1. Login to the My Florida Ready to Work Portal
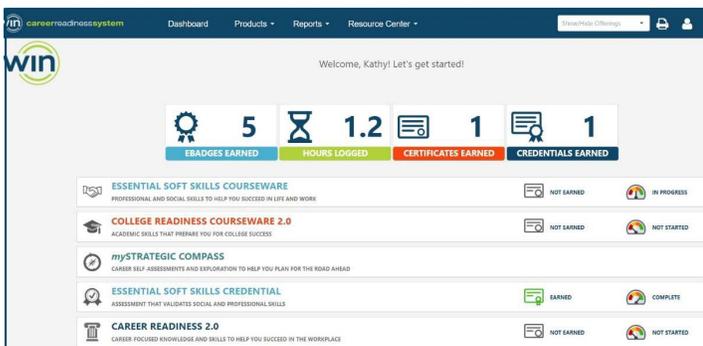
- Navigate to myfloridareadytowork.com from any browser and login with your username and password.
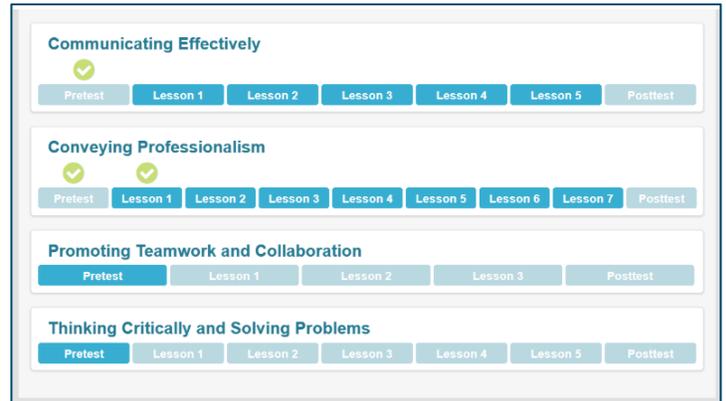

2. Enter the Courseware

- Select Essential Soft Skills Courseware from the Products dropdown or click the Essential Soft Skills Courseware item below your summary data and click Enter.
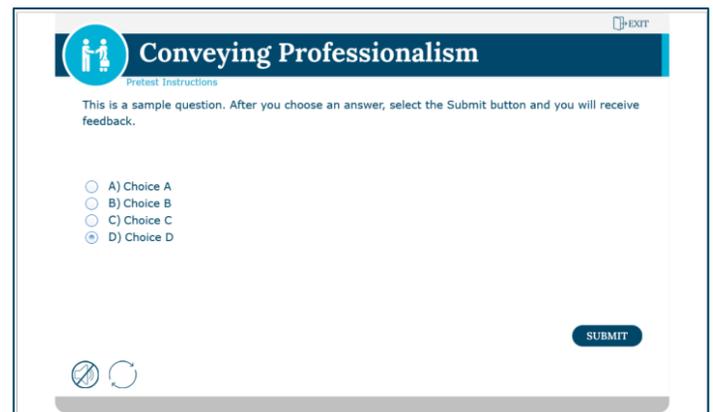

Note: The Dashboard is a snapshot of the eBadges (electronic badges), certificates, and credentials earned. Here you can print the snapshot data, update your profile, and view Florida Ready to Work announcements.

3. Start a Module

- Essential Soft Skills Courseware contains four subject areas: Communicating Effectively, Conveying Professionalism, Promoting Teamwork and Collaboration, and Thinking Critically and Solving Problems.
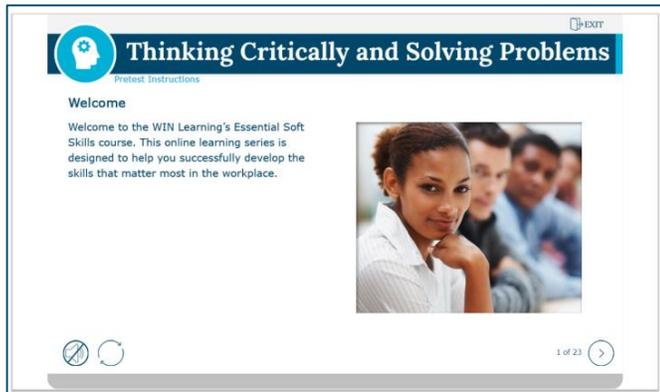

- Click on Pretest to measure your current skill level in the subject area.
- Select your answer and click the Submit button to see if you answered correctly.
- Click the next icon to proceed.

- 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 Essential Soft Skills Courseware Homepage.
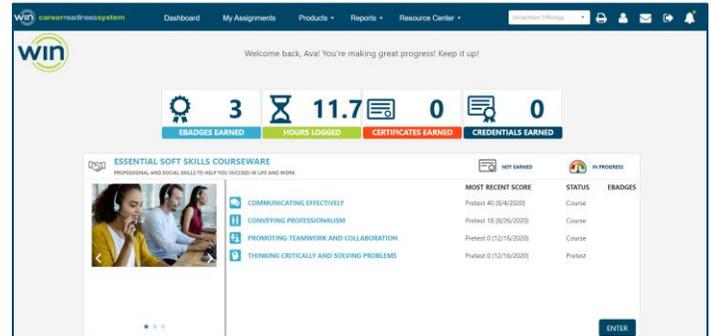
5. eBadges and Certificates

- 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 Essential Soft Skills Courseware Certificate of Completion.

*This is not your Florida Soft Skills Credential

5. Check Your Progress

- View personal progress by reviewing your eBadge status from the Dashboard.

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

6. Reports

- Hover over Reports from the top menu and select Individual.

- 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 Us.

Phone: 888-717-9461 Option 3

Email: customerservice@floridareadytowork.com