro icon on your desktop,

**OR**

- Clicking on the **Start** button at the bottom left of the Windows screen, going to **Programs**, and then choosing **SkillPro**.

Then, click the **My name is not on the list** link at the bottom of the screen.

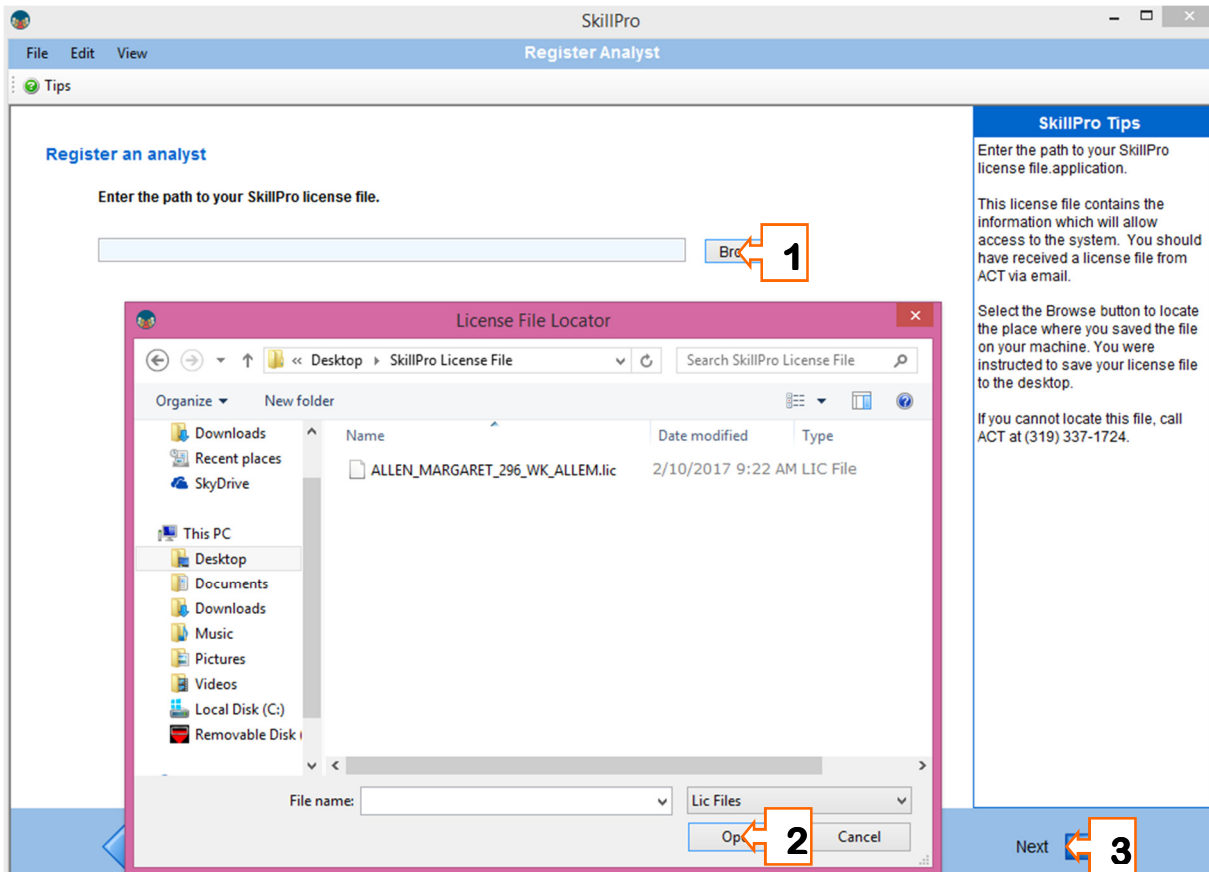


### NOTE

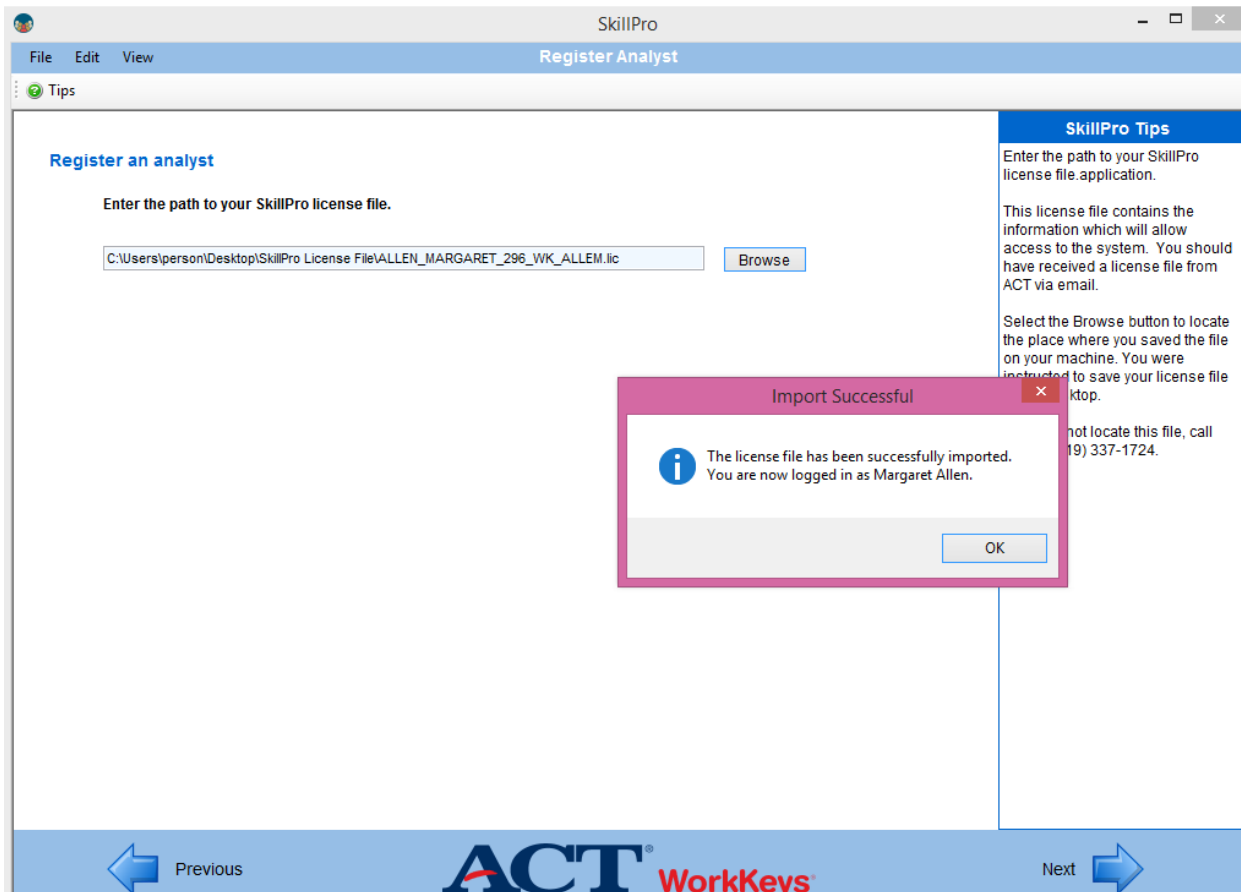


You can use the same license file in different versions of SkillPro (e.g., SkillPro 11 or SkillPro 10).

Click the **Browse** button and then navigate to the place where you stored the License File. When you locate the file, click on it then click **Open** and then click **Next**.



You'll know it worked if you see a pop-up message like the one below:



When the procedure is complete, the analyst's full name should appear within the Import Successful pop-up. The analyst's name will also appear within the **First Name/Last Name** fields of the Welcome to SkillPro 11 screen.

Click **OK** and then the **Next** arrow to move further into the software.

Refer to the **Technical Tips for SkillPro Users** document for tips on using the SkillPro software.