

Quick Start Guide – Learner Experience

This guide will walk you through the process for students to add their email address, view their scores and credentials, and how digital achievements will be received during and after testing window.

Initial Login

Before students are prompted to enter an email address, schools should inform them that providing an email is optional. Parents or guardians may choose to opt their student out of providing an email address by completing the Opt-Out form available on the MME webpage (<https://go.mi.gov/akb8r2288>).

When students log in to their WIN Work Readiness Assessment portal (mi.winlearning.com) for the first time, students will be prompted to provide an email address. This is **optional**.

Note: Instruct students who have opted out of providing their email address to select **“X Not Now.”**

Attention!

Please provide a valid email address.

Why are we asking for Email?

A verified email address is required in order to receive digital shareable badges and certificates. In addition, all users with a verified email address in the system will be able to reset their password through the “Forgot password” link.

What is a shareable digital badge?

Provide Email

Not Now

If they select **Provide Email**, their User Profile will open and they can provide their email address. After they enter a valid email address, they will check the **Send Verification Email** box.

Email Address:

Email has not been verified!

Send Verification Email: *Note: A valid and verified email is required to receive digital badges and for automated account recovery. Click the Send Verification Email checkbox to verify your email.

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Note: This is how students will receive digital shareable badges and certificates.

Viewing Scores & Credentials

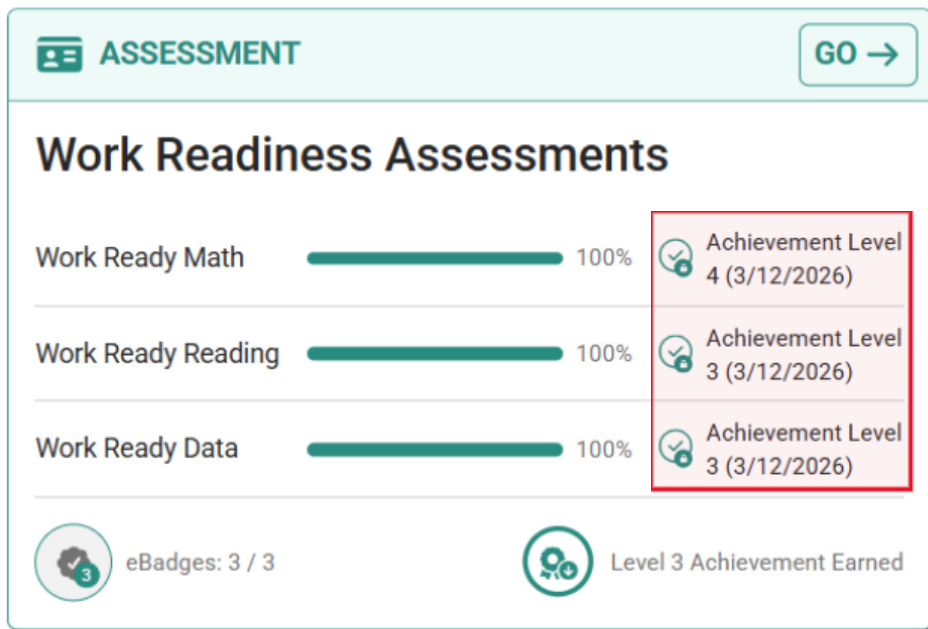
Scenario #1: Directly After Completing All Three Assessments

Students will see their scores on the Work Readiness Assessments launch page. The scores will be seen on the far right as highlighted below in the red box.

Credential Progress				
If you haven't completed the tutorial before, please start there for valuable information about the assessment and online navigation. Good luck!				Navigation Tutorial
Assessment	Status		Ebadge	Achievement
Work Ready Math	Tutorial	Assessment		Level 4 3/12/2026
Work Ready Reading	Tutorial	Assessment		Level 3 3/12/2026
Work Ready Data	Tutorial	Assessment		Level 3 3/12/2026

Work Readiness Assessments Launch Page View

They can also see their scores on their dashboard in the Work Readiness Assessments tile, on the far right as highlighted below in red.



Dashboard View

Students will be able to see if they earned a credential from the Work Readiness Assessments launch page and on their dashboard. Clicking the icon (highlighted below in red) will download their credential.

