

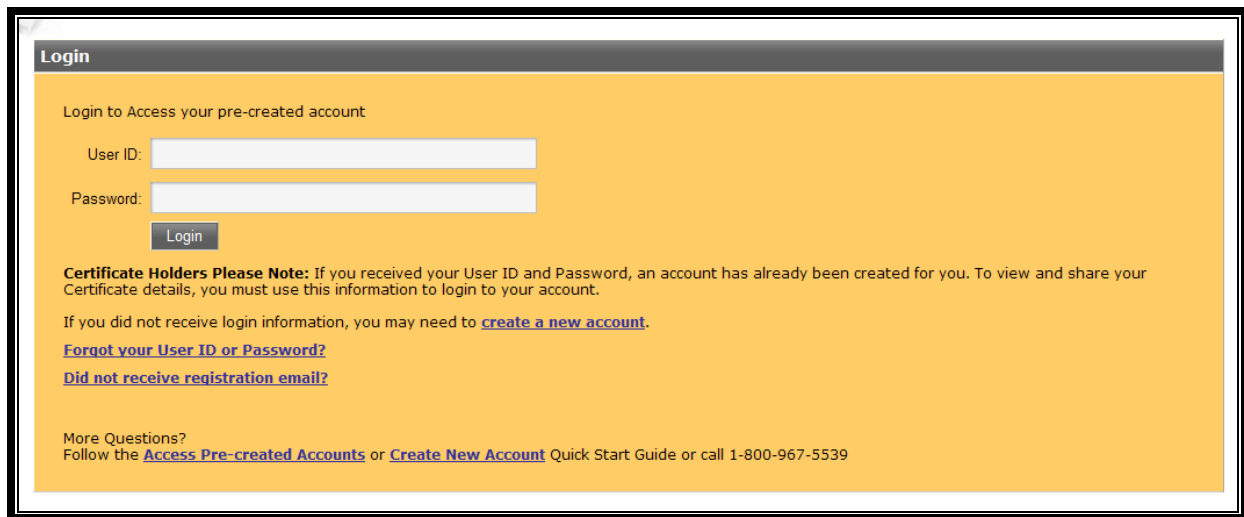
“Access Pre-created Account” Quick Start Guide

For the National Career Readiness Certificate

Accessing Your Pre-created Account

Step 1. Go to the login screen.

You must use your User ID and Password (found on the back of your Certificate, e-mail, report, or letter) to log in. **If you have any questions, please contact your test site directly.**



The screenshot shows a login page with a yellow background. At the top, it says "Login". Below that, it says "Login to Access your pre-created account". There are two input fields: "User ID:" and "Password:". Below the password field is a "Login" button. Below the button, there is a "Certificate Holders Please Note" section, followed by a link to "create a new account", and two other links: "Forgot your User ID or Password?" and "Did not receive registration email?". At the bottom, there is a "More Questions?" section with a link to "Access Pre-created Accounts" or "Create New Account" Quick Start Guide or call 1-800-967-5539.

Step 2. Complete your account profile.

To activate your account, you must update your profile. Complete all of the required (*) fields. (See the next page for a copy of the profile form.)

NATIONAL CAREER READINESS CERTIFICATE® **ACT**

■ Your Profile is incomplete. Update with complete profile. ←

MyWorkKeys Home

Update User Profile

* = required

Account Information

User ID: MALKOVU91386

Contact Information

* First Name: JOHNPMVP

Middle Name:

* Last Name: MALKOVICHPMVP

* Email Address:

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

Address 1: 2203 W 36TH AVE

Address 2:

* City: SACRAMENTO

* State/Province: California

* Zip/Postal Code: 95814

* Home Phone Number:

Cell Phone Number:

* Resident County:

Employer County:

Employer Zip Code:

* Examinee ID: 22222223

* Indicate your race. Mark all that 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:

Additional Information (for research purposes only)

* Gender:

Submit Reset

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Step 3. Enter the site.

After the form is completed, a welcome page will appear. Click **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.

Welcome to the Site

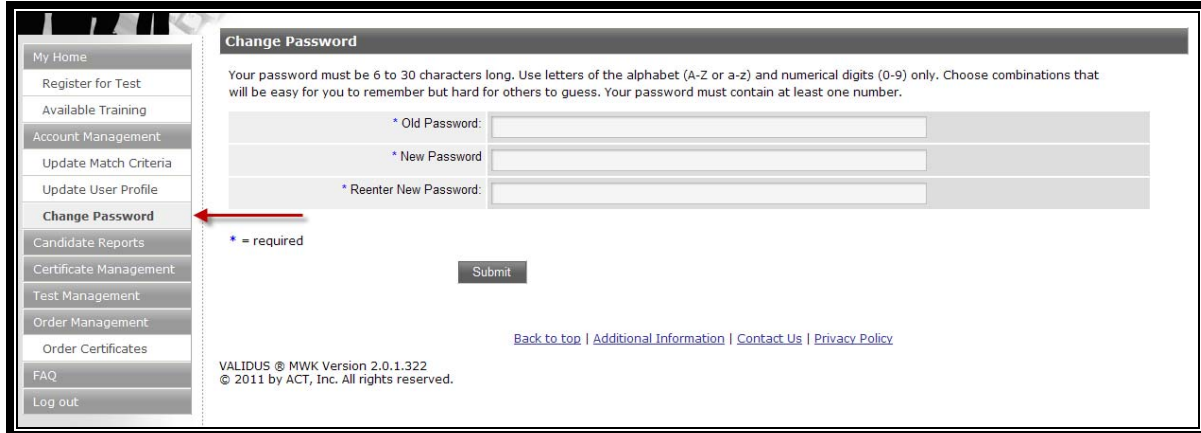
You are seeing this page because this is your first visit to this site. We strongly recommend that you look over the Frequently Asked Questions (FAQ) document that is available from the navigation menu of this application.

