

KeyTrain

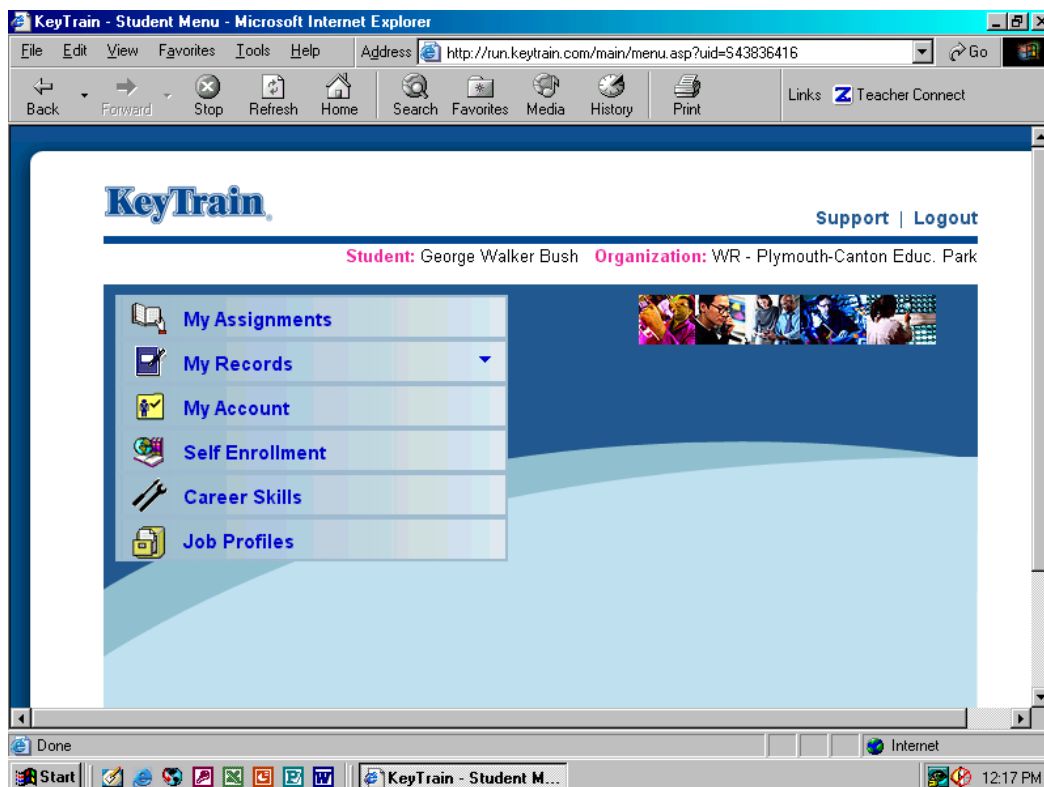
KeyTrain can help you in at least two ways: If you're a Junior, you can practice for the WorkKeys portion of the *Michigan Merit Exam*; and, if you're a Senior, you can get a good idea if you have the skills (e.g. in math, reading, and writing) that post-secondary work (e.g. college or the workplace) require. This guide only deals with the reading test, but you could substitute any test (e.g. writing) for the "Reading For Info." Test.



All Park students should be registered at keytrain.com (if not, your teacher can register you). All you have to do, therefore, is go to the website, change your initially assigned password, and use the tools on the site. This step-by-step guide might help....