Work Readiness Assessments Launch Page View

Dashboard View

Scenario #2: Students Completed Assessments & Logged Out

Within Testing Window:

If school staff has opted to keep the test tickets for the duration of the testing window, staff can provide test tickets to students to log back in. The process will be as such:

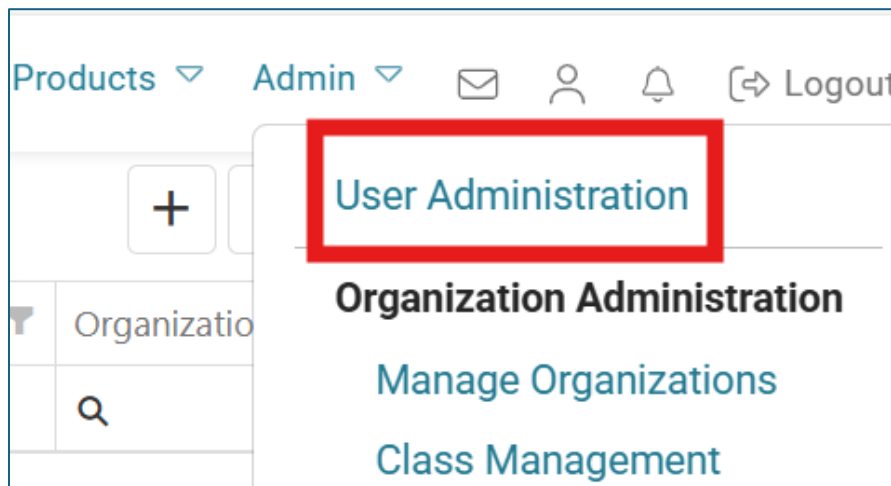
1. Staff will hand the student back their test ticket.
 - a. Be sure to verify that it is the correct test ticket for the requesting student.
2. Student would login using the temporary username and password on the test ticket.
 - a. This temporary username and password will expire at the end of the testing window.
3. From there, the viewing options would be the same as shown in [Scenario #1](#).

Outside of Testing Window / Destroyed Test Ticket:

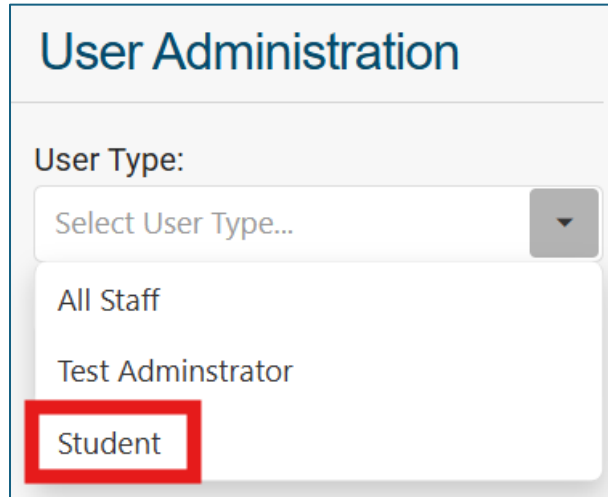
Once the testing window has ended or if the test ticket was destroyed, the student will need to reach out to school staff to get their system username and password. This information can be found in **User Administration**.

To look up student login information in **User Administration**:

1. Go to the upper right-hand corner where it says **Admin** and click on it. You will see the option of **User Administration** – select this option.



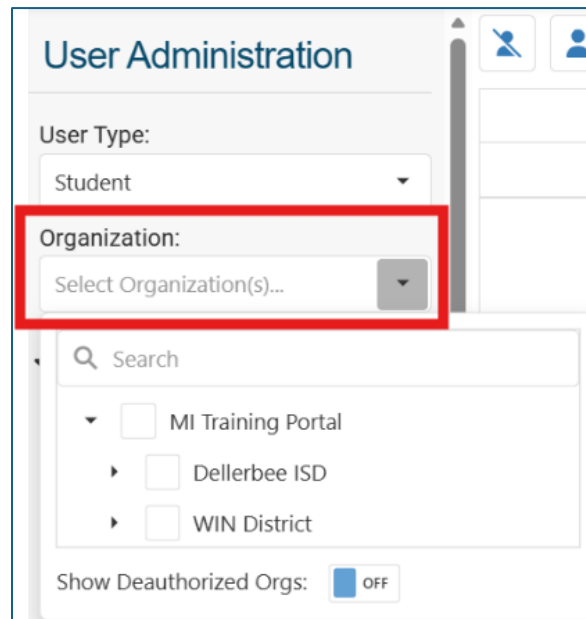
2. Once in **User Administration**, on the far-left side of the screen, go to the filter option of **User Type**. From the drop-down menu, select **Student**.



