

WorkKeys

WorkKeys Internet Test Instructions

Login: _____ Password: _____

Pre-Register an Examinee

Click on the website for WorkKeys Administrator

Type your login and password (Nan Self will assign this to each instructor administering the test.)

- Click on “User Management” on the left side
- Click on “Create” located on the right side
- Enter Information
 - Student Login: first name, period, last name (lower case letters...example: john.doe)
 - Student Password: site name (lower case letters....example: childersburg)
 - First and Last name
 - ID Number: Use the students’ social security number without the dashes. Ex.: 123456789
 - Complete the form with correct address and answer questions at the bottom. I choose “I prefer not to respond” to the majority of the questions.
 - An email address must be input incase the students’ types in their password more than three times incorrectly. A new email will be sent with a new password. I suggest putting the instructors email.
- Click Submit
- Click on Role TAB at the top
- Select “EXAMINEE” ONLY
- Click Submit
- Click on Registration TAB at the top
- Click on Create
- Select all three tests – Applied Mathematics, Reading for Information, and Locating Information
- Click Submit
- Choose “EDUCATION” on how to pay for the tests (You have to do this for all three tests) IF NO METHOD OF PAYMENT IS SELECTED, THE SYSTEM AUTOMATICALLY CHOOSES “BUSINESS”. THEREFORE, OUR COLLEGE HAS TO PAY A HIGHER RATE.
- Click Submit

Authorize Assessments for Testing

Click on website for WorkKeys Administrator

Type your login and password

- Click on “User Management” on the left side
- Type in the examinees last name and search
- Click on the circle beside the students name
- Click on “Edit” located above the names
- Click on the Registration TAB
- Click on the circle by the test you want the student to take

- Click on the “More Actions” drop down menu and choose “AUTHORIZE”
- The student must begin the test within 15 minutes of you authorizing the test!!!

***NOTE:** After a student takes the test they must “LOG OUT!” You cannot get their “Score Report” is they are still logged in to the program.

If there are any problems with the internet and a student does not complete the test, the next time they login it will say “EXPIRED”. This means that our college has not been charged for the test. Go back under the “Registration TAB” and click on “Create” and choose the test again. Again you will choose the method of payment. (Education) This is also what you do if you are allowing a student to retest. **NEVER REGISTER A STUDENT TWO TIMES IN THE COMPUTER!!**

Score Report

Click on website for WorkKeys Administrator

Type your login and password

- Click on “user Management” on the left side
- Type in the examinees last name and search
- Click on the circle beside the students name
- Click on “edit” located above the names
- Click on the Registration TAB
- Click on the test you want test scores for
- Click on the “More Actions” drop down menu and choose “Instant Score Report”
- Click on report and print

IMPORTANT:

When a student has completed all three assessments and made 3 or higher on all three, they will receive an Alabama Career Readiness Certificate. It will be mailed to the address to the address that was input into the system when registering.