

## WorkKeys Internet Version Directions County of Residence and Current Status

### Two New Demographic Questions:

Two new demographic questions are required fields that **examinees** must complete the first time they log in to take a test. These questions are displayed in the screenshot below:

Additional Information (for research purposes only)

County of Residence 5 digit FIPS code (Enter numbers only, click [HERE](#) to look up your county FIPS code):?

Current Status:?

\* = Required

Submit Cancel

### County of Residence:

Examinees will be required to enter the 5-digit FIPS code for their current county of residence. The FIPS code can be found by clicking on the **“HERE”** link. The following screen will appear:

http://www.act.org/host/Validus/VTC/pickCounty...

Iowa

Johnson

Your county FIPS code is: 19103

Please copy the code above and paste into the appropriate field on the original window.

Close Window

1. Enter the **state** in the blank field.
2. Select the **county** from the drop-down list.
3. **Copy** the FIPS code that appears under the county name.
4. Click the **Close Window** button.
5. **Paste** the FIPS code in the empty field next to the Current Status question.

**NOTE:** Site administrators may want to create a “cheat sheet” that includes the local counties that pertain to your testing location. The list of FIPS codes is available on your References site or by going to the following link:

<http://www.act.org/workkeys-private/reference/>

### Current Status:

The examinee or site administrator will choose one response from the drop-down list.

- Currently employed private or non-profit
- Currently employed local, state, or federal government
- Current high school junior, senior or recent (12 months) graduate
- Current college (technical, community, or four-year) student or recent (12 months) graduate
- Current adult education participant or recent (12 months) GED completer
- Current or recent (12 months) active duty military
- Currently unemployed

If you are using Batch Load to create registrations, these two columns will NOT be required fields and should be deleted before you upload your file.