The screenshot shows the 'User Administration' interface. At the top, the title 'User Administration' is displayed. Below it, the 'User Type:' label is followed by a dropdown menu. The dropdown menu is open, showing three options: 'All Staff', 'Test Administrator', and 'Student'. The 'Student' option is highlighted with a red rectangular box.

Note: All options may not be visible based on your role.

3. After selecting **Student**, go to the **Organization** filter and verify that the correct **Organization** has been checked. If not, please select the appropriate option from the drop-down menu. Once that is done, click **Search**.



The screenshot shows the 'User Administration' interface with the 'Organization:' filter dropdown menu open. The dropdown menu is highlighted with a red rectangular box. It shows a search bar and a list of organizations with checkboxes: 'MI Training Portal', 'Dellerbee ISD', and 'WIN District'. The 'MI Training Portal' checkbox is checked. Below the list, there is a 'Show Deauthorized Orgs:' toggle switch set to 'OFF'.

4. The student list will populate on the right-side of the screen and you will see their username in the **UserName** column and their password in the **Password** column.

Win Actions	WinCRS Id	First Name	Last Na...	UserName	Email	Organization	Password
	73	Alan	Allen	alan.allen@win.win	alan.allen@win.win	Inkblot High Schoo	*****
	74	Charlie	Copilot	charlie.copilot@win.win	charlie.copilot@win.win	Inkblot High School	*****

Note: You will need to click on the eye icon to see the password.

Once the student logs back in, the viewing options will be the same as shown in [Scenario #1](#).

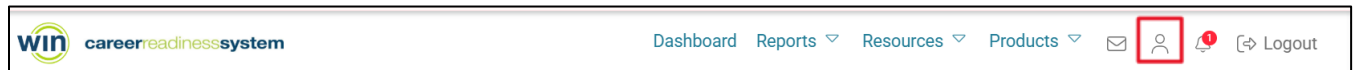
Digital Achievements

Students who provide their email address **prior** to testing at [initial login](#) will be sent an email with a link to their digital achievements within minutes of completing the test. They will receive a separate email with a link for each component assessment with a digital badge, and then an email with a link for their credential, if earned.

