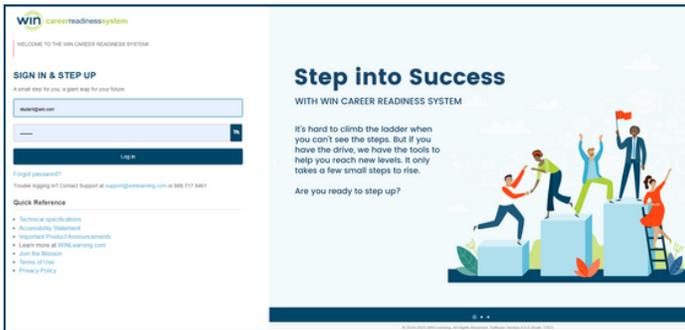




## 1. Login to WIN Career Readiness System

Navigate to [www.wincrsystem.com](http://www.wincrsystem.com) from any browser and enter your username and password. If you do not have a WIN account, please contact your site administrator, customer success manager, or the WIN Support team.

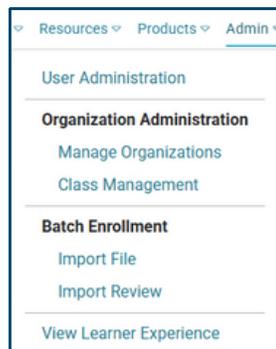


## 2. Enroll or look up users

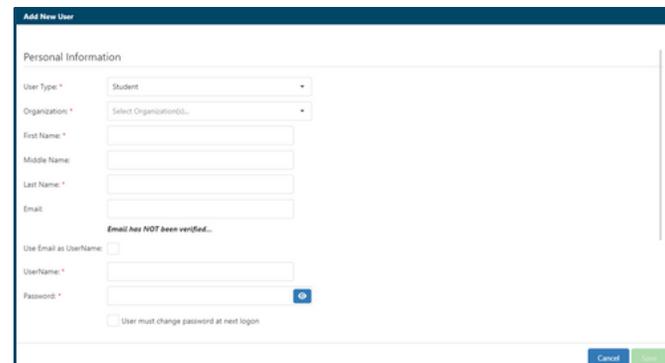
Follow the steps below to enroll new users or look up existing users. These instructions can also be found in the **WIN CRSystem** section of the Resource Center.

### Enroll Users

From the dashboard, choose the Admin tab and select User Administration. Next, select the + button on the far right of the screen.

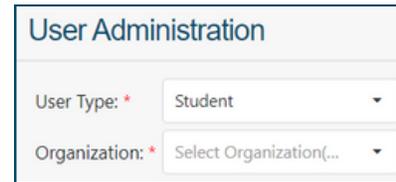


Once you arrive on the Add New User page, enter the required field information (noted by a red asterisk) and be sure to click Save in the lower right corner. With a username and password, plus an internet connection, learners can access WIN courseware from any computer at any time.



### Look Up Users

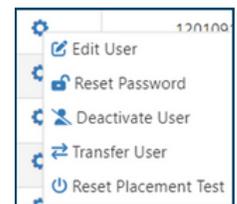
From the dashboard, choose the Admin tab and select User Administration. Next, select User Type and Organization from the dropdown menu on the left side of your screen. You can also search by individual in the fields just below.



**Group Searches** for learners or admins will produce a list, allowing review of key pieces of information such as email addresses, organization/site, login, and enrollment dates.

	Row Actions	WincRsid	First Name	Last Name	Username	Organization	Password	Enrollment Date
<input type="checkbox"/>		1427048	Avery	Atlas	avery@win.com	Fain Career Tech Academy	*****	11/3/2020
<input type="checkbox"/>		1427049	Anita	Atlas	anita@win.com	Fain Career Tech Academy	*****	11/3/2020
<input type="checkbox"/>		1427050	Kevin	Atlas	kevin@win.com	Fain Career Tech Academy	*****	11/3/2020
<input type="checkbox"/>		387500	lane	Austin	mansfieldpark@win.com	South Bay Training Site	*****	7/14/2016

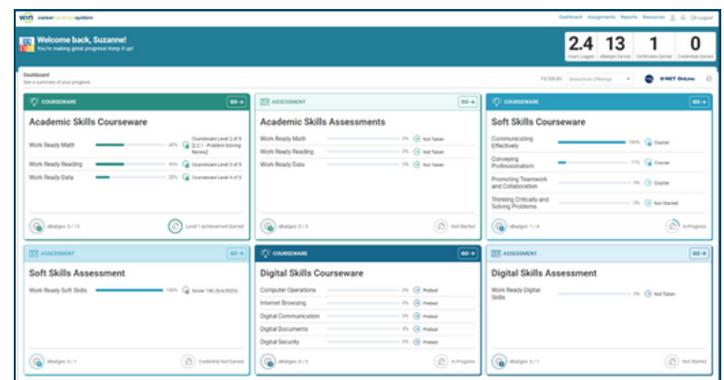
The blue cog wheel to the left of names allows admins to edit users, reset passwords and deactivate users.



