

# **RegiSTAR User Guide**

**ACT WorkKeys National Career  
Readiness Certificate (NCRC)**

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## Terminology

**ACT WorkKeys National Career Readiness Certificate (NCRC):** A certificate awarded to individuals who successfully complete three specific WorkKeys assessments: Applied Math; Graphic Literacy; and Workplace Documents.

**Agency:** A RegiSTAR system organization that is linked to a Realm and can be associated with multiple testing sites.

**Realm:** A virtual online testing site.

**RegiSTAR:** The online system, provided by ACT, for reporting and managing the ACT WorkKeys NCRC.

**Sweep:** A sweep, or data sweep, is the process wherein test score data is collected. In RegiSTAR, sweeps are scheduled and occur automatically. Data collected during sweeps is stored in the RegiSTAR system, and is used in the creation of NCRCs.

## Contact ACT

Please use the following information to contact ACT with any questions about ACT WorkKeys and the RegiSTAR system.

Email: [workkeys@act.org](mailto:workkeys@act.org)

Phone:

800.967.5539 – In the United States or Canada

319.337.1380 – Outside the United States and Canada

## Report Types and Details

You can use RegiSTAR to generate, download, and print several types of reports and certificates.

**Automated Reports:** As part of the scheduled sweep, RegiSTAR automatically produces data reports that show you who tested during the sweep period, and who earned NCRCs. When these reports are ready, the designated RegiSTAR administrator receives an email notification. These files are available for 90 days from the date of the notification.

**Manual Reports:** RegiSTAR also allows you to generate your own data and graphical reports based on date ranges and test sites. You can run these reports 36 to 48 hours after your account is swept. These reports can include data spanning a period of up to 90 days.

**Graphical Reports:** Two types of graphical reports can be generated in RegiSTAR:

- **Certificates by Time:** This report includes a chart to illustrate the number of certificates issued per week, by level (i.e., Bronze; Silver; Gold; Platinum).
- **Total Certificates by Time:** This report graphs the running total of certificates issued, by level.

**Data Reports:** When you generate manual data reports in RegiSTAR, you will choose one of two types of data selection for your report:

- **Simple Selection:** Simple selection includes data from all examinees and tests taken at your test site(s).
- **Advanced Selection:** Advanced selection enables you to include data from your online-testing sites (Realms), paper-testing sites, or both types of sites.

**Table 1: Report Details**

Report	Report Type	Description	File Format
<b>Results File</b>	Automated report produced by scheduled RegiSTAR sweep	Examinees who have earned a certificate since the last sweep. As part of a sweep, a Results File is generated for each type of certificate.	Comma-delimited (.csv)
<b>Log File</b>	Automated report produced by scheduled RegiSTAR sweep	Examinees who have taken tests since the last sweep. As part of a sweep, a Log File is generated for each type of certificate.	Text (.txt)
<b>Summary File</b>	Automated report produced by scheduled RegiSTAR sweep	Total counts of the different types of certificates created, and at what levels, since the last sweep	Text (.txt)
<b>Certificate Data</b>	Manual report	Examinees who have earned a certificate in the date range you specify	Comma-delimited (.csv)
<b>Test Data</b>	Manual report	Examinees who have taken tests in the date range you specify	Comma-delimited (.csv)

Report	Report Type	Description	File Format
<b>Certificates By Time</b>	Manual report	Graphical report showing the number of certificates issued each time a RegiSTAR sweep ran	Portable document format (.pdf)
<b>Total Certificates By Time</b>	Manual report	Graphical report showing the running total of certificates issued in the date range you specify	Portable document format (.pdf)
<b>Print Certificate PDFs</b>	Manual report	Single or multiple printable certificates issued in the date range you specify	Portable document format (.pdf)

## Technical Requirements

See the [Technical Requirements and Troubleshooting](#) web page for the most up-to-date list of requirements.

## Understand the RegiSTAR Management Web Page Functions

RegiSTAR management functions, accessed from the menu, include the following:

- **Job Status:** Displays the status of your sweeps.
- **Create Certificate PDFs:** Enables you to create and print one or more certificate PDFs.
- **Certificate Management:** Enables you to view and print certificates awarded to an examinee.
- **Main Menu:** Returns you to the Welcome web page.
- **Log out:** Ends your RegiSTAR session.

