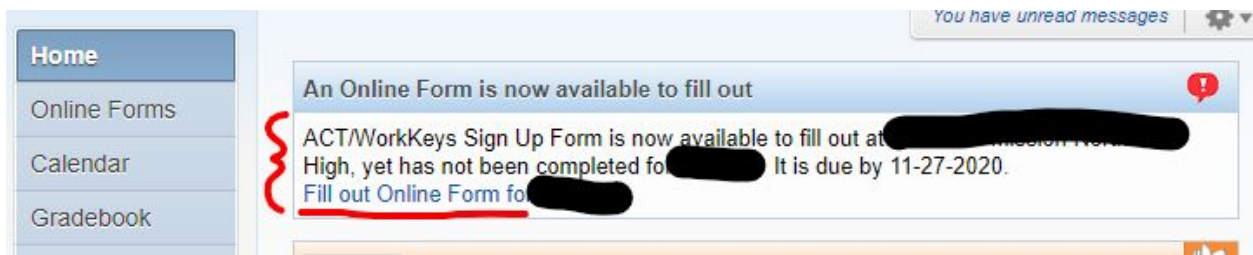


Tues., Feb. 23rd ACT at SME Skyward Registration Instructions

1. Students log into their Student Skyward access. (This process **cannot** be done through the Parent Access log-in.)
2. Click **"Online Forms"** (in left menu)
3. Find **"ACT/WorkKeys Sign Up Form is now available** to fill out at Shawnee Mission East High, yet has not been completed for [student]."



4. Click **"Fill out Online Form for [student]"**.
5. Click **"1. ACT WorkKeys Sign Up Form"**

The screenshot shows the 'ACT/WorkKeys Sign Up Form' page. The main content area contains the following text: 'The ACT and WorkKeys Assessments are available at NO COST for: --> ANY student in grade 11. Please click on Step 1 ACT/WorkKeys Signup Form to fill out the form. Then click on Step 2 to COMPLETE and SUBMIT the sign up form to your counseling office.' On the right side, there is a sidebar with a list of steps: '1. ACT WorkKeys Sign Up Form' and '2. Complete ACT/WorkKeys Sign Up Form'. Below the sidebar are two buttons: 'Next' and 'Close and Finish Later'.

6. Read the information, then **click on the arrows to access the drop down screen for both tests (ACT and WorkKeys)**. (Please read the information in the attachment before making your selection.)

The screenshot shows a form for selecting testing options. At the top, it says 'ACT Test - Tuesday, February 23, 2021 7:40 AM - 11:45 AM' and 'WorkKeys - Wednesday, February 24, 2021 7:40 AM - 11:45 AM'. Below this, it asks: 'Please indicate whether you wish to participate in either of the free testing both, or neither.' There are two dropdown menus: 'ACT Testing' and 'WorkKeys Testing'. Both dropdown menus have a red circle around the arrow icon. At the bottom of the form, there is a button labeled 'Complete Step 1 and move to Step 2', which is also circled in red.

7. Students must **mark “yes” or “no” for each test**. Register “yes” for only **ONE** of the tests.
 - a. We encourage **all** juniors to take the **free, real ACT** on Tues., Feb 23rd. It will be held at SME and juniors will be excused from morning classes that day.
 - b. Any junior who does not wish to take the ACT may register instead for the WorkKeys, but the student must first meet with his/her counselor to discuss this decision.
8. After marking “Yes” or “No” on each question, then **click “Complete Step 1 and move to Step 2.”**

The screenshot shows a web form titled "ACT Test - Tuesday, February 23, 2021 7:40 AM - 11:45 AM" and "WorkKeys - Wednesday, February 24, 2021 7:40 AM - 11:45 AM". Below the titles, it says "Please indicate whether you wish to participate in either of the free testing both, or neither." There are two dropdown menus: "ACT Testing" and "WorkKeys Testing". Both dropdown menus have a red circle around them. At the bottom of the form, there is a button labeled "Complete Step 1 and move to Step 2" which is also circled in red.

9. Then **click on “Submit” button to finalize selections**.
10. Students should see a screen that says **“ACT/WorkKeys Sign Up Form was successfully completed and submitted to the district** for [student] on [date].