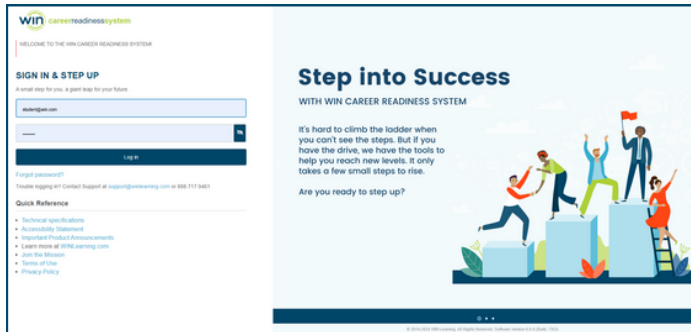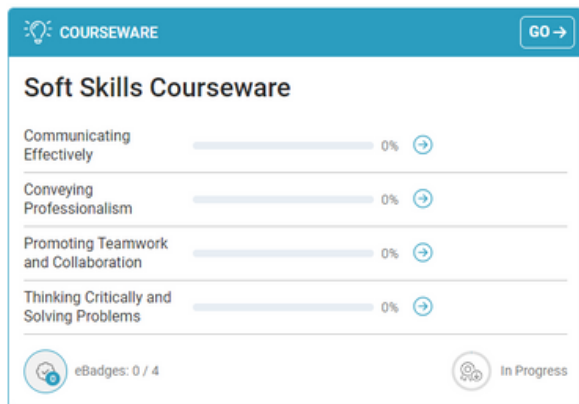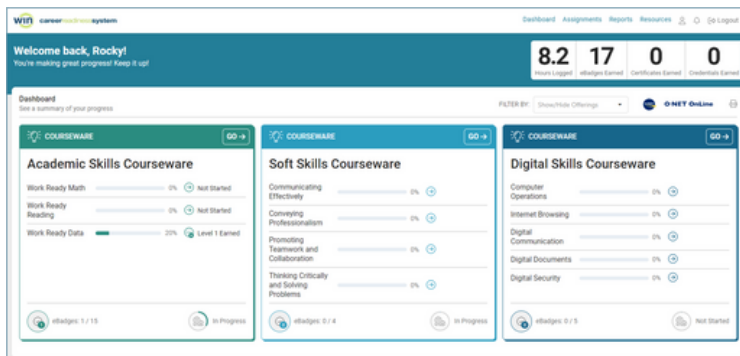## 1. Login to WIN Career Readiness System

Navigate to **www.wincrsystem.com** from any browser and login with your username and password.

2. Enter the Courseware

Locate the Soft Skills Courseware tile on your dashboard and click **Go** in the top right corner.

Note: The Dashboard is a snapshot of the eBadges (electronic badges), certificates, and credentials earned. Here you can print the snapshot data, update your profile, and view WIN announcements.

3. Start a Module

Soft Skills Courseware contains four subject areas:

- Communicating Effectively
- Conveying Professionalism
- Promoting Teamwork and Collaboration
- Thinking Critically and Solving Problems

Click on **Pretest** to measure your current skill level in the subject area.

Select your answer and click the **Submit** button to see if you answered correctly.

Click the **Next** icon to proceed.

After you complete the Pretest, the lessons will unlock.

4. Course Navigation

Select a lesson to start working through the instructional material.

Navigate through the courseware by using the **Next** and **Back** icons. Click the **Audio** button to enable text to speech.
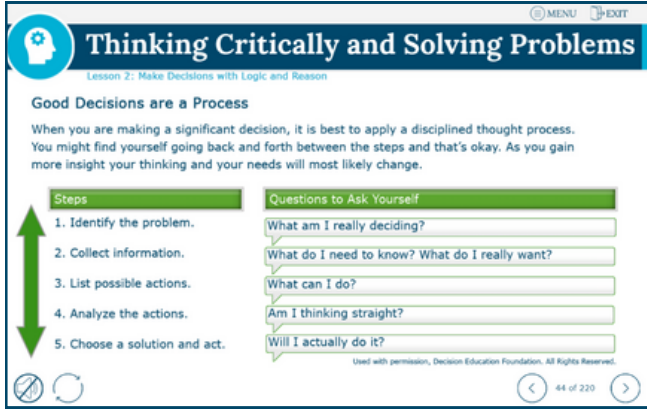
Click **Exit** to return to the Soft Skills Courseware homepage.

5. eBadges and Certificates

After you complete the lessons, the posttest will unlock. Score 80% or greater on the posttest to earn an eBadge.

Earn an eBadge for each level to earn the Soft Skills Courseware Certificate of Completion.

6. Check Your Progress

View personal progress by reviewing your eBadge status from the Soft Skills Courseware tile on your dashboard.

If you earn all four eBadges, you will earn the Soft Skills Courseware Certificate of Completion.

7. Reports

Click on **Reports** in the top menu of your dashboard to view your Individual Report.

Find the courseware name and the date you completed the activity. If you earned a Certificate of Completion, click **Earned** to download your Certificate.

Need help?
Contact WIN Support.

Phone: 888-717-9461 Option 3

Email: **support@winlearning.com**