

## ***KeyTrain*** **Employee “Getting Started” Instructions**

*November 15, 2005*

1. The customer must have completed a Career Search / Career Decision Making Process prior to taking the KeyTrain pre-test/assessment.
2. The customer must make a career cluster, job family or occupational selection from the profiles provided on the website below, or use O’NET codes, SDS, OKCIS, etc.
3. From the Internet enter the KeyTrain website: [www.keytrain.com](http://www.keytrain.com)
4. Click on “Run KeyTrain On-Line”
5. Enter your “User Name” and “Password” that was assigned to you
6. On the Student Menu, click on “My Assignments”
7. Click the “start” tab on your first assignment – usually the *introduction*. Ask for a pencil and paper if you have not been provided any.
8. Read the instructions – *AOL customers* pay close attention to the bottom of the screen. Click “start” and then read and follow all instructions. Click “next” on the bottom right corner to move through the program when it does not continue for you.
9. The Applied Mathematics section offers customers/students a *calculator* and/or *formula* to use when conducting a quiz, lesson or pre-test. Customers/Students may “click” on either the calculator and/or formula for assistance.
10. Select only one answer per question.
11. The pre-tests for Applied Mathematics (AP), Reading for information (RI) and Locating Information (LI) will take you approximately 30 minutes to complete all three. The pre-tests are necessary to allow the customer/student to see what skill level he or she has already achieved in relationship to the “goal level” selected as his/her *Career Choice* or *Credential Choice*.
12. Once the assigned pre-tests or quizzes are complete, the customer/student should print off the page that gives the student a recommendation for appropriate “upskilling” lessons and curriculum.
13. The customer/student must take the printed sheet to his/her counselor/case manager / advisor / teacher for next steps which will include (a) another review of his/her Career or Credential goal, (b) assignment of lessons, (c) establishment of a timeline for lesson start-up and completion, and (d) establishment of *planned dates* for taking the ACT-WorkKeys assessments in order to receive a Governor’s ***Career Readiness Credential (CRC)***.