

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 (*).

Personal Information	
* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Date of Birth:	MM/dd/yyyy <input type="text"/>
* Examinee ID:	<input type="text"/>
Permanent Mailing Address	
* Email:	<input type="text"/>
Education	
* What is the highest grade/level of education completed?:	<input type="text"/>
Additional Information (for research purposes only)	
* Gender:	<input type="text"/>
* Indicate if you are of Hispanic or Latino background:	<input type="text"/>
* Indicate your race. Mark all that apply:	<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Prefer not to respond or none of these apply
* Are you testing at DMACC?:	<input type="text"/>

- 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.

Select Your User ID and Password	
Please enter your login credentials, you may specify a User ID if you wish or you can press the 'Generate' button to have the system assign you a unique ID. Note: If you press 'Generate' the system will overwrite any data you may have entered in the User ID field.	
Your user ID must be 3 to 100 characters long and password must be 6 to 30 characters long. Use letters of the alphabet (A-Z or a-z) and numerical digits (0-9) only. Choose combinations that will be easy for you to remember but hard for others to guess.	
User Account Information	Please Enter User Account
* Please Enter New User ID:	<input type="text"/> -OR- <input type="button" value="Generate ID"/>
* Please Enter New Password:	<input type="password"/>
* Please Reenter New Password:	<input type="password"/>
Select Your Security Question and Answer	
If you forget your password, you will have to answer this question correctly to reset it.	
Security Information	Please Enter Security Information
* Please Enter Security Question:	<input type="text" value="- Select-"/>
* Please Enter Your Security Question Answer:	<input type="text"/>

- 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

WorkKeys [®]		ACT
Home		
Update Account Info		
Change Password		
Log Out		
Your Registrations		
Welcome to the WorkKeys Internet Version.		
Title - click a title for details	Date	Next/Options
<input type="button" value="Select a New Title"/>		
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