

How to Register and Schedule for the WorkKeys Test

Step 1: Create a WorkKeys Account – Account must be completed within 48 hours of selected test date.

- Click on the button **Step 1: WorkKeys Create Account**
- Select Create Account



Create an account or log in below:

Please Enter User ID:

Please Enter Password:

- Complete all fields of the Create Account form.
 - The examinee ID and WorkKeys User ID should be the same.
- Write down your WorkKeys User ID and password. You will need this information for Step 3 on test day.

User Account Information	Please Enter User Account
* Please Enter New User ID:	<input type="text"/>
* Please Enter New Password:	<input type="password"/>

Step 2: Select 2 Available Testing Dates from Step 2: WorkKeys Testing Calendar button.

Option 1:	<input type="text"/>
Option 2:	<input type="text"/>

Step 3: Register for a Test Date

- Click on the button **Step 3: Schedule WorkKeys Test** and complete the form. You will need your WorkKeys User ID from Step 1 and testing dates from Step 2.

Step 4: Confirm Date

- A confirmation email will be sent to the email address provided on the form to confirm approved test date.

Confirmed Test Date:	<input type="text"/>
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Step 5: Pay for the Test - a receipt must be presented on day of testing.

- Payment is made at the AC Business Office (Administration Building, 2nd floor). Payment may be made in person OR by phone (936-633-5318 – ask business office to send the receipt to the Testing Center)

Step 6: Show up for the test

- Test will be given in the Testing Center located in the Student Center – Room 200.
- Arrive 15 minutes before scheduled testing time.
- You must have proof of payment and photo ID to be allowed in the testing room.