

## **Career Ready 101™ and KeyTrain® Registration Procedures for Schools**

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All high schools that register with ACT, Inc. may have access to training and preparation resources available through ACT's Career Ready 101™ and KeyTrain® training systems. Schools previously registered under the Department of Employment and Workforce (DEW) contract can continue to use these systems through June 2016 and do not need to register again. Schools that are not registered may do so using the procedures below. Each school must have a single point of contact (POC) for Career Ready 101 and KeyTrain.

### **Registration for Career Ready 101 and KeyTrain**

Schools that have not previously registered for Career Ready 101 and KeyTrain should complete the required fields on the [application](#).

- For the spring 2016 testing, WorkKeys test materials will be shipped directly to the School Test Coordinator (STC). Therefore, the STC is recommended as the POC for Career Ready 101 and KeyTrain.
- The Billing Information fields must be completed; however, schools will not be billed for this system because it is being provided under the DEW contract.
- Under “Select Desired Product(s),” check only the box for “KeyTrain, Career Ready 101 – Curriculum to Build the Skills Assessed by WorkKeys.”
- To avoid being billed, type “SCDEW Contract” in the comment box.
- “Submit” the application.

After submitting the application, the POC will receive a subcontract from ACT. The contract must be returned to ACT before access is granted. Applications will be processed in approximately four weeks. The POC will receive an email from ACT with login information for Career Ready 101 and KeyTrain. Training materials will be available to explain how the POC can set up accounts for other staff members and how to sign up students in the courseware.

### **Updating a Point of Contact (POC) for Career Ready 101 and KeyTrain**

Schools that previously registered for Career Ready 101 and KeyTrain (e.g., in a prior year) can make any needed POC updates [online](#). If a school already has a POC for Career Ready 101 and KeyTrain that is not the STC, the school can either update the POC to the STC or continue to manage registration under the existing staff. In the boxes under “The previous contact used,” and “This change applies to,” only the box for Career Ready 101 and KeyTrain should be checked. The question that asks, “If you are a new WorkKeys Internet Version user, do you need a User ID and Password?” should be skipped.

Training on Career Ready 101 and KeyTrain is available via ACT webinars. Schools can register for training [online](#).