## Log In to RegiSTAR

1. Navigate to the following url with your web browser: [myworkkeys.com](https://myworkkeys.com).
2. Enter your User ID and Password.
3. Select **Login**.

After a successful login, you will see a **Welcome** web page.

## Access Your Test Site(s)

1. Select **RegiSTAR Management** in the Main Menu of the RegiSTAR site after logging in.
2. Check the box in the **Select** column to the left of your test site name.
3. Choose **Select**.

The RegiSTAR Management web page for your site appears, and the navigation menu changes to the RegiSTAR Management navigation menu.

## Download Automated Reports

RegiSTAR enables you to download three types of automated reports: Results Files, Log Files, and Summary Files.

1. Log in to RegiSTAR.
2. Access your test site.
3. Select **Job Status** in the RegiSTAR Home menu.
4. From the **Type** drop-down menu, select **Automated Runs**.
5. Select **Submit**.

The **Search Criteria** screen appears.

6. Enter criteria (optional) to narrow your search.
7. Select **Search**.
- Your search results are listed in reverse chronological order.
8. Check the box in the **Select** column to the left of the file you want to download.
9. Select a report type to download from the options at the top of the list.

- Log File
- Summary File
- Results File

You are provided the option to open or save the file.

## Generate Manual Data Reports

RegiSTAR enables you to generate and download manual data reports using simple and advanced modes of data selection.

### Export Test Data Using Simple Selection

1. Log in to RegiSTAR.
2. Select **System Reports** from the **Welcome** web page navigation menu.  
The **System Reports Home** page appears.
3. Select the **Generate Report** button, on the right side of your screen, located below the search form.
4. Select **Export Test Data**.

5. Select your site from the **RegiSTAR Site** drop-down menu.
6. Select **Continue**.
7. Choose **Simple Selection** from the **Report Type** drop-down menu.
8. Select **Continue**.
9. On the **Date Range** screen, select the **Choose** buttons to specify start and end dates for the data.
10. Select **Continue**.
11. Enter a name for the report in the **File Name** field.  
The report file name must not contain spaces or the symbols / \ . ; .
12. Select **Continue**.  
The **System Reports Home** screen appears, with a message at the top of the screen indicating that a system-generated email will be sent after the report is generated.

## Export Test Data Using Advanced Selection – Online Testing Realms Only

1. Log in to RegiSTAR.
2. Select **System Reports** from the **Welcome** web page navigation menu.  
The **System Reports Home** page appears.
3. Select the **Generate Report** button, located below the search form.
4. Select **Export Test Data**.
5. Select your site from the **RegiSTAR Site** drop-down menu.
6. Select **Continue**.
7. Select **Advanced Selection** from the **Report Type** drop-down menu.
8. Select **Continue**.
9. Select **Add** on the **Internet Version Sites** screen to include online sites (Realms) in your report.
10. Check the box in the **Select** column to the left of the Realm(s) you want to include or, if you have more than one Realm and would like to export data from all Realms on your report, choose **Select All**.
11. Select **Add**.  
The resulting screen lists the sites you've selected for inclusion on the report.
12. To modify your selection:
  - Remove a site: Select the site, then select **Remove**.
  - Add a site: Select **Add**, then check the box in the **Select** column to the left of the site(s) you want to add and select **Add**.
13. Select **Continue**.
14. Select **Continue** to bypass the selection of paper-testing sites.
15. On the **Date Range** screen, select the **Choose** buttons to specify start and end dates for the data.

16. Select **Continue**.
17. Enter a name for the report in the **File Name** field.  
The report file name must not contain spaces or the symbols / \ . ;.
18. Select **Continue**.  
The **System Reports Home** screen appears, with a message at the top of the screen indicating that a system-generated email will be sent after the report is generated.

