



KeyTrain Directions: Practice for WorkKeys Self- Enrollment

1. www.keytrain.com
2. Select "**Run ACT Career Ready 101**".
3. Log in using Username: **awd1** and Password: **awdawd**
4. Find and click on "Setup" (next to "Home") in **the Task Bar on the top of the page**. Under the heading **Students**, click on "Add New Student".
5. Complete the page with **Name** and **Username** and **Password** that you create. (Only fields marked with an asterisk(*****) are required. You do not have a student ID)
Username: _____ Password: _____

*****The following two directions are very important to receive the lessons.*****

6. Choose Adult Education for the **Group**. (This is a drop-down menu.)
7. Check the box under **Class Membership**. Add this student to **awd**. Hit Submit.

8. Hit the Highlighted yellow or green bar that says "Log in Student now".
9. Click on "My Lessons" on the left of your screen. A pretest for **Reading for Information, Applied Mathematics, and Locating Information** will load.
10. Click on the Pretest for each subject. On the right of your screen, double-click on "Start English Lesson" which takes you into the Pretest. Once you complete the Pretest, lessons for that subject area will load at the level appropriate for you. Highlight the lesson and double-click on the right as you did for the Pretest. Make sure you achieve the levels required. After practicing in the lessons, you can retake the Pretest to see if you have improved.

WorkKeys Achievement Levels Required for Entrance into Adult Education Full-time Programs

Reading for Information: 4*

Applied Mathematics: 4

Locating Information: 4

*Police Academy & Fire and Emergency Medical Rescue Academy: 5

Call 513-771-8881 to schedule the actual test. **The \$50.00 fee will be collected when you schedule.** Please arrive 30 minutes before test time and bring a copy of your **high school diploma or GED** and your valid driver's license. **You will not be allowed to test without these items.** Plan to be here 3 ½ hours for testing.



KeyTrain Directions once you have self-enrolled.
For steps to self-enroll, please see other side of this paper.

1. www.keytrain.com
2. Select "Run ACT Career Ready 101".
3. Type in your Username and Password from Step #6 on other side.
4. Click on "My Lessons" and then the pretest for each subject. On the right of your screen, double-click on "Start English Lesson" which takes you into the Pretest. Once you complete the Pretest, lessons will load at the level appropriate for you. Highlight the lesson and double-click on the right as you did for the Pretest. Make sure you achieve the levels required. (see below) After practicing in the lessons, you can retake the Pretest to see if you have improved.

Work Keys Achievement Levels Required for Entrance into Adult Education Full-time Programs

Reading for Information: 4*
Applied Mathematics: 4
Locating Information: 4

** Police Academy and Fire and Emergency Medical Rescue Academy require a 5*

Call **513-771-8881** to schedule the actual test. **The \$50.00 fee will be collected when you schedule.** Please arrive 30 minutes before test time and bring a copy of your **high school diploma or GED** and **your valid driver's license.** **You will not be allowed to test without these items.** Plan to be here 3 1/2 hours for testing.

***Another website to practice Work Keys testing:

Ohiomeansjobs.com

Click on Online Training. (Bottom of page)

Launch WorkKeys Applied Mathematics, Locating Information & Reading for Information. It is recommended that you set up an account so you can keep all your scores in a Backpack. (Click on Backpack on right top corner of page)

Then click on Assessments and Training