How to Accept the New ACT SFTP Site

To accept the new ACT SFTP site, follow the steps below.

Step 1: Launch the ExpressScore application. The “About WorkKeys” window will appear.
Step 2: Select the OK button on the “About WorkKeys” window.

You will see the connection icon in the task bar at the bottom of your screen.

Step 3: Right click on the connection icon to open the window.

Step 4: Type the letter y (lower case) and select enter on your keyboard. The window will automatically close.

You may now process in ExpressScore or close the application.
Note: When processing the first batch, the following screen will appear if the key was not accepted successfully.

Select OK to close the error message.

The connection error icon will appear in the task bar at the bottom of your screen. Right click the connection icon to open the window. Repeat step 4.