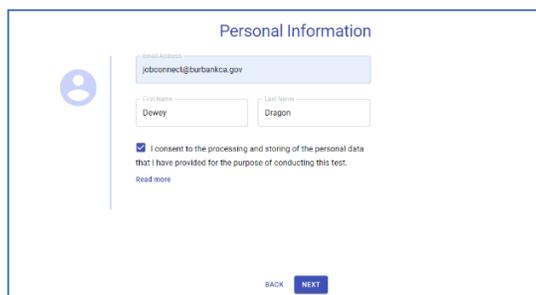1. Log in with your Library card or Guest Pass.

2. Double-click the desktop icon "**Job Search – Start Here.**"

3. Click on "**Take a certified typing test**" link (near page center).

4. Enter the **access code** (label provided below). Click **NEXT.**

5. Enter your **email address** & **name**. Click **NEXT.**

6. Follow steps on screen to complete test.

7. After all attempts, click **FINISH** to see a summary of your results. **SEND SUMMARY PAGE TO THE PRINTER (CTRL + "P").**
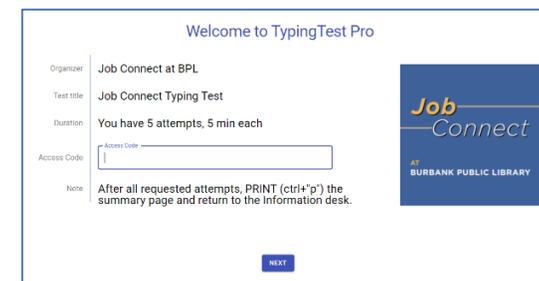
8. When finished, you may exit the site.

9. Return to the Information Desk to obtain your print.

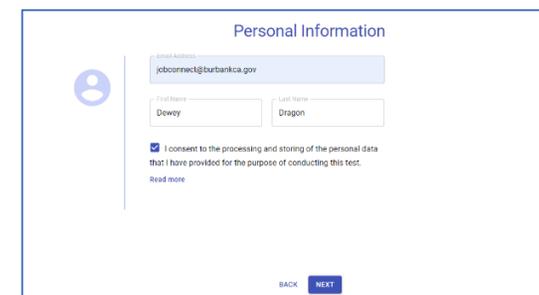10. Proceed to the Front Desk for certification and payment.

ACCESS CODE: