WIN Work Readiness Assessments – Spring 2026

First Steps

- ✓ **Look for a WIN Email** noting that your account has been created. (Feb. 17)
  - o Follow directions to verify your email address and reset your password.
  - o After password reset, you will be directed to the login page/URL.
    - ▪ Login Page/URL: mi.wincrsystem.com
- ✓ **Check Student Enrollment** – go to mi.wincrsystem.com
  - o Navigate to the Admin tab, then User Admin tab.
  - o From User Admin, select User Type as Student and then select the correct site for review.
- ✓ **Assign Accommodations** – SpeechStream, Extended Time, ASL
  - o Go to the Admin tab, select User Admin and select Student as User Type.
  - o Select the organization where students are enrolled.
  - o Fill out student information fields – first and last name; expand Custom Search Fields and enter the student UIC. Click Search.
  - o Use the blue cog wheel icon (Row Actions) to the left of student name to Edit User.
  - o From Edit User – select the appropriate accommodations and Save.
- ✓ **Assign Spanish** – Use the steps above and go to Custom Field options
  - o Select the field for Spanish Test Language.

Next Steps

- ✓ **Enroll Test Administrators (TAs)** – DACs and BACs
  - o Collect first, last name and email address and then create username that includes the work email handle (before the @) plus state assigned building code.
    - ▪ Example: jpsmith12345
  - o Enrolling an individual TA requires a secure password. Users will be prompted to change their password upon first login.
  - o DACs and BACs set Test Administrators' permissions to Proctor Assessments only.
- ✓ **Create Test Session Groups** – DACs and BACs
  - o Go to the Admin tab – select Class Management.
  - o Select + to create test session groups and name the group.
  - o Set Archive Date to June 30, 2026.
  - o Add Facilitators from the dropdown list for the session you are creating.
  - o Add Students by selecting the Test Session Assignment tab.
  - o From the Learner Pool – select students for a test session group, check the boxes next to their names and then Add to Roster. Click Save.
  - o Let TAs know the name of their Test Session Groups.
- ✓ **Create and Print Test Tickets**
  - o Go to Admin – Select Class Management and then Test Session Group from the left panel.
  - o Select the Test Ticket Icon from the top of the grid.
  - o Select Generate Test Ticket for All or Generate Test Ticket for Selected.

For Detailed Guidance: Refer to the **Test Administration Manual** (TAM) and **Quick Start Guides** posted in the online Resource Center: https://www.winresourcecenter.com/Partnerships/mde