## Export Test Data Using Advanced Selection – Paper-Testing Sites Only

1. Log in to RegiSTAR.
2. Select **System Reports** from the **Welcome** web page navigation menu.  
The **System Reports Home** page appears.
3. Select the **Generate Report** button, located below the search form.
4. Select **Export Test Data**.
5. Select your site from the **RegiSTAR Site** drop-down menu.
6. Select **Continue**.
7. Select **Advanced Selection** from the **Report Type** drop-down menu.
8. Select **Continue**.
9. Select **Continue** to bypass the selection of online sites (Realms).
10. Select **Add** on the **Paper-Testing Sites** screen to include paper-testing site(s) in your report.
11. Check the box in the **Select** column to the left of the paper-testing site(s) you want to include. If you have more than one site and would like to export data from all sites on your report, choose **Select All**.
12. Select **Add**.  
The resulting screen lists the sites you've selected for inclusion on the report.
13. To modify your selection:
  - Remove a site: **Select** the site, then select **Remove**.
  - Add a site: Select **Add**, then check the box in the **Select** column to the left of the site(s) you want to add and select **Add**.
14. Select **Continue**.
15. On the **Date Range** screen, select the **Choose** buttons to specify start and end dates for the data.
16. Select **Continue**.
17. Enter a name for the report in the **File Name** field.  
The report file name must not contain spaces or the symbols / \ . ;.
18. Select **Continue**.  
The **System Reports Home** screen appears, with a message at the top of the screen indicating that a system-generated email will be sent after the report is generated.



## Export Test Data Using Advanced Selection – Realms and Paper-Testing Sites

1. Log in to RegiSTAR.
2. Select **System Reports** from the **Welcome** web page navigation menu.  
The **System Reports Home** page appears.
3. Select the **Generate Report** button, located below the search form.
4. Select **Export Test Data**.
5. Select your site from the **RegiSTAR Site** drop-down menu.
6. Select **Continue**.
7. Select **Advanced Selection** from the **Report Type** drop-down menu.
8. Select **Continue**.
9. Select **Add** on the **Internet Version Sites** screen to include online sites (Realms) in your report.
10. Check the box in the **Select** column to the left of the Realm(s) you want to include. If you have more than one Realm, and would like to export data from all Realms on your report, choose **Select All**.
11. Select **Add**.  
The resulting screen lists the sites you've selected for inclusion on the report.
12. To modify your selection:
  - Remove a site: **Select** the site, then select **Remove**.
  - Add a site: Select **Add**, then check the box in the **Select** column to the left of the site(s) you want to add and select **Add**.
13. Select **Continue**.
14. Select **Add** on the **Paper-Testing Sites** screen to include paper-testing site(s) in your report.
15. Check the box in the **Select** column to the left of the paper-testing site(s) you want to include. If you have more than one site and would like to export data from all sites on your report, choose **Select All**.
16. Select **Add**.  
The resulting screen lists the sites you've selected for inclusion on the report.
17. To modify your selection:
  - Remove a site: **Select** the site, then select **Remove**.
  - Add a site: Select **Add**, then check the box in the **Select** column to the left of the site(s) you want to add and select **Add**.
18. Select **Continue**.
19. On the **Date Range** screen, select the **Choose** buttons to specify start and end dates for the data.
20. Select **Continue**.
21. Enter a name for the report in the **File Name** field.

The report file name must not contain spaces or the symbols / \ . ;.

**22. Select Continue.**

The **System Reports Home** screen appears, with a message at the top of the screen indicating that a system-generated email will be sent after the report is generated.

## Export Certificate Data Using Simple Selection

1. Log in to RegiSTAR.
2. Select **System Reports** from the **Welcome** web page navigation menu.  
The **System Reports Home** page appears.
3. Select the **Generate Report** button, located below the search form.
4. Select **Export Certificate Data**.
5. Select your site from the **RegiSTAR Site** drop-down menu.
6. Select **Continue**.
7. Choose **Simple Selection** from the **Report Type** drop-down menu.
8. Select **Continue**.
9. Select the type of certificate data you wish to include from the **Certificate Type** drop-down menu.
  - All (generates all types of certificates)
  - ACT WorkKeys NCRC
  - ACT WorkKeys NCRC en Español
  - ACT NCRC
  - ACT NCRC en Español
10. Select **Continue**.
11. On the **Date Range** screen, select the **Choose** buttons to specify start and end dates for the data.
12. Select **Continue**.
13. Enter a name for the report in the **File Name** field.  
The report file name must not contain spaces or the symbols / \ . ;.
14. Select **Continue**.  
The **System Reports Home** screen appears, with a message at the top of the screen indicating that a system-generated email will be sent after the report is generated.

## Export Certificate Data Using Advanced Selection – Realms Only

1. Log in to RegiSTAR.
2. Select **System Reports** from the **Welcome** web page navigation menu.  
The **System Reports Home** page appears.
3. Select the **Generate Report** button, located below the search form.
4. Select **Export Certificate Data**.
5. Select your site from the **RegiSTAR Site** drop-down menu.

6. Select **Continue**.
7. Select **Advanced Selection** from the **Report Type** drop-down menu.
8. Select **Continue**.
9. Select the type of certificate data you wish to include from the **Certificate Type** drop-down menu.
  - All (generates all types of certificates)
  - ACT WorkKeys NCRC
  - ACT WorkKeys NCRC en Español
  - ACT NCRC
  - ACT NCRC en Español
10. Select **Continue**.
11. Select **Add** on the **Internet Version Sites** screen to include online sites (Realms) in your report.
12. Check the box in the **Select** column to the left of the Realm(s) you want to include. If you have more than one Realm and would like to export data from all Realms on your report, choose **Select All**.
13. Select **Add**.  
The resulting screen lists the sites you've selected for inclusion on the report.
14. To modify your selection:
  - Remove a site: **Select** the site, then select **Remove**.
  - Add a site: Select **Add**, then check the box in the **Select** column to the left of the site(s) you want to add and select **Add**.
15. Select **Continue**.
16. Select **Continue** to bypass the selection of paper-testing sites.
17. On the **Date Range** screen, select the **Choose** buttons to specify start and end dates for the data.
18. Select **Continue**.
19. Enter a name for the report in the **File Name** field.  
The report file name must not contain spaces or the symbols / \ . ;.
20. Select **Continue**.  
The **System Reports Home** screen appears, with a message at the top of the screen indicating that a system-generated email will be sent after the report is generated.

## Export Certificate Data Using Advanced Selection – Paper-Testing Sites Only

1. Log in to RegiSTAR.
2. Select **System Reports** from the **Welcome** web page navigation menu.  
The **System Reports Home** page appears.
3. Select the **Generate Report** button, located below the search form.

4. Select **Export Certificate Data**.
5. Select your site from the **RegiSTAR Site** drop-down menu.
6. Select **Continue**.
7. Select **Advanced Selection** from the **Report Type** drop-down menu.
8. Select **Continue**.
9. Select the type of certificate data you wish to include from the **Certificate Type** drop-down menu.
  - All (generates all types of certificates)
  - ACT WorkKeys NCRC
  - ACT WorkKeys NCRC en Español
  - ACT NCRC
  - ACT NCRC en Español
10. Select **Continue**.
11. Select **Continue** on the **Internet Version Sites** screen to bypass the selection of online sites (Realms).
12. Select **Add** on the **Paper Testing Sites** screen to include paper-testing sites in your report.
13. Check the box in the **Select** column to the left of the paper-testing site(s) you want to include. If you have more than one site and would like to export data from all sites on your report, choose **Select All**.
14. Select **Add**.

The resulting screen lists the sites you've selected for inclusion on the report.
15. To modify your selection:
  - Remove a site: **Select** the site, then select **Remove**.
  - Add a site: Select **Add**, then check the box in the **Select** column to the left of the site(s) you want to add and select **Add**.
16. Select **Continue**.
17. On the **Date Range** screen, select the **Choose** buttons to specify start and end dates for the data.
18. Select **Continue**.
19. Enter a name for the report in the **File Name** field.

The report file name must not contain spaces or the symbols / \ . ;.
20. Select **Continue**.

The **System Reports Home** screen appears, with a message at the top of the screen indicating that a system-generated email will be sent after the report is generated.