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.



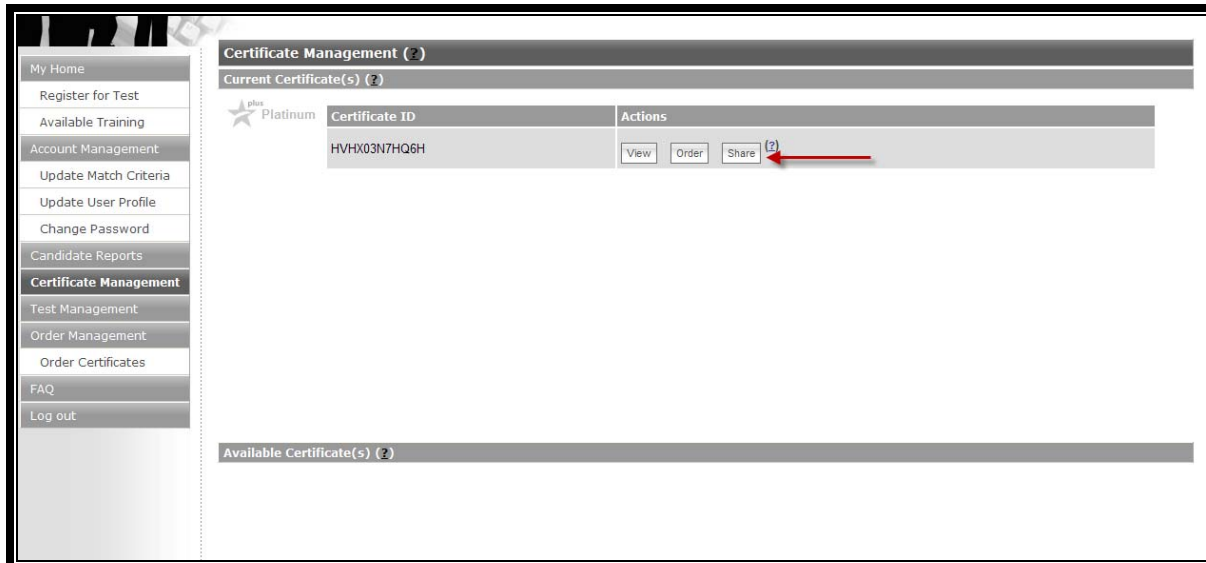
The screenshot shows a web interface for changing a password. On the left is a navigation menu with items like 'My Home', 'Register for Test', 'Available Training', 'Account Management', 'Update Match Criteria', 'Update User Profile', 'Change Password', 'Candidate Reports', 'Certificate Management', 'Test Management', 'Order Management', 'Order Certificates', 'FAQ', and 'Log out'. The 'Change Password' item is highlighted with a red arrow. The main content area is titled 'Change Password' and contains instructions: 'Your password must be 6 to 30 characters long. Use letters of the alphabet (A-Z or a-z) and numerical digits (0-9) only. Choose combinations that will be easy for you to remember but hard for others to guess. Your password must contain at least one number.' Below the instructions are three input fields: '* Old Password:', '* New Password', and '* Reenter New Password:'. A legend indicates '* = required'. A 'Submit' button is located below the fields. At the bottom, there are links for 'Back to top', 'Additional Information', 'Contact Us', and 'Privacy Policy', along with copyright information: 'VALIDUS © MWK Version 2.0.1.322 © 2011 by ACT, Inc. All rights reserved.'

Sharing and Ordering the Certificate

Step 5. 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 details until you have shared your Certificate.

Your Certificate has been created and will be displayed under “Current Certificate(s).” Click on **Share** to make your Certificate public for releasing information to employers.



The screenshot shows the 'Certificate Management' section of the web interface. The navigation menu on the left is the same as in the previous screenshot, with 'Certificate Management' highlighted. The main content area is titled 'Certificate Management (2)' and 'Current Certificate(s) (?)'. It displays a table with one row for a certificate. The table has columns for 'Certificate ID' and 'Actions'. The 'Certificate ID' is 'HVHX03N7HQ6H'. The 'Actions' column contains three buttons: 'View', 'Order', and 'Share'. A red arrow points to the 'Share' button. Below the table, there is a section for 'Available Certificate(s) (?)' which is currently empty.