Learner passwords can be viewed by clicking on the eye icon. Admin passwords cannot be viewed but can be reset by your site admin, a WIN Customer Success Manager, or the WIN Support team.

## 3. Guide learners to courses and/or assessments

When learners login to [www.wincrsystem.com](http://www.wincrsystem.com), they will arrive at their dashboard. From the dashboard, learners can access courses and assessments, view their assignments, review reports, and print their certificates.



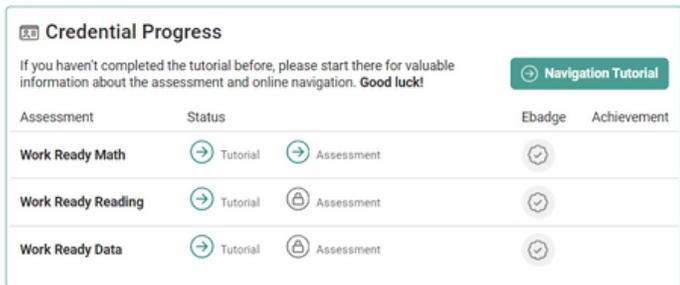
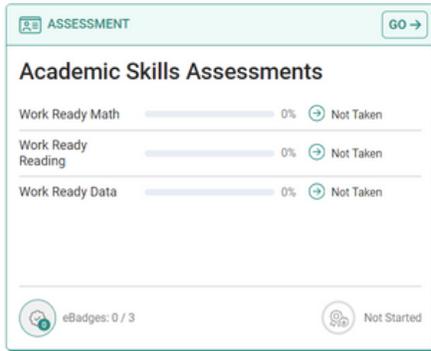
The FILTER BY dropdown menu allows learners to select just the courses or assessments they'd like to see on the dashboard.



#### 4. Assigning assessments

Administrators and instructors enable and assign assessments in a four-step process: Finding Participants, Assigning the Assessment, Monitoring the Assessment, and Finishing the Assessment.

Once the assessment has been assigned to a learner, the learner will be able to access it from their dashboard. Learners also have the opportunity to view tutorials before taking the assessment.



More details about assigning assessments can be found on the Resource Center. Also available on the Resource Center are printable documents including the Scale Score Index, Accessibility Features, and Sample Assessment Questions.

#### Have questions or need a review? Contact your Customer Success Manager or the WIN Support team:

**Lesla Norris:** [lnorris@winlearning.com](mailto:lnorris@winlearning.com)

**Polly Marquette:** [pmarquette@winlearning.com](mailto:pmarquette@winlearning.com)

**Ellen Smith:** [esmith@winlearning.com](mailto:esmith@winlearning.com)

**Nate Walker:** [nwalker@winlearning.com](mailto:nwalker@winlearning.com)

**WIN Support:** [support@winlearning.com](mailto:support@winlearning.com) | 888-717-9461 Option 3

#### 5. Reports

Reports can be accessed by clicking on the Reports tab at the top of the dashboard.



There are several reports available:

**Learner Listing Report** shows progress for all learners in a single report. Credentials and certificates can be printed from this report.

**Class Report** shows classes that have been established in the portal and allows you to see all learners associated with a class. You can also view archived classes.

**Individual Learner Report** shows completion and progress across all products for individual learners. Credentials and certificates can be printed from this report.

**Credential Summary Report** shows a summary of all credentials and courseware Certificates of Completion. It provides summary information, not individual learner details.

**General Summary Report** shows activity results in all product offerings for all learners in one or more locations.

**Enrollment Report** can be used to view data for learners based upon the date a learner was enrolled in the portal or to view data for learners who are currently enrolled for a specific date range.

**Learner Credential Summary Report** shows assessment progress for each learner. It provides test scores/scale scores and indicates if a learner has earned credentials. Credentials can be printed from this report.

**Objective Based Reports** display mastery of each learning objective and can be viewed at the individual and organizational level

All reports can be exported in Microsoft Excel (.xlsx) format. Certificates and credentials can be downloaded and printed directly from these reports. Learners can print their own certificates and credentials from their dashboard.