## Export Certificate Data Using Advanced Selection – Realms and Paper-Testing Sites

1. Log in to RegiSTAR.

2. Select **System Reports** from the **Welcome** web page navigation menu.  
The **System Reports Home** page appears.
3. Select the **Generate Report** button, located below the search form.
4. Select **Export Certificate Data**.
5. Select your site from the **RegiSTAR Site** drop-down menu.
6. Select **Continue**.
7. Select **Advanced Selection** from the **Report Type** drop-down menu.
8. Select **Continue**.
9. Select the type of certificate data you wish to include from the **Certificate Type** drop-down menu.
  - All (generates all types of certificates)
  - ACT WorkKeys NCRC
  - ACT WorkKeys NCRC en Español
  - ACT NCRC
  - ACT NCRC en Español
10. Select **Continue**.
11. Select **Add** on the **Internet Version Sites** screen to include online sites (Realms) in your report.
12. Check the box in the **Select** column to the left of the Realm(s) you want to include. If you have more than one Realm and would like to export data from all Realms on your report, choose **Select All**.
13. Select **Add**.  
The resulting screen lists the sites you've selected for inclusion on the report.
14. To modify your selection:
  - Remove a site: **Select** the site, then select **Remove**.
  - Add a site: Select **Add**, then check the box in the **Select** column to the left of the site(s) you want to add and select **Add**.
15. Select **Continue**.
16. Select **Add** on the **Paper Testing Sites** screen to include paper-testing sites in your report.
17. Check the box in the **Select** column to the left of the paper-testing site(s) you want to include. If you have more than one site, and would like to export data from all sites on your report, choose **Select All**.
18. Select **Add**.  
The resulting screen lists the sites you've selected for inclusion on the report.
19. To modify your selection:
  - Remove a site: **Select** the site, then select **Remove**.
  - Add a site: Select **Add**, then check the box in the **Select** column to the left of the site(s) you want to add and select **Add**.

20. Select **Continue**.
21. On the **Date Range** screen, select the **Choose** buttons to specify start and end dates for the data.
22. Select **Continue**.
23. Enter a name for the report in the **File Name** field.  
The report file name must not contain spaces or the symbols / \ . ; .
24. Select **Continue**.  
The **System Reports Home** screen appears, with a message at the top of the screen indicating that a system-generated email will be sent after the report is generated.

## Download Manual Reports

1. Log in to RegiSTAR.
2. Select **System Reports** from the **Welcome** web page navigation menu.  
The **System Reports Home** page appears. A list of generated reports appears below the search form. You may download any report with a status of Processed.
3. Check the box in the **Select** column to the left of the report(s) you want to download.
4. Select **Download File**.  
You are prompted to save the file.

## Generate a Graphical Report

1. Log in to RegiSTAR.
2. Select **System Reports** from the **Welcome** web page navigation menu.  
The **System Reports Home** page appears.
3. Select the **Generate Report** button, located below the search form.
4. Select the type of report you want to generate.
  - Select **Certificates by Time**
  - Select **Total Certificates by Time**
5. Select your site from the **RegiSTAR Site** drop-down menu.
6. Select **Continue**.
7. On the **Date Range** screen, select the **Choose** buttons to specify start and end dates for the data.
8. Select the type of certificate data you wish to include from the **Certificate Type** drop-down menu.
  - All (generates all types of certificates)
  - ACT WorkKeys NCRC
  - ACT WorkKeys NCRC en Español
  - ACT NCRC
  - ACT NCRC en Español

9. Select **Submit**.

You are prompted to save the file.

## Create PDF Certificates

RegiSTAR enables you to create and print single or multiple National Career Readiness Certificates (NCRCs).

### Create a Single Certificate

1. Log in to RegiSTAR.
2. Access your test site.
3. Select **Create Certificate PDFs** in the RegiSTAR Management navigation menu.
4. In the **Certificate ID** field, enter the number (ID) of the certificate you want to print.
5. Select **Submit**.

The printable certificate will appear in a new window.

### Create Multiple Certificates Using Simple Selection

1. Log in to RegiSTAR.
2. Access your test site.
3. Select **Create Certificate PDFs** in the RegiSTAR Management navigation menu.  
The **Create Certificate PDF** screen appears.
4. Select the **Create Multiple Certificate PDFs** text link.

#### WK2 End to End Testing: Create Certificate PDF

To create a certificate for an individual specify the certificate number you wish to print and press Submit.

To create certificates for all candidates from multiple sites within a specific date range, click [Create Multiple Certificate PDFs](#).

5. Choose **Simple Selection** from the **Report Type** drop-down menu.
6. Select **Continue**.
7. Select the type of certificate(s) you wish to create from the **Certificate Type** drop-down menu.
  - ACT WorkKeys NCRC
  - ACT WorkKeys NCRC en Español
8. Select **Continue**.
9. On the **Date Range** screen, select the **Choose** buttons to specify start and end dates for the data.
10. Select **Continue**.

