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WHAT DO I DO NEXT?

WorkKeys assessment scores are usually available in the National Career Readiness Certificate database 24 hours after the issue date. At that time, you can access your newly created account to update your account and share your National Career Readiness Certificate with employers.

Please go to the link below and follow the instructions to:

1: ACCESS AND/OR SHARE YOUR CERTIFICATE

- Go to <http://www.act.org/certificate/login.html>.
- Enter your **NEW** User ID and Password (These are **DIFFERENT** from the User ID and Password you used to login and take the assessments. You should have received this new User ID and Password from ACT via email after completing the three CRC assessments. If not, please click on "Did not receive registration email" or go to <http://www.act.org/certificate/account/> and follow the instructions. If you need help troubleshooting, call 1-800-967-5539 for assistance).

2: UPDATE YOUR ACCOUNT

- After entering your User ID and Password, update your account profile by filling in all the required information fields.
- Once you have updated your profile, you may change your password by clicking on the Change Password option on the left side of the screen.

3: SHARING YOUR CERTIFICATE WITH EMPLOYERS

***** You must share your certificate in order to allow employers to verify it on-line *****

- Click on **Certificate Management** on the left side of the screen.
- You will see a "P" under the "Not Shared With" column. Click on the "P" to move it to the "Shared With" column. Click "I Accept" for the Terms and Conditions.
- Now when you provide employers with your Certificate ID, they will be able to verify your certificate at <http://www.act.org/certificate/verify.html>.
- Note: You can also send employers the URL listed on the Certificate Management page. Your certificate can also be verified by clicking on this URL.

For more detailed instructions, please visit <http://www.act.org/certificate/account/> to access The Certificate Account Quick Start Guide. You can print the Quick Start Guide if you wish.

Congratulations again on earning your National Career Readiness Certificate! Again, if you have questions, please contact us at 1-800 WORKKEY (1-800-967-5539).

