

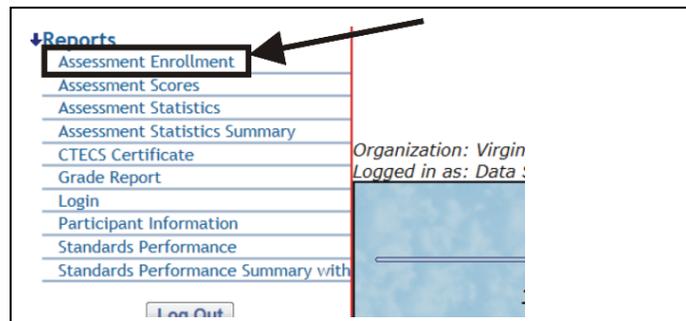
Workplace Readiness Data Verification Instructions

1. Go to the following website - <http://www.techfluency.org/esess/Admin/index.php>

2. Enter your login information

From the Administrative Menu

3. Click Reports
4. Click Assessment Enrollment



5. Review the numbers for (Pretest) Workplace Readiness Skills for the Commonwealth (box 1), (Retake) Workplace Readiness Skills for the Commonwealth (boxes 2 and 3), and Workplace Readiness Skills for the Commonwealth (boxes 4 and 5) shaded in red below.

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Assessment Enrollment

Controls

[Refresh](#)

Filters

Enrollment Begin: End:

- + Search by Test Ticket Enrollment Date
- + Search by Contract Number
- + Search by Contract-PO
- + Search by School
- + Search by School Division
- + Search by State Testing Identifier (STI) Number
- + Search by Student with Disability
- + Search by Teacher
- + Search by Test Site Administrator

Include expired assessments

Optional Filters

Assessment	Enrolled	Completed	Taking Now	Passed
(Pretest) Workplace Readiness Skills for the Commonwealth		1		
(Retake) Workplace Readiness Skills for the Commonwealth		2		3
Workplace Readiness Skills for the Commonwealth		4		5

– To review the total number completed and passed by school or division you can click on the optional filter and find your school. Once your selection is made click **REFRESH**.

7. Complete the verification form and submit to CTECS.