

WorkKeys Pre-Registration Instructions

- **MUST USE “CHROME” AS BROWSER**

- **COPY AND PASTE LINK or retype**

- Visit: <https://testregistration.org/rsp/Login.do?event=go&realm=75880705>
- Click on “Create Account”
- Complete **ENTIRE** online form

Personal Information Section

- **Francis Tuttle Students**

Examinee ID: Francis Tuttle Student ID

- **Customers – (NON-students)**

Examinee ID: Cell phone # with area code. Numbers only (NO Dashes or slashes just numbers)

Permanent Mailing Address & Education Sections

- Complete all * lines
- Email address needed, for notification of certificate arrival

User Account Information

- New User ID: **Click** on “**Generate ID**” (*DO NOT create your own ID*)
- New Password: **Is your birthday: MMDDYYYY** (**NO Dashes or slashes just numbers**)
(Example: 12111994)
- **Click “Continue”**

Security Information

- Please pick something you will remember

Selecting “New Title”

DO NOT SELECT A TEST TO TAKE – The testing center will do so, on the day of your test

- **LOG OUT**

On the day of testing, please bring:

- **Current government issued** photo ID (driver’s license or passport)
- FT students can present their school ID