

Enroll/Register the student in the test system

Each student/examinee MUST enroll into the system under their name to have access to the test. Enroll the student ahead of time or the student can self enroll a few minutes prior to taking the test. *Only enroll a student/examinee that is being tested. Enrollment counts as using a test and will decrement from the purchased number of available tests your organization has left to use.* **Do not enroll the same student twice! Contact SkillsUSA if you are having trouble with the username or password being validated by the system.**

Enroll as Follows:

Click the link "[Take the Assessment NOW/Enroll Students](#)" on the [Home Page](#) of this website or browse to <http://www.skillconnect.org>. Once on the LearnMate / SkillsUSA test system follow the steps below: (You should see **LearnMate & SkillsUSA** on the top blue banner)

1. Click the button "**Self-enroll to system**" on the right side of the screen.
2. **Fill-in the box prompts: Prompts in red text are mandatory.**
 - a. **Username:** Assign a username that is unique to the student. (Record the username for future use.)
 - b. **Password:** Assign a password. (Record the password for future use.)
 - c. **Enrollment Key:** Enter the enrollment key for the assessment the student is to take. Unique enrollment keys are assigned to each instructor's course. Ensure you use the appropriate enrollment key assigned to the instructor's course. Enrollment keys are case sensitive and are in lower case characters. The proctor & assessment coordinator was emailed the enrollment key. If they do not have the email, one of them should check the schools SPAM box for an email from SkillsUSA Orders or contact SkillsUSA.

To enroll in multiple courses, log-in using the student username and password that was created when enrolled for the first course. Click the link at the top of the screen "Click here to see other available courses for enrollment". Click on the desired course name. Type in the enrollment key of that course when prompted.
 - d. **Last name / First name:** Ensure you are typing the last and first name of the student in the correct box and ensure the name is spelled as you would like it to appear on a certificate.
 - e. **User ID:** (Optional field) You may input a Student ID. This field must start with a numeral from 1-9 in order for the information to appear. If your Student ID's begins with an alpha character you will need to append the number "1" immediately in front of the characters. Do not include a space between the number and alpha characters.
 - f. **School /Organization:** Select your school name from the drop down menu. If it does not appear in the menu tab down to the box titled "Other" and manually type in your school name.
 - g. **User Demographics:** Select an answer from the drop down menus.

Click the button "Create my new account" at the bottom of the form to complete the enrollment process. The system will notify you of specific errors if the form is not completed correctly or if the username you selected is already in the system as duplicate usernames are not permitted. If the form is completed correctly, the user will be redirected to the Login page to take the assessment.