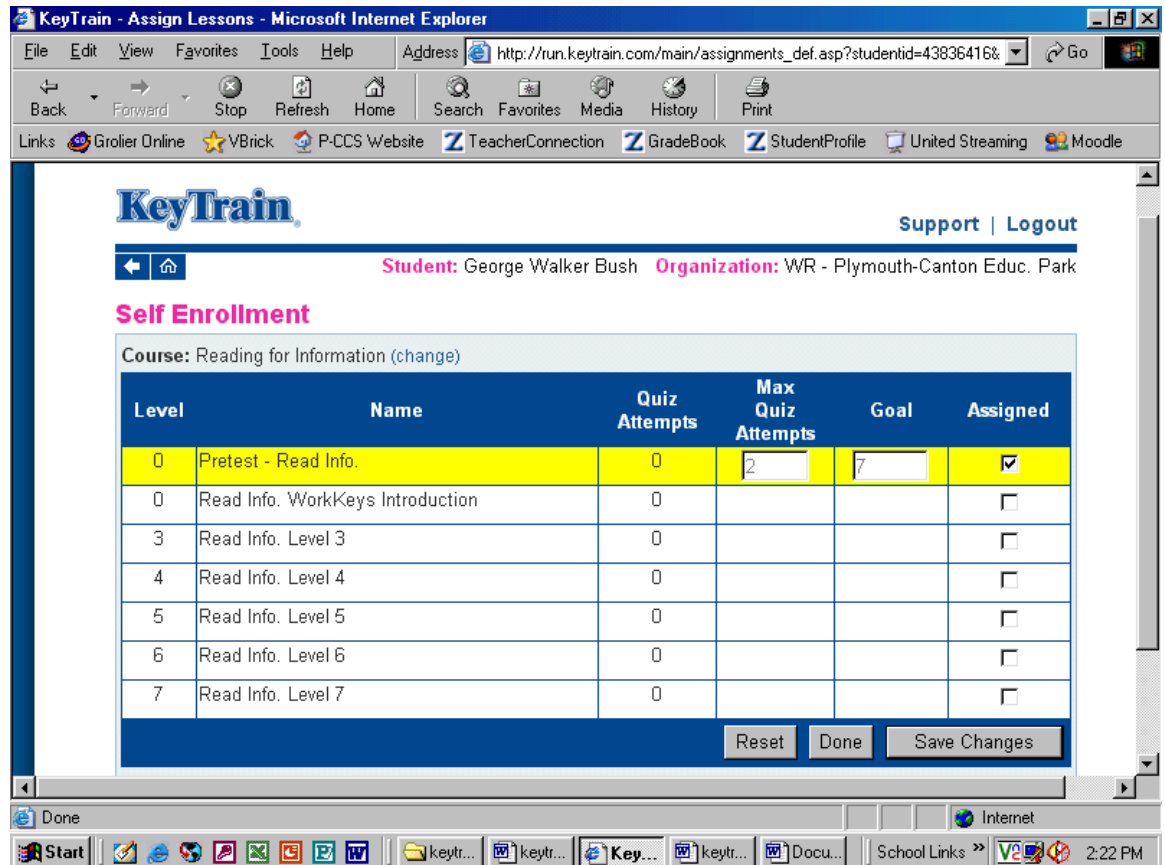
- **Open a browser and go to "www.keytrain.com"**

- **On the right side of the page, click on [Run KeyTrain Online](#) and log-in**
 - your username is "pcep-[your student number]" like "pcep-20022007"
 - your initial password is "111111" which you'll later change
 - follow the prompts to safely download necessary software

- **At the KeyTrain main menu...**



- click on  **My Account**
 - enter and confirm a password *you won't forget*
 - be sure to click on **Apply**
- Again at the KeyTrain main menu, click on  **My Assignments**
 - click on **Reading for Info**
 - select **click here**
 - click in the **Assigned** box that's in the **Pretest-Read Info.** row (as shown)



KeyTrain - Assign Lessons - Microsoft Internet Explorer

Address: http://run.keytrain.com/main/assignments_def.asp?studentid=43836416&

Support | Logout




Student: George Walker Bush Organization: WR - Plymouth-Canton Educ. Park

Self Enrollment

Course: Reading for Information (change)

Level	Name	Quiz Attempts	Max Quiz Attempts	Goal	Assigned
0	Pretest - Read Info.	0	2	7	<input checked="" type="checkbox"/>
0	Read Info. WorkKeys Introduction	0			<input type="checkbox"/>
3	Read Info. Level 3	0			<input type="checkbox"/>
4	Read Info. Level 4	0			<input type="checkbox"/>
5	Read Info. Level 5	0			<input type="checkbox"/>
6	Read Info. Level 6	0			<input type="checkbox"/>
7	Read Info. Level 7	0			<input type="checkbox"/>

Reset Done Save Changes

- click on **Save Changes** and **Done**
- Using  go to the main menu; again click on  **My Assignments**
 - click on **Reading for Info** and then **start**
 - follow the links to then determine your reading level
- Then, click on  **Job Profiles** to see if your skills match up with your chosen field(s) of work and/or study