

Creating a WorkKeys® Certificate Account

You will need to create an account to obtain your WorkKeys® scores.

Creating a New Account:

Creating an account will allow you view, manage or share your score(s) and to create, share and order your paper Certificate.

Step 1. Go to the login screen (<http://myworkkeys.act.org/mwk>) and click on "Create a New Account".

Step 2. Complete the required information fields as denoted by an asterisk (*). For the system to retrieve your test score(s), you must enter these fields **exactly** as you listed them when taking the tests. These fields are called **MATCH CRITERIA**.

- First Name
- Last Name
- Birth Month
- Birth Date
- **Examinee ID:** _____
(This is the Examinee ID we currently have on file for you, if you changed it during testing, please fill in the current examinee ID when creating a new account.)
- **Please Note:** The User ID for your new account **CANNOT** be the same User ID used to access the testing system. If you try to use the same User ID that you used while testing, the system will reject it.
- When complete, select "Agree" from the Terms and Conditions box and click "Submit".

Step 3. Once the registration form is complete, a registration confirmation screen will appear.

- An email will be sent to the address you provided to activate your account. If you do not have an email account, you will need to obtain one prior to creating an account. You may wish to subscribe to any number of free email providers (i.e. Google, Yahoo, etc).
- The registration email will arrive to the address you provided. You must use the link on the registration email or enter the activation code provided in the email.

Step 4. Once you have used the activation link, you can log in.

- You will see a message stating your account is now activated.
- Log in using the User ID and Password that you created for your account.

Step 5. You may now view your account homepage.

- If no available test scores or certificates are shown, you may need to update match criteria. See Step 6.

Step 6. Update Match Criteria (if applicable).

- Select "Update Match Criteria" on the left-side navigation menu.
- Verify the information is correct and entered exactly how you entered it when taking the test(s).
- Add information if you took any of the tests under different match criteria (for example, you used "Mike" on one test and "Michael" on another or you had different Examinee IDs for different test dates).
- You can add up to five (5) match criteria on your account.
- Select "Agree" from the Terms and Conditions box and click "Submit".
- You will receive a message stating your match criteria have been updated.

Step 7. Manage/share your test score(s).

- Select "Test Management" on the left-side navigation menu. Your individual Test Score(s) will be displayed.
- **Please Note:** ACT does not release any information until you have authorized it. Employers will not be able to verify your score(s) until you have shared with them.
- Once logged in, click on "P" to make your scores public for releasing information to employers. If you have tested in a subject area multiple times, be sure to select a "P" next to the score that you would like released.
- You will notice the "P" has moved to the "Shared With" column and a Public Share URL has been created. Use this URL when sending resumes or applications electronically to employers.

Step 8. Create your Certificate

- Select “Certificate Management” from the left-side navigation menu. Your available Certificates will be displayed.
- **Please Note:** If you have achieved a certificate, you will have also achieved certificates in all of the levels leading up to your highest level. For example, if you have achieved the Gold Level, you will have a Bronze and Silver Certificate in addition to your Gold Certificate.

Step 9. Share your Certificate electronically.

- **Please Note:** ACT does not release any information until you have authorized it. Employers will not be able to verify your Certificate or scores until you have shared your certificate.
- Once logged into your account, click on “P” to make your Certificate public for releasing information to employers.
- You will notice the “P” has moved to the “Shared With” column 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 your Certificate by either clicking the URL or entering the Certificate ID at <http://www.act.org/certificate/verify.html>.

Test Results/Scores

If you have taken a computer-based WorkKeys® test your scores will be available within approximately 24-48 hours and should automatically appear in your account if you entered the same match criteria as you did when you took your test(s). If your scores do not automatically appear, please repeat Step 6 and select “Agree” for the Terms and Conditions box and click “Submit” (even if your match criteria is correct).

Paper-and-pencil test results will become available approximately 7-10 days after your test has been submitted for scoring. Again, if your scores do not automatically appear in your account after 7-10 days, please repeat Step 6 and select “Agree” for the Terms and Conditions box and click “Submit” (even if your match criteria is correct).

If you would like to obtain your scores from a different testing location or if you are having difficulty and need assistance, please contact WorkKeys® directly or visit one of the following web pages.

Phone: 1-800-WORKKEYS (1-800-967-5539)

Email: help@myworkkeys.com

(Include User ID in message)

Mail:

National Career Readiness System
McCarrel Center
2727 Scott Blvd., PO Box 168
Iowa City, IA 52243-0168

National Career Readiness Certificate Program

<http://nationalcareerreadiness.org>

WorkKeys® Job Skills Assessment Program

<http://www.workkeys.com>

WorkKeys® Assessment

<http://www.act.org/workkeys/assess/index.html>

National Career Readiness Certificate (NCRC)

The NCRC is a portable credential that shows employers anywhere in the United States that you have attained a certain level of workplace employability skills in **three core** areas: **Reading for Information, Applied Mathematics, and Locating Information.** These workplace skills are highly important to the majority of jobs in the workplace. Employers may consider your certificate level, along with other educational and background information, when making employment decisions.

- **Bronze Level:** Signifies an individual has scored at least a **level 3** in each of the three core areas and has the necessary skills for 35% of the jobs in the WorkKeys® database.
- **Silver Level:** Signifies an individual has scored at least a **level 4** in each of the three core areas and has the necessary skills for 65% of the jobs in the WorkKeys® database.
- **Gold Level:** Signifies an individual has scored at least a **level 5** in each of the three core areas and has the necessary skills for 90% of the jobs in the WorkKeys® database.
- **Platinum Level:** Signifies an individual has scored at least a **level 6** in each of the three core areas and has the necessary skills for 99% of the jobs in the WorkKeys® database.

Computer Based Test Day Information

TESTING ONLY User ID: _____

TESTING ONLY Password: _____