



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>.
- Choose 'Create Teacher Account'
- Visit your email inbox and find an email from keys4life.ziparchive.com. Click on the link to verify your email address.
- This will open the Portal in your browser and say 'Verification Successful'. You can close your browser.
- Department staff will now approve your request to access the Portal and send you an 'Approval status' email. Staff aim to process your request on the same day.
- Once your request is approved, you will receive an email from keys4life.ziparchive.com. Click on the link to log into the Portal.

UPLOAD RESULTS

- Log in to the Portal at:
<https://keys4life.ziparchive.com.au>.
- Choose 'Upload' from the menu bar.
- Choose the word 'Here' to download the correct test results worksheet (CSV file).
- Save the CSV test results worksheet onto the school or agency's records system.

- Open the CSV file, extend the columns, enter student test results using the format provided in the header. Do not delete or edit the header.
- When all the information has been entered, save the file in CSV (Comma Delimited) format. You may see a message asking if 'you want to keep using that format'. Choose 'Yes'.
- 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'.
- A table