11. Select a report format:

- Single PDF - the resulting .ZIP file will contain one PDF, which may include one or multiple certificates.
- PDF by Certificate - the resulting .ZIP file will contain one PDF per certificate.
- PDF by Site - the resulting .ZIP file will contain one PDF per testing site, which will include one or multiple certificates.

12. Select **Submit**.

A dialog box appears with the following message: Your report is being generated and will be displayed on the **Create Certificate PDFs** page. You will receive an email when the report generation process is complete.

13. Select **OK** to close the dialog box.

## Create Multiple Certificates Using Advanced Selection – Realms Only

1. Log in to RegiSTAR.
2. Access your test site.
3. Select **Create Certificate PDFs** in the RegiSTAR Management navigation menu.  
The **Create Certificate PDF** screen appears.
4. Select the **Create Multiple Certificate PDFs** text link.

### WK2 End to End Testing: Create Certificate PDF

To create a certificate for an individual specify the certificate number you wish to print and press Submit.

To create certificates for all candidates from multiple sites within a specific date range, click [Create Multiple Certificate PDFs](#).



5. Select **Advanced Selection** from the **Report Type** drop-down menu.
6. Select **Continue**.
7. Select the type of certificate(s) you wish to create from the **Certificate Type** drop-down menu.
  - ACT WorkKeys NCRC
  - ACT WorkKeys NCRC en Español
8. Select **Continue**.
9. Select **Add** to include online sites (Realms).
10. Check the box in the **Select** column to the left of the Realm(s) you want to include. If you have more than one Realm, and would like to export data from all Realms on your report, choose **Select All**.
11. Select **Add**.  
The resulting screen lists the sites you've selected for inclusion on the report.
12. To modify your selection:
  - Remove a site: **Select** the site, then select **Remove**.
  - Add a site: Select **Add**, then check the box in the **Select** column to the left of the site(s) you want to add and select **Add**.



13. Select **Continue**.
14. Select **Continue** to bypass the selection of paper-testing sites.
15. On the **Date Range** screen, select the **Choose** buttons to specify start and end dates for the certificates.
16. Select **Continue**.
17. Select a report format.
  - Single PDF - the resulting .ZIP file will contain one PDF, which may include one or multiple certificates.
  - PDF by Certificate - the resulting .ZIP file will contain one PDF per certificate.
  - PDF by Site - the resulting .ZIP file will contain one PDF per testing site, which will include one or multiple certificates.
18. Select **Submit**.  
A dialog box appears with the following message: Your report is being generated and will be displayed on the **Create Certificate PDFs** page. You will receive an email when the report generation process is complete.
19. Select **OK** to close the dialog box.

## Create Multiple Certificates Using Advanced Selection – Paper-Testing Sites Only

1. Log in to RegiSTAR.
2. Access your test site.
3. Select **Create Certificate PDFs** in the RegiSTAR Management navigation menu.  
The **Create Certificate PDF** screen appears.
4. Select the **Create Multiple Certificate PDFs** text link.

### WK2 End to End Testing: Create Certificate PDF

To create a certificate for an individual specify the certificate number you wish to print and press Submit.  
To create certificates for all candidates from multiple sites within a specific date range, click [Create Multiple Certificate PDFs](#).

5. Select **Advanced Selection** from the **Report Type** drop-down menu.
6. Select **Continue**.
7. Select the type of certificate(s) you wish to create from the **Certificate Type** drop-down menu.
  - ACT WorkKeys NCRC
  - ACT WorkKeys NCRC en Español
8. Select **Continue**.
9. Select **Continue** to bypass the selection of online sites (Realms).
10. Select **Add** to include paper-testing sites in your report.