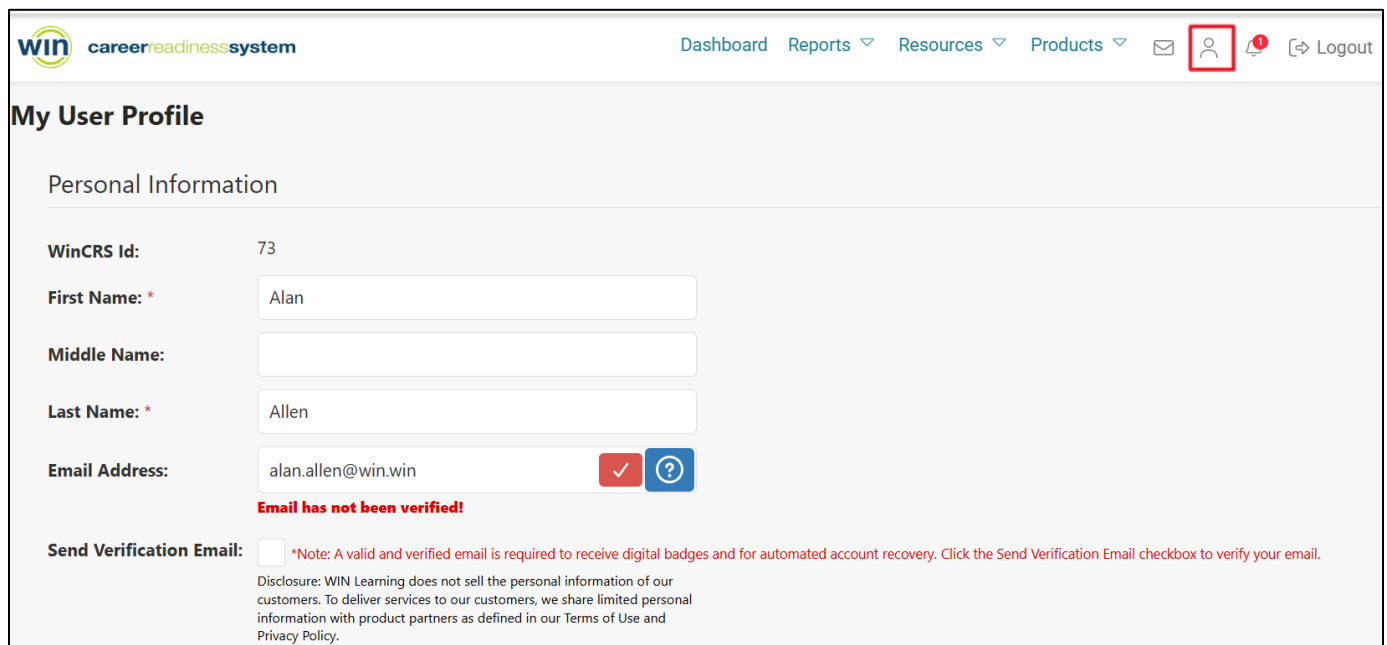
Students who provide an email **after** testing will be sent their digital achievements upon first login after verifying their email address.

Providing Their Email After Testing:

1. The student will go to their **User Profile** in the upper right-hand corner.



Once you click the **User Profile** button, you will see the following window:



My User Profile

Personal Information

WinCRS Id: 73

First Name: * Alan

Middle Name:

Last Name: * Allen

Email Address: alan.allen@win.win **Email has not been verified!**

Send Verification Email: *Note: A valid and verified email is required to receive digital badges and for automated account recovery. Click the Send Verification Email checkbox to verify your email.

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- The student will then enter a valid email address that they want to use where it asks for **Email Address**.

The screenshot shows a form with the following elements:

- Email Address:** A text input field with a red checkmark icon and a blue question mark icon to its right. Below the field, the text "Email has not been verified!" is displayed in red.
- Send Verification Email:** A checkbox that is currently unchecked. To its right, a red note reads: "*Note: A valid and verified email is required to receive digital badges and for automated account recovery. Click the Send Verification Email checkbox to verify your email." Below this note is a disclosure: "Disclosure: WIN Learning does not sell the personal information of our customers. To deliver services to our customers, we share limited personal information with product partners as defined in our Terms of Use and Privacy Policy."

- Once the student enters the email address, they should check the box next to the **Send Verification Email** to send a verification email.

This screenshot is identical to the previous one, but the checkbox for "Send Verification Email" is now checked (indicated by a red square).

- The student will need to go to their email inbox and follow the instructions.
- Once the email has been verified, the student will have to log back in which will prompt the system to send the email with a link for each component assessment with a digital badge, and then an email with a link for their credential, if earned.

Further Information:

While every student who earns at least a Level 2 credential will have access to a printable credential with their WIN Career Readiness System login, WIN Learning also offers access to digital credentials. Digital credentials enable students to share their achievements via social media platforms such as LinkedIn and on their resume.

To participate, students must provide a valid email address where they will receive a link to their digital wallet, where their digital credentials are collected.

Advantages to signing up for digital achievements include:

- Always accessible: Digital credentials will always be available in their digital wallet.
- Easily shareable: Students can share their digital credentials with potential employers and showcase their achievements on LinkedIn and other social media platforms such as Facebook, X, Instagram and more.
- Adjustable Privacy Settings: Students have full control over sharing their achievements. Digital credentials can be discoverable on search engines or set to private and shared only with selected people.
- Printable: Digital credentials can easily be printed as high-quality PDFs.



- Verifiable: Employers can verify digital credentials with a click. For more information visit: <https://www.winlearning.com/About/win-digital-badges-credentials>.



Digital Version of the WIN Work Readiness Credential