

Quick Start Guide – Account Creation

Role Definitions

Secure Site Role	Local Staff Member Role	WIN Career Readiness System Access
District Administrator	District Assessment Coordinators	Pulled directly into the WIN Career Readiness System (CRS) from OEAA Secure Site Email notification
Public School Administrator	Building Assessment Coordinators	Pulled directly into the WIN Career Readiness System (CRS) from OEAA Secure Site Email notification
Nonpublic School Administrator	Building Assessment Coordinators	Pulled directly into the WIN Career Readiness System (CRS) from OEAA Secure Site Email notification
Not applicable (Test Administrators do not need any Secure Site role for WIN Work Readiness Assessments)	Test Administrator	Enrolled in WIN CRS (single or batch enrollment available) by District or Building Assessment Coordinator Email notification

Account Creation

WIN Career Readiness System: <https://mi.wincrsystem.com>

Assessment Coordinators

District Assessment Coordinators and Building Assessment Coordinators automatically get pulled into the WIN Career Readiness System (CRS) from the OEAA Secure Site in February. Assessment Coordinators are automatically associated with the district/building(s) according to their OEAA Secure Site permissions.

Username pattern: user’s work email handle (the part before the @) plus state assigned building code from the Educational Entity Master (EEM).

Example: jpsmith12345

Password: User will set their own password when completing the account verification process described below.

Test Administrators

Test Administrators will be enrolled by their Building or District Assessment Coordinator. Building or District Assessment Coordinators must have the Test Administrator's first name, last name, and email address to enroll them.

Username pattern: User's work email handle (the part before the @) plus state assigned building code from the Educational Entity Master (EEM).

Example: jpsmith12345

Password Requirements: When enrolling via single enrollment in User Administration, or via batch enrollment, a secure password must be provided. In all cases, the user will be prompted to change their password upon first login.

- ✓ Password length must be at least 8 characters.
- ✓ Password must contain at least one capital letter.
- ✓ Password must contain at least one lower case letter.
- ✓ Password must contain at least one number.
- ✓ Password must contain at least one special character.
- ✓ Password must not contain the word "Password".
- ✓ Password must not contain your first name.
- ✓ Password must not contain your last name.
- ✓ Password must not contain your UserName.
- ✓ Password must not contain your Email.
- ✓ Password and Confirm Password must match.

When enrolling Test Administrators, District or Building Assessment Coordinators should set the Test Administrators' permissions as follows:

- **Administer Users** – allows TA to access User Administration
- **Administer Orgs** – allows TA to access Class Management
- **Edit Learner Accommodations** – allows TA to set learner accommodations via User Administration
- **Proctor Assessments** – allows TA to access the Assessment Assignment grid, add Test Session Groups to the grid, and unlock the assessments

Permissions:	<input checked="" type="checkbox"/> Administer Users
	<input checked="" type="checkbox"/> Administer Organizations
	<input type="checkbox"/> Access Reports
	<input type="checkbox"/> Edit Learner Information
	<input checked="" type="checkbox"/> Edit Learner Accommodations
	<input checked="" type="checkbox"/> Proctor Assessments
	<input type="checkbox"/> Authorize Assessment Retakes

Single Enrollment in User Administration

To create a new Test Administrator, navigate to User Administration and click the plus icon at the top right of the screen.



1. Select Test Administrator from the User Type dropdown menu.
2. Select the entity into which the Test Administrator should be enrolled.
3. Fill in the Test Administrator's first name, last name, username, and email address.
4. Enter a password that meets the password requirements.
5. Under Access Settings UNSELECT the Access Reports, Edit Learner Information, and Authorize Assessment Retakes.

Permissions:	<input checked="" type="checkbox"/> Administer Users
	<input checked="" type="checkbox"/> Administer Organizations
	<input type="checkbox"/> Access Reports
	<input type="checkbox"/> Edit Learner Information
	<input checked="" type="checkbox"/> Edit Learner Accommodations
	<input checked="" type="checkbox"/> Proctor Assessments
	<input type="checkbox"/> Authorize Assessment Retakes

6. Click Save.
7. A dialogue box will appear asking if you would like the user to be notified by email of their account. Select Yes.



Send Notification

Would you like to send an email to this user notifying them of their account and asking them to verify their email?

Batch Enrollment

Detailed batch enrollment instructions can be found here:

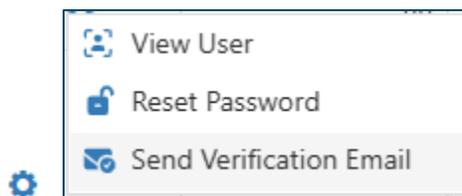
<https://www.winresourcecenter.com/files/pdf/MI-Resources/MI%20Batch%20Enroll%20TA%20Instructions%202.24.26.pdf>

New Account Notification

WIN Career Readiness System offers the ability to send **account creation notifications** to newly established staff (Assessment Coordinators and Test Administrators). Upon account creation, staff will receive an email with a link to verify their email. The link will be active for 48 hours. Upon clicking the link, they will be prompted to reset their password.

