

# ACT® WorkKeys® Quick Guide

## Help Paper Examinees Access their Digital Badge

Individuals who take ACT® WorkKeys® Assessments and earn an ACT® WorkKeys® National Career Readiness Certificate™ (NCRC®) can opt-in to receive a digital credential through Credly to share their achievement online with employers and institutions.



**Here's how to help your examinees obtain their digital credential.**

### Present an Examinee ID

The testing site is responsible for providing each examinee with an **Examinee ID** on test day.



- The Examinee ID can be a student ID number or a unique identifier (letter/number combo).
- The Examinee ID is provided to each examinee as they complete their answer

### Prepare Examinees for Success

The testing site is responsible for helping examinees create their MyWorkKeys account.

- Copy and hand out the **Examinee Handout** to each examinee on test day.
- To set up this account, paper examinees must have their exam “MATCH” criteria from their test day. This includes:



Their name with the EXACT name spelling (first and last) used on the assessment.



Date of birth used to register for assessment.



Unique Examinee ID provided to the examinee on test day.



Valid email address that can be accessed after testing.

## How Examinees Acquire Their Digital Credential

When examinees earn the WorkKeys NCRC, they will receive an email from Credly—the platform that hosts their verified, shareable digital credential—to accept their badge.

- Examinees can register for a Credly account before earning their WorkKeys NCRC to ensure they are ready to accept their digital badge.



Make sure examinees use the same email address and exam “Match” criteria from test day.

## Support Examinee Success

WorkKeys examinee results are available in RegiSTAR. Administrators with access can run reports to identify which examinees have earned their WorkKeys NCRC.

### NEXT STEPS

Encourage earners to access and use their WorkKeys digital credential by reminding them to accept their badge from Credly.

- If the examinee did not receive an email, advise examinee:
  - to check their junk or spam email folders **OR**
  - log into Credly and update their profile.

Help earners understand the value and share their new digital credential. They can:



Get noticed by employers.



Increase opportunities for career changes and advancement.



Match skills to in-demand careers.



Earn college credit at many institutions and reach academic goals more quickly.



For more information, go to  
[act.org/workkeys-digital-badge](https://act.org/workkeys-digital-badge)