

NCWORKS Online

Connecting talent to jobs

Registering in NCWorks

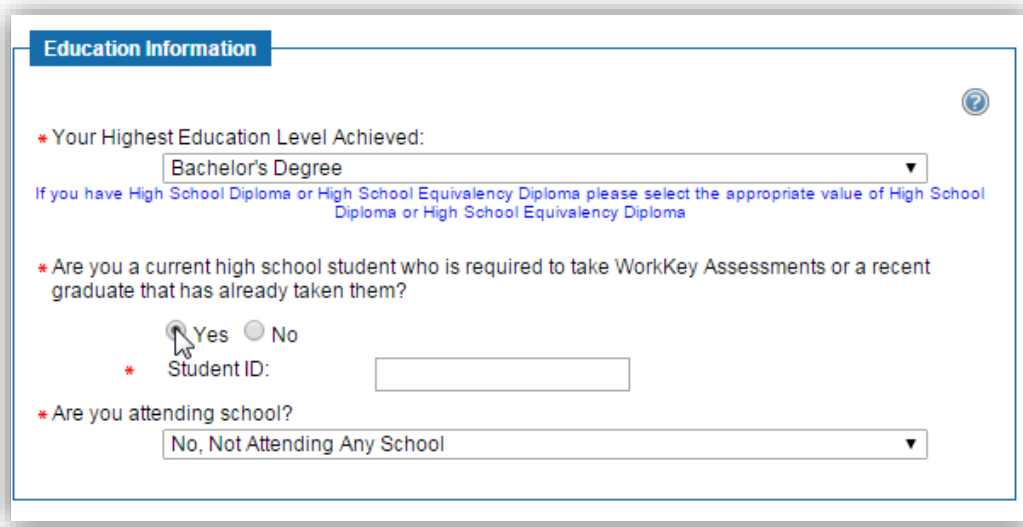
Upon completion of a Career Readiness Certificate, students are required to create an NCWorks Online account and login. To bring CRC scores into NCWorks Online, the correct DPI student ID must be entered.

This document details new account set up for students, as well as entering the student ID for existing NCWorks Online users.

New Users

Complete the account creation process, as usual.

At the point of entering **Education Information**, indicate the Individual's highest level of education, that the Individual is a student, and enter the student ID. This ID must be the same as the DPI-assigned ID.



The screenshot shows the 'Education Information' section of a form. It includes a title bar 'Education Information' with a help icon. The form contains the following fields and questions:

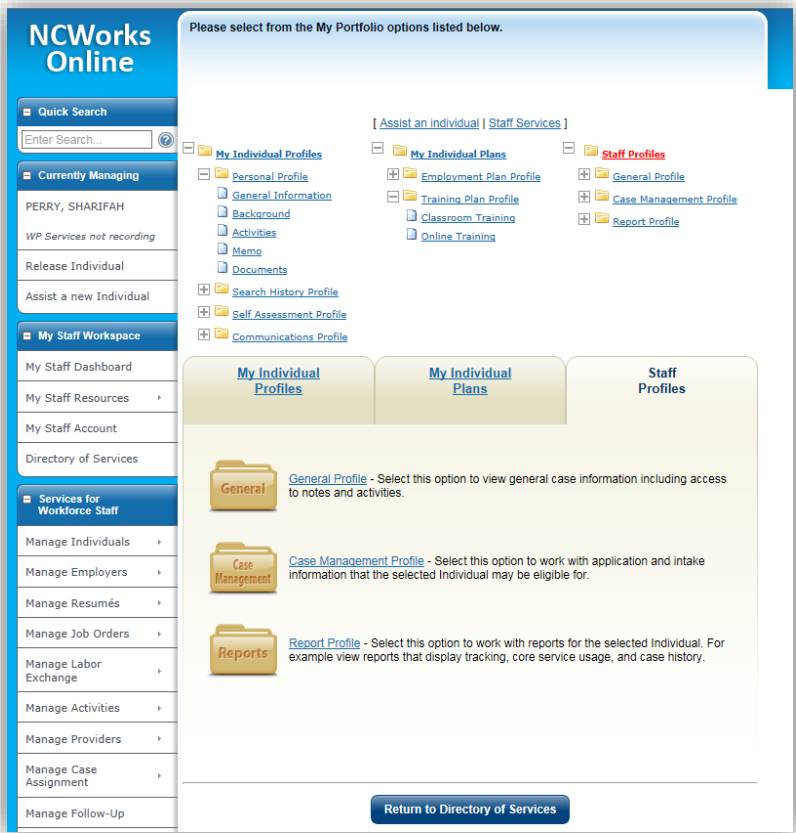
- * Your Highest Education Level Achieved: A dropdown menu with 'Bachelor's Degree' selected.
- If you have High School Diploma or High School Equivalency Diploma please select the appropriate value of High School Diploma or High School Equivalency Diploma (small blue text below the dropdown).
- * Are you a current high school student who is required to take WorkKey Assessments or a recent graduate that has already taken them?: Radio buttons for 'Yes' (selected) and 'No'.
- * Student ID: A text input field.
- * Are you attending school?: A dropdown menu with 'No, Not Attending Any School' selected.

Existing Users

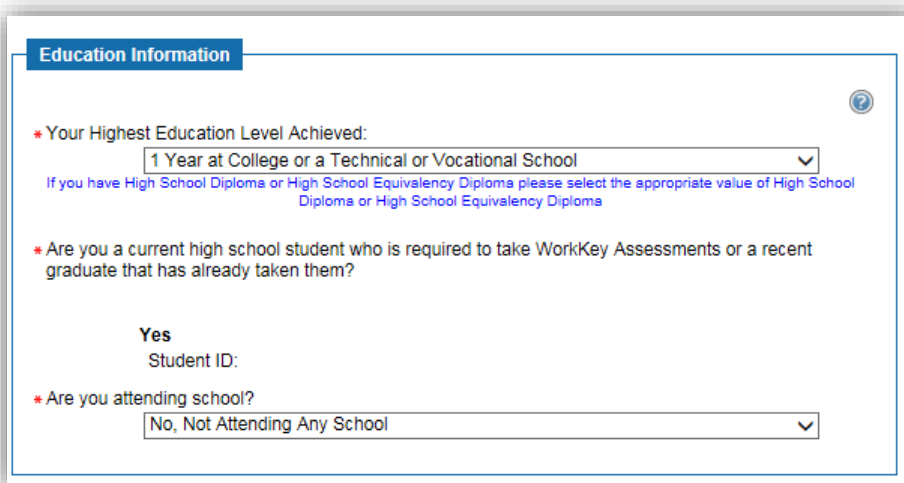
From the Staff Dashboard, go to **Personal Profiles -> General Information**.

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Scroll to **Education Information**.



Select **Yes** as the student status. In the student ID box, enter the DPI-assigned Student ID.