KEYS4LIFE PORTAL INSTRUCTIONS

Upload test results and receive Keys4Life certificates for your students

CONDUCT THE TEST

Conduct the Learner's Permit Theory Test for students who have met *all three criteria*:

- Aged 15 years or over on the day of the test.

- Participated in at least 80% of the Keys4Life lessons.

- Completed a Keys4Life workbook or Behind the Wheel journal.

NB: Select a delayed and separate test date for students aged under 15, ensuring they are 15 years or older when they sit the test.

REGISTER

- Register for the Portal by creating a user account at: https://keys4life.ziparchive.com.au.

- Receive an email asking you to verify your account by clicking a link. The Department of Education will process this request during office hours. Check your junk folder.

UPLOAD RESULTS

- Log in to the Portal at: https:// keys4life.ziparchive.com.au.

- Choose 'Upload' from the menu bar.

- Click the word 'Here' to download the correct test results worksheet (CSV file).

- Open the CSV file, extend the columns, enter student test results using the format provided in the header. Do not delete the header.

- Save the CSV test results worksheet onto the school or agency's records system.

- Go back to the Portal and choose 'Browse'.
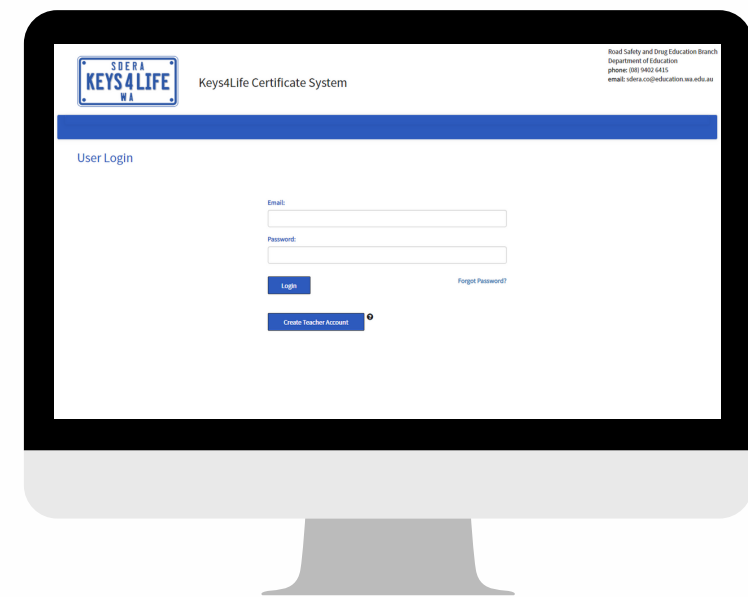
- Locate the completed Test Results Worksheet (CSV file) on your school or agency's records system.

- Choose 'Upload'.

- Confirm your school or agency's address is correct (for delivery purposes).

- Choose 'Proceed'.

- The uploaded student details will appear on the screen.

- Check details are correct and choose 'Confirm' OR you can edit individual records if required, by choosing the edit option.

- Once you confirm the entries, you will see a verification with a green tick. Check the number of 'records uploaded' and 'certificates generated' are correct.

- For troubleshooting, refer to the 'How To' guide in the Portal,

Certificates are processed (every Wednesday and Friday) and posted to you at your school or agency's address.

This may take up to 10 days (metro) and 20 days (regional).

When the certificates arrive, check the details are correct, sign them and hand them out to students.

DO'S AND DON'TS

To make sure certificates are valid for a Learner's Permit, you must enter correct birth dates and accurate student names into the worksheet.

The worksheet will *not* upload if:
- there are incorrect formats. Expand the column to reveal the headings. These contain the necessary formatting,
- it contains blank cells or
- student data has been copied and pasted from other files.

Enter information for all students participating in the Keys4Life program. This includes those who did not sit the test because they were not yet 15 years of age, they did not attend 80% of the lessons or did not complete the journal.

If they did not sit the test, enter a result of '0' (zero).

A new Test Results Worksheet must be used for every new class list. It must remain in the CSV format. We recommend you download a new Test Results Worksheet each time you need to upload students results to the portal. This will ensure the most up to date worksheet template is always used.
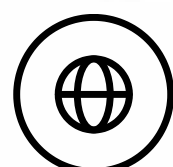
Records must be kept for a minimum of two years on the school or agency's records system.

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INCORRECT CERTIFICATES

- If a certificate has errors, use a new Test Results Worksheet. Type the correct student details and test results into the worksheet. *Do not* copy and paste the data from other files.
- Follow the steps to upload results.
- Destroy any certificates with incorrect details.

LOST CERTIFICATES

If a student has lost their certificate there are two ways you can have a certificate reprinted:

- If the certificate was arranged for the student **prior to the Portal**, send an email to: sdera.co@education.wa.edu.au.

  OR

- If the certificate was processed **via the Portal**:
    - Log in to the Portal.
    - Use the search function to find the student's name.
    - Click the print icon.

Certificates are processed (every Wednesday and Friday) and posted to you at your school or agency's address.

This may take up to 10 days (metro) and 20 days (regional).

When the certificate arrives, check the details are correct, sign it and hand it to the student.

If parents or students contact the Department requesting a reprinted certificate, they will be referred back to you to do this. Only one reprinted certificate will be available for each student.