1. Login to the WIN Career Readiness System

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

2. Enter the Assessment Product

- Select the appropriate credential from the Products dropdown from the top menu or click the credential below your summary data and click Enter to enter the assessment product.
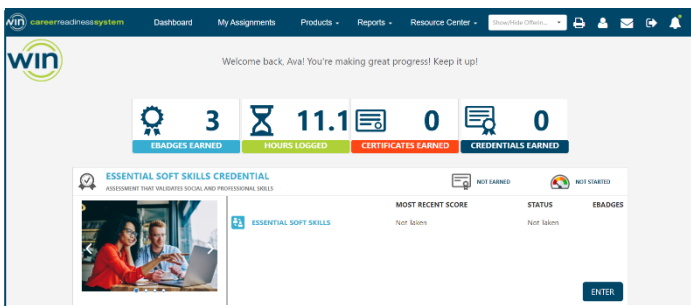
Note: The Dashboard is a snapshot of the eBadges (electronic badges) and credentials earned. Here you can print the snapshot data, update your profile, and view WIN announcements.

- **Section 1: Tutorials**
  View the tutorials to learn how to navigate through the product, select responses, submit the assessment, and more.
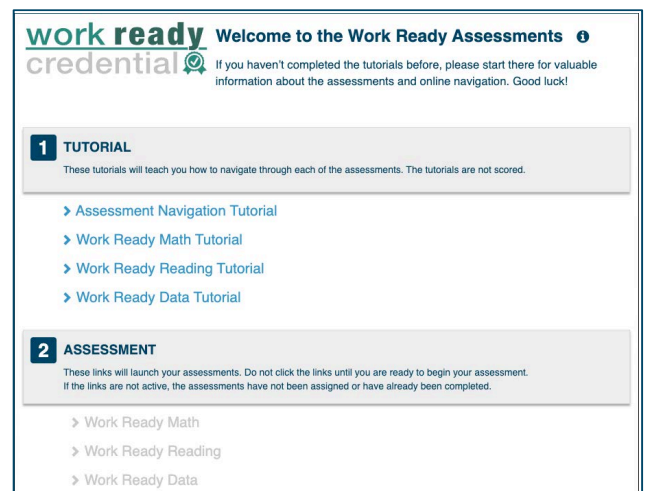
- **Section 2. Assessment**
  The assessment link will launch your assessment. Do not click the link until you are ready to begin your assessment. If the link is not active, the assessment has not been assigned or has already been completed.

*Essential Soft Skills Assessment View*

Work Ready Assessments View

3. Start the Assessment

- Once the assessment is open, click Start to begin the timed assessment.
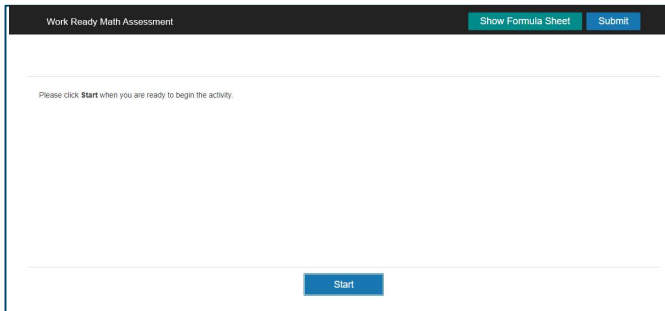
- The assessment item number and timer are displayed at the top right of the screen

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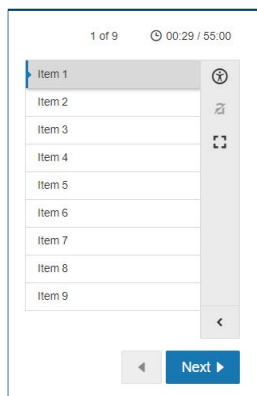

- The Accessibility icon provides options to change the color scheme, font size, and zoom.

- The Calculator icon is a basic four-function calculator. It is only available in the math assessment.

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

- The Full Screen icon will expand the assessment to focus only on the question.
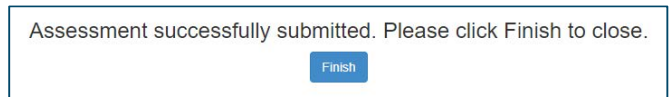
4. Submit the Assessment

- Click Submit at the top right of the corner to finish the assessment and receive your score.
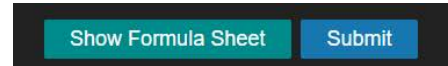
- If there are questions unanswered, a pop-up message will ask if you are sure you want to submit the assessment with unanswered questions.
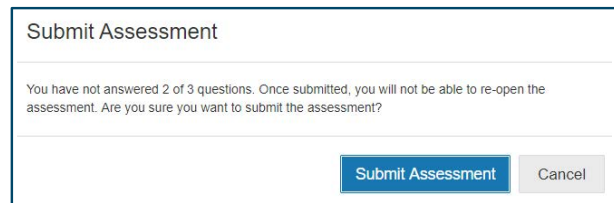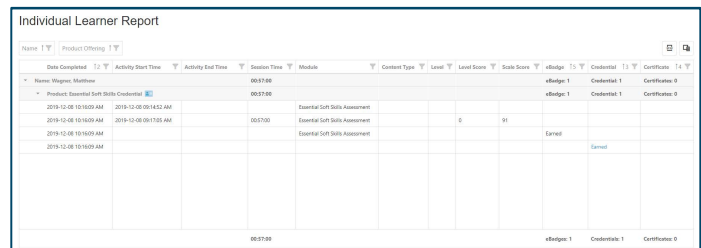

- After you submit, you will be notified the assessment was successfully submitted. Please click Finish to close.

5. Check Your Score

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

- Find the credential name and the date you completed the assessment. If you earned a credential, click Earned to download your credential.

Need help? Contact WIN Support.

- Phone: 888-717-9461 Option 3
- Email: support@winlearning.com