## Signing into the WIN Career Readiness System

Hello, and welcome to the WIN Learning how to video series. Before we start, please note that the products, login, URL access, and person types you see in this video may be different from what you see in your portal, but the functions are the same.

To log in to the WIN Career Readiness System, navigate to wincrsystem.com. Next, enter your username and password and click login.

If you have forgotten your username or password, contact support at support@winlearning.com or 888-717-9461. If this is your first time logging in, you may be prompted to provide a valid email address and or to change your password.

If you choose to provide an email, remember to go through the verification process. Type in your email address in the email address field, and then click the send verification email checkbox.

You will be sent an email with a link to click to verify your email address. Once completed, you will get a notification here that your email has been verified.

You may also get prompted to change your password. To do this, type in your current password and then select a new password that meets the requirements.

Password length must be at least eight characters.

Password must contain at least one capital letter.

Password must contain at least one lowercase letter, and at least one number and one special character.

When your password meets these requirements, the checkboxes will all be green.

Type your password in, again making sure they match, and then click save.

You will then be brought to the dashboard to log out of WIN CRSystem. Click on the arrow in the upper right hand corner that says log out.

Thank you for watching this WIN Learning how to video. If you have any questions or need assistance, please contact the WIN Learning support team at 888-717-9461, option 3, or email support@winlearning.com.