ACT® WorkKeys®
Self-Registration Instructions

Introduction

This document contains instructions used by an examinee to create an ACT WorkKeys® registration account.

Create an ACT WorkKeys Registration Account

Follow the steps below to create your registration account.

1. Open an internet browser and enter the URL provided to you
   https://rsp.act.org/1188189713

2. At the login screen, select the **Create Account** button.

3. At the Create an Account form, complete all required fields, marked with an asterisk (*).

a. Read the Select Your User ID and Password section before creating your login information.

   i. For the **User ID**, you may enter your own ID, or select the Generate ID button, which will create an ID for you. Either way, it must be unique.

   ii. For the **Password**, it can be a combination of letters and/or numbers, between 6 and 30 characters long, and is case sensitive.

Note: It is important to retain your User ID and password in a secure location.

b. When you have completed and confirmed all the required fields, select the **Continue** button.

4. When you are done selecting the tests you want to take, you can choose one of the navigation options on the left to:

c. **Update Account Info**

d. **Change Password**

e. **Log Out** to end the session