



# Certificate Account Quick Start Guide

## Accessing Your Pre-Created Account

### Step 1: Go to the login screen – [www.act.org/myworkkeys/georgia](http://www.act.org/myworkkeys/georgia)

You received a letter from the Governor’s Office of Workforce Development with your Work Ready Certificate that contained your username and password. You will need this information to log on and access your pre-created account. If you have any questions or do not have your user name and password, please contact ACT at 1-800-WorkKey. They will use your match criteria, including your examinee ID, to provide you with your username and password once they verify your authenticity.

Login

If you are a first-time visitor, you will need to [create a new account](#).

User ID:

Password:

Login

[Forgot your User ID or Password?](#)

[Did not receive registration email?](#)

## Step 2: Complete your account profile

To activate your account you must update your profile. Click Update User Profile link on left task pane. Complete all required fields.

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

### Update User Profile

\* = required

#### Account Information

User ID: PAULT78844

#### Contact Information

* First Name:	<input type="text" value="TINA"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text" value="PAUL"/>
* Email Address:	<input type="text"/>
* Date Of Birth:	<input type="text"/> MM/dd/yyyy
Address 1:	<input type="text" value="P O BOX 96"/>
Address 2:	<input type="text"/>
* City:	<input type="text" value="S BOARDMAN"/>

### Step 3: 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

[Additional Information](#) | [Contact Us](#) | [Privacy Policy](#)

VALIDUS MWK Version 1.0.20.10  
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# Sharing Your Certificate

## Step 4: 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 Work Ready Certificate details until you have shared your certificate.

Your Work Ready Certificate has been created and will be displayed under Current Certificate(s).

- Click Certificate Management to pull up your certificate
- Click Create Certificate
- Click on the "P" to make your Work Ready Certificate information public and available to employers

Please verify the Work Ready Certificate number listed here is the same as the number on the certificate you received by mail. If not, please contact ACT at 1-800-WorkKeys. If you received your certificate prior to Jan. 1, 2009, you will need to record this number to share with employers for them to verify your certificate.

My Home

- Register for Test
- Certificate Management**
- Account Management
  - Update Match Criteria
  - Update User Profile
  - Change Password
- Test Management
- Order Management
  - Order Certificates
- Job Bank Management
- FAQ
- Log out

Your certificate has been created.

### Certificate Management (2)

#### Current Certificate(s) (2)

Star	Certificate ID	Expiration Date	Shared With (2)	Not Shared With (2)	Actions
Silver	123SAMPLE	12/06/2011		P	Share

#### Available Certificate(s) (2)

- ★ Gold At the current time you are not eligible to create this certificate.
- ★ Silver At the current time you are not eligible to create this certificate.
- ★ Bronze At the current time you are not eligible to create this certificate.

#### Expired Certificate(s) (2)

At the current time you have no expired certificates.

**Please Note:** After you make your account public, you still decide who sees your results. Only when you give a potential employer your Work Ready Certificate number may they visit [www.gaworkready.org](http://www.gaworkready.org) and enter that number in the Verify a Certificate a link to see your results.

You will notice the “P” moves to the Shared With column and a Public Share URL has been created.

Use this link when sending resumes or applications electronically to employers

By making your Work Ready Certificate public, employers may verify your certificate by either clicking the URL or entering the Certificate ID at [www.gaworkready.org](http://www.gaworkready.org).

The screenshot shows the 'Certificate Management' interface. On the left is a navigation menu with options like 'My Home', 'Register for Test', 'Available Training', 'Account Management', 'Update Match Criteria', 'Update User Profile', 'Change Password', 'Certificate Management', 'Test Management', 'Order Management', 'Order Certificates', 'Job Bank Management', 'FAQ', and 'Log out'. The main content area is titled 'Certificate Management (?)' and shows 'Current Certificate(s) (?)'. A table lists certificates with columns for 'Certificate ID', 'Expiration Date', 'Shared With (?)', 'Not Shared With (?)', and 'Actions'. One certificate is highlighted with a red circle around the ID '1235SAMPLE' and a red arrow pointing to a 'P' in the 'Shared With' column. Below the table, a public share URL is displayed: <https://myworkkeys.act.org/mwk>. Below this, there are sections for 'Available Certificate(s) (?)' (Gold, Silver, Bronze) and 'Expired Certificate(s) (?)'.

Certificate details are available by clicking on the Public Share URL. Your certificate must be made public for employers to verify certificate details.

The screenshot shows the 'Certificate Details' page. It includes a 'MyWorkKeys Home' link in the top left. The main content area is titled 'Certificate Details' and contains a paragraph about Career Readiness Certificates. Below this is a 'Certificate Information' section with a table showing details for a Gold certificate: Certificate ID: 1235SAMPLE, Certificate Level Description: National Gold Certification, and Expiration Date: 11/14/2012. The description for the National Gold Certification states: 'This portable credential—powered by WorkKeys—verifies that an individual has essential core employability skills in Reading for Information, Applied Mathematics, and Locating Information. Employers can use the certificates, along with other education and background information to make employment and training decisions.' Below the certificate information is a 'Certificate Holder Information' section with fields for First Name, Last Name, and Middle Name. A 'Print' button is located at the bottom of the page.

**Congratulations on earning your Work Ready Certificate!**

If you have any questions, please call 1-800/WORKKEY (967-5539).