

# 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 screenshot of the 'Create an Account' form. The form is divided into several sections: 'Personal Information' (First Name, Middle Name, Last Name, Date of Birth, Examinee ID), 'Permanent Mailing Address' (Email), 'Education' (Highest grade/level completed), 'Additional Information (for research purposes only)' (Gender, Hispanic or Latino background, Race, and a question about testing at DMACC). Each field is preceded by an asterisk (\*) indicating it is required. The 'Create Account' button is visible at the bottom of the form.

- 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