To share your Certificate, select **Agree** from the “Terms and Conditions” box, then click **Submit**.

Share Certificate with PUBLIC

When your certificate is made public, you are provided a **Public Share URL link**. Send this link with electronic resumes or applications for certificate verification.

Making your certificate public allows employers to verify your certificate by using the Employers Login and entering your Certificate ID number.

Certificate ID	HVHX03N7HQ6H
Level	Platinum Plus

Terms and Conditions

You certify that all personal information that you have provided to MyWorkKeys.com (the "Site") is true and accurate. You should update this site when your personal information changes. ACT reserves the right to investigate and take action against any individual suspected of providing false information, or otherwise abusing the Site.

By choosing to share your National Career Readiness Certificate with others, you understand and agree that those persons to whom you have provided your unique certificate URL will have access to your personal certificate information. The information provided when sharing access to a certificate includes your name and the level of your certificate. Any personal information in addition to your name that has been released to the MyWorkKeys.com website, as well as any test scores, is not shown or released. The choice to share your certificate is solely yours. ACT, Inc. is not responsible for the use or disclosure of this

Disagree Agree

Submit Cancel

You will notice that **Share** has changed to **Restrict** and a Public Share URL has been created.

Certificate Management (2)

Current Certificate(s) (2)

plus	Certificate ID	Actions
	HVHX03N7HQ6H	View Order Restrict (2)

Public Share URL: <http://testadministration-test.corporate.act.org/mwk/emCertDetails.do?event=go&realm=28540249&certid=HVHX03N7HQ6H>

Available Certificate(s) (2)

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>.

Certificate details are available by clicking on the Public Share URL.

REMEMBER: Your Certificate must be made public for employers to verify Certificate details.

Certificate Details

The National Career Readiness Certificate (NCRC™), issued by ACT, is a portable, evidence-based credential that certifies essential skills needed for workplace success. Visit NationalCareerReadiness.org to learn more about the NCRC and NCRC Plus.

Certificate Information

Certificate ID: HVHX03N7HQ6H

Certificate Level Description: Platinum Plus Certification

This credential is based on ACT's world-renowned WorkKeys® assessments, which remain the only proven system for linking job skills with workplace success. Knowledge and skills related to job tasks are the strongest predictors of work performance. By earning the NCRC, this individual has demonstrated the following skills at the Certificate Level indicated on this screen:

- Problem solving
- Critical thinking
- Reading and using written, work-related text
- Applying information from workplace documents to solve problems
- Applying mathematical reasoning to work-related problems
- Setting up and performing work-related mathematical calculations
- Locating, synthesizing, and applying information that is presented graphically
- Comparing, summarizing, and analyzing information presented in multiple, related graphics

Talent Indices:

Teamwork:	★
Work Discipline:	★★
Managerial Potential:	★★★
Customer Service:	★★★★

When measures of cognitive skills are combined with measures of personality traits, or soft skills, an individual's success in a job or job training can be predicted with even greater accuracy than when only one type of measure is used. In addition to the cognitive skills listed above, this individual possesses these soft skills (ranking from 1-4 stars).

Certificate Holder Information

First Name: IR8303

Last Name: Fix

Middle Name:

[Print](#)

Step 6. Order a paper Certificate.

Select **Certificate Management** from the navigation menu on the left side of the page. Click **Order** for a printed National Career Readiness Certificate.

Certificate Management (2)

Current Certificate(s) (2)

Certificate ID	Actions
HVHX03N7HQ6H	View Order Public Share (2)

PUBLIC SHARE URL: <http://testadministration-test.corporate.act.org/mwk/emCertDetails.do?event=go&realm=28540249&certId=HVHX03N7HQ6H>

Available Certificate(s) (2)

- 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 click **Submit**.
- Allow 3-4 weeks for delivery.

NATIONAL CAREER READINESS CERTIFICATE **ACT**

Order Certificate(s)

* = required

Certificate Information

Name Displayed	JR8303 Fix	
Certificate ID	HVH-X03N7HQ6H	
Level	Platinum Plus	
* Number of Certificate(s)	0	
Total Price:	\$ 0.00	Certificates are \$20.00 each and NON-REFUNDABLE

Shipping Information

* First Name:

* Last Name:

* Address 1:

Address 2:

* City:

* State/Province:

* Zip/Postal Code:

Credit Card Information

* Credit Card Type:

* Cardholder's Name:

* Card Number:

* Expiration Date: /
(mm/yy)

* Security Code:
(The CVV2 security code is a 3-digit number on the back of Visa, MasterCard & Discover cards, and a 4-digit code printed on the front of American Express cards.)

Acceptable Use Policy

The National Career Readiness Certificate, issued by ACT Inc., is a portable, evidence-based credential that certifies essential workplace skills 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 wisely. The best procedure is to choose to share your certificate and then send your certificate ID and the URL link to potential employers so that they can verify with ACT that you indeed have a certificate at the level specified.

Disagree Agree

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Congratulations on earning a National Career Readiness Certificate! If you have any questions, please call 1-800/WORKKEY (967-5539).