

## WorkKeys Express Score for the South Carolina Work Ready Communities Initiative

*If you are a site that will be scoring tests to be paid for by the South Carolina Work Ready Communities Initiative, follow the directions below.*

As the batch is set up to be scored, go to **File > New > Client**.

*Result:* The “New Client Information” window appears, as shown below.

- ❖ The only information required on this window is the **Client Name**.
- ❖ If you are scoring tests that will be paid for by the South Carolina Work Ready Communities Initiative, you **must** enter **SCWRC** in this field. If you do not, an invoice will be sent to your site for the cost of this scoring.
- ❖ **ACT will not be responsible for correcting invoices sent to your site.**
- ❖ **If you are scoring for resale purposes, you cannot use this special designation; you must use standard pricing.**

The screenshot shows a software window titled "New Client Information". The "Client Name" field is highlighted with a red box and contains the text "SCWRC". A red box labeled "Required" is positioned over the "Address 1" field. The window includes fields for Local Client Code, Address 1-3, City, State, Zip, Contact, Telephone, Fax, Email Address, and ACT Assigned Company Number. There are also radio buttons for "Essay Scoring Options" and buttons for "Add Job Profile Information" and "Set Number of Default Report Copies".

Call ACT WorkKeys Customer Services at 319.337.1550 if you have any questions.