Upon first login, staff will be prompted to authenticate their account through two-factor authentication.

Note: If the user does not click the link to complete their account set up within 48 hours, a new verification link can be sent by going to User Administration, finding the user and selecting Send Verification Email from the action gear. Assessment Coordinators can contact Support@winlearning.com for assistance.



Data Integration (OEAA Secure Site Data Sync)

When new staff are created via **data integration** (District Assessment Coordinators, Building Assessment Coordinators), they will receive an email notification of their account asking them to verify their email.

In all cases, the email will come from: DoNotReply@wincrsystem.com

The email will provide a link to **Verify Email**. The user must click that link.



Hi [Name],

You are receiving this email either because a new account has been created for you in WIN Career Readiness System, or your existing account requires email verification.

Please confirm your email address for user **[username]** here to proceed: [Verify Email](#)

NOTE: The link above will expire after 48 hours.

Best Regards,

The WIN Learning Team

Not sure why you're getting this email? Link has expired?
Contact Support@winlearning.com

Once the email is verified, a window will open in the browser notifying the user that their account has been verified. After 5 seconds the user will automatically be sent to the **Set Password** page to set up their account password.

Email Verification

Thank you for verifying your Email!

Adjust your Email settings at any time via your User Profile.

Your password needs to be reset. You will be automatically redirected in 0 seconds...

Password Reset

Please enter and confirm your new password below.

Password: *

Confirm Password: *

Password Reset

Your password was reset successfully.

After successfully resetting their password, the user will be redirected to the login page.

Two-factor authentication is enabled for all staff. Staff will be prompted to authenticate their account through two-factor authentication initially and then every 14 days or when logging in from a new device or browser. They will receive a code via their verified email which they will enter into the prompt and select Verify.

Verify Your Account

We sent a verification code to your verified email address. Please check your email and enter the code below to continue login.



If you need further assistance, please contact support@winlearning.com or 888.717.9461.

The two-factor verification email will look like this:

Hi,

A login request was made using your username: **[username]**. If you did not make this request, rest assured that your account is secure and please disregard.

Please use the following code to continue your login: **#####**

NOTE: The code above will expire in 10 minutes.

Best Regards,

The WIN Learning Team

Not sure why you're getting this email? Contact Support@winlearning.com

If the staff changes their email, and does not click the Send Verification Email checkbox, the next time they login they will be prompted to verify their email and then will be prompted to reauthenticate with two-factor authentication.

Email Request

Please provide a valid email address

For security reasons, your organization requires two-factor authentication. A verified email address is required in order for you to receive your two-factor authentication code.



If you need further assistance, please contact support@winlearning.com or 888.717.9461.

Verification Email Sent

Please check your email. You should receive a link to verify your email address.

If you need further assistance, please contact support@winlearning.com or 888.717.9461.

If the staff updates their email and **does** check the **Send Verification Email** checkbox, they will receive a verification email and then will be prompted to authenticate with two-factor verification.

Single Enrollment

When creating a new Test Administrator via **User Administration**, you will be prompted to **Send a Notification** to the new user regarding their account. Select **Yes** to notify the Test Administrator their account is created. A valid email must be provided in the user profile when creating the account.

Send Notification

Would you like to send an email to this user notifying them of their account and asking them to verify their email?

Batch Enrollment

When creating a batch of Test Administrators via **Batch Enrollment**, after uploading your batch enrollment file, you will be able to turn on **Send Email Verification** so new users will receive an email notification of their account. A valid email must be provided in the batch enroll file for the users.

Options

Send Email Verifications: OFF

Password Recovery

A dark blue rectangular button with the text "Log in" in white. Below the button is a link that says "Forgot password?" in blue text.

If a staff member forgets their password, they may click the Forgot Password link on the login page to reset it.

They will be prompted to enter their username and select Request Password Reset.

They will receive an email with a link to reset their password. The user must have a verified email associated with their account to receive the reset link.

The "Forgot Password" form has a title "Forgot Password" in bold. Below the title is a paragraph: "Please enter your User Name in the field below and click the 'Request Password Reset' button. If the user is found and has a verified email address, then a password reset email will be sent." There is a text input field labeled "User Name: *". Below the input field is a blue button labeled "Request Password Reset".

Access Report

District and Building Assessment Coordinators can see if their Test Administrators have logged in, in User Administration.

1. Navigate to User Administration.
2. Select Test Administrator from the User Type dropdown.
3. Select the Organization(s) you want to run.
4. Select Search.

In the resulting grid, view the data in the **Last Login Date** column.

First Name	Last Name	UserName	Email	Organization	Last Login Date
Q	Q	Q	Q	Q	<
Test	Admin1	testadmin1@win.win	testadmin1@win.win	Ansom Middle School	
Betty	Roth	TA01		Jepson Elementary School	10/27/2025

Change Log

Date	Change
2/24/2026	Permissions for Test Administrators updated to reflect new business rule allowing them to edit learner accommodations in User Administration, and create test session groups through organization administration.