11. Check the box in the **Select** column to the left of the site(s) you want to include. If you have more than one site, and would like to export data from all sites on your report, choose **Select All**.
12. Select **Add**.  
The resulting screen lists the sites you've selected for inclusion on the report.
13. To modify your selection:
  - Remove a site: **Select** the site, then select **Remove**.
  - Add a site: Select **Add**, then check the box in the **Select** column to the left of the site(s) you want to add and select **Add**.
14. Select **Continue**.
15. On the **Date Range** screen, select the **Choose** buttons to specify start and end dates for the data.
16. Select **Continue**.
17. Select a report format:
  - Single PDF - the resulting .ZIP file will contain one PDF, which may include one or multiple certificates.
  - PDF by Certificate - the resulting .ZIP file will contain one PDF per certificate.
  - PDF by Site - the resulting .ZIP file will contain one PDF per testing site, which will include one or multiple certificates.
18. Select **Submit**.  
A dialog box appears with the following message: Your report is being generated and will be displayed on the **Create Certificate PDFs** page. You will receive an email when the report generation process is complete.
19. Select **OK** to close the dialog box.

## Create Multiple Certificates Using Advanced Selection – Realms and Paper-Testing Sites

1. Log in to RegiSTAR.
2. Access your test site.
3. Select **Create Certificate PDFs** in the RegiSTAR Management navigation menu.  
The **Create Certificate PDF** screen appears.
4. Select the **Create Multiple Certificate PDFs** text link.

### WK2 End to End Testing: Create Certificate PDF

To create a certificate for an individual specify the certificate number you wish to print and press Submit.

To create certificates for all candidates from multiple sites within a specific date range, click [Create Multiple Certificate PDFs](#).



5. Select **Advanced Selection** from the **Report Type** drop-down menu.
6. Select **Continue**.

7. Select the type of certificate(s) you wish to create from the **Certificate Type** drop-down menu.
  - ACT WorkKeys NCRC
  - ACT WorkKeys NCRC en Español
8. Select **Continue**.
9. Select **Add** to include online sites (Realms).
10. Check the box in the **Select** column to the left of the Realm(s) you want to include. If you have more than one Realm, and would like to export data from all Realms on your report, choose **Select All**.
11. Select **Add**.  
The resulting screen lists the sites you've selected for inclusion on the report.
12. To modify your selection:
  - Remove a site: **Select** the site, then select **Remove**.
  - Add a site: Select **Add**, then check the box in the **Select** column to the left of the site(s) you want to add and select **Add**.
13. Select **Continue**.
14. Select **Add** to include paper-testing sites in your report.
15. Check the box in the **Select** column to the left of the site(s) you want to include.  
If you have more than one site, and would like to export data from all sites on your report, choose **Select All**.
16. Select **Add**.  
The resulting screen lists the sites you've selected for inclusion on the report.
17. To modify your selection:
  - Remove a site: **Select** the site, then select **Remove**.
  - Add a site: Select **Add**, then check the box in the **Select** column to the left of the site(s) you want to add and select **Add**.
18. Select **Continue**.
19. On the **Date Range** screen, select the **Choose** buttons to specify start and end dates for the data.
20. Select **Continue**.
21. Select a report format:
  - Single PDF - the resulting .ZIP file will contain one PDF, which may include one or multiple certificates.
  - PDF by Certificate - the resulting .ZIP file will contain one PDF per certificate.
  - PDF by Site - the resulting .ZIP file will contain one PDF per testing site, which will include one or multiple certificates.

22. Select **Submit**.

A dialog box appears with the following message: Your report is being generated and will be displayed on the **Create Certificate PDFs** page. You will receive an email when the report generation process is complete.

23. Select **OK** to close the dialog box.

## Download PDF Certificates

1. Log in to RegiSTAR.

2. Access your test site.

3. Select **Create Certificate PDFs** in the RegiSTAR Management navigation menu.

The **Create Certificate PDF** screen appears.

4. Check the box in the **Select** column to the left of the certificate report(s) you want to download.

5. Select **Download File**.

You are prompted to save the file.

## Search and Print Certificates

1. Log in to RegiSTAR.

2. Access your test site.

3. Select **Certificate Management** the RegiSTAR Management navigation menu.

4. Search for the certificate.

- Enter an examinee's information in one of the **Search Criteria** fields (you may use a '%' symbol in search fields as a wild card).
- Enter the certificate ID in the **Certificate ID** field.

5. Select **Search**.

The results of your search will display.

6. Check the box in the **Select** column to the left of the certificate you want to print.

7. Select **Print**.

The printable certificate will appear in a new window.