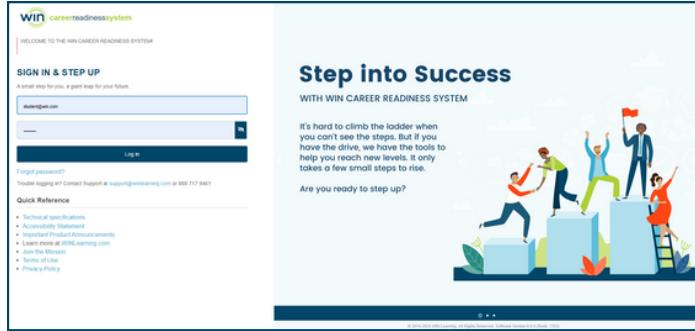




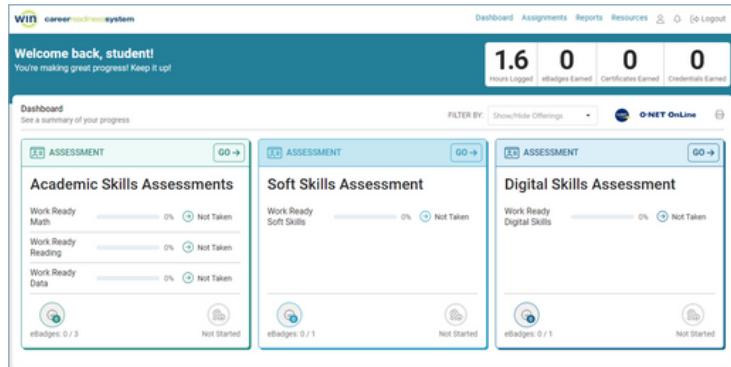
1. Login to WIN Career Readiness System

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



2. Enter the Assessment

Locate the assessment 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.

Section 1: Tutorials

View the tutorials to learn how to navigate through the product, select responses, submit the assessment, and more.

Section 2: Assessment

The assessment **arrow** icon will launch your assessment. Do not click the icon until you are ready to begin your assessment. If there is a **lock** icon, the assessment has not been assigned. A **checkmark** icon means that the assessment has been completed.

Soft Skills Assessments View:

Credential Progress

If you haven't completed the tutorial before, please start there for valuable information about the assessment and online navigation. **Good luck!**

Assessment	Status	Ebadge	Achievement
Work Ready Soft Skills	Tutorial	Assessment	Checkmark

Navigation Tutorial

Academic Skills Assessments View:

Credential Progress

If you haven't completed the tutorial before, please start there for valuable information about the assessment and online navigation. **Good luck!**

Assessment	Status	Ebadge	Achievement
Work Ready Math	Tutorial	Assessment	Checkmark
Work Ready Reading	Tutorial	Assessment	Checkmark
Work Ready Data	Tutorial	Assessment	Checkmark

Navigation Tutorial

Digital Skills Assessments View:

Credential Progress

If you haven't completed the tutorial before, please start there for valuable information about the assessment and online navigation. **Good luck!**

Assessment	Status	Ebadge	Achievement
Work Ready Digital Skills	Assessment	Checkmark	

3. Start the Assessment

Once the assessment is open, click **Start** to begin the timed assessment.

Work Ready Math Assessment

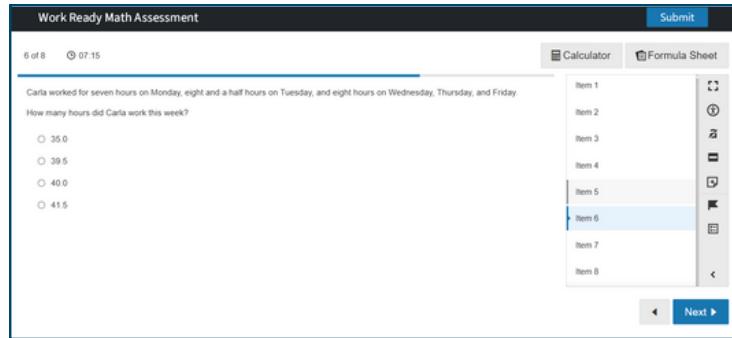
Welcome to a WIN Learning proctored assessment.
If you need assistance during this test, please ask your test administrator.
Take your time, read all directions, and try your best. Good luck!
Select "Start" to begin.

Start

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The assessment item number and timer are displayed at the top left of the screen. The menu featuring the item numbers and assessment tools is on the right of the screen.

Click **Next** to navigate to the next question. You can skip a question and navigate back to it later by clicking the item number.



 The **Full Screen** icon will expand the assessment to focus only on the question.

 The **Accessibility** icon provides options to change the color scheme, font size, and zoom.

 The **Response Masking** icon allows you to cross out options you are confident are incorrect to help identify the correct answer.

 The **Line Reader** icon allows you to focus on reading one line of text at a time.

 The **Sticky Note** icon allows you to make notes on a particular question.

 The **Flag** icon allows you to flag a question to come back to later.

 The **Review** icon will show your progress in the assessment. It shows what question you are on, as well as flagged and unanswered questions.

The Work Ready Math Assessment also includes a scientific calculator and formula sheet. These tools can be accessed by clicking the buttons in the top right of the screen.



Need help?
Contact WIN Support.

Phone: 888-717-9461 Option 3

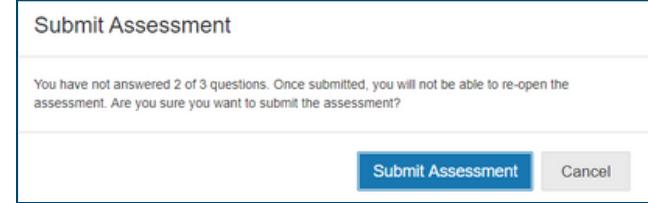
Email: support@winlearning.com



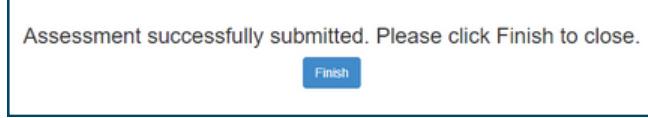
4. Submit the Assessment

Click **Submit** in the top right corner to finish the assessment and receive your score.

If there are questions unanswered, a pop-up message will ask if you are sure you want to submit the assessment with unanswered questions.



After you submit, you will be notified that the assessment was successfully submitted. Please click **Finish** to close.



5. Check Your Score

Return to your dashboard and locate the assessment tile to view your score. If you earned a credential, you can access it by clicking the credential icon in the bottom right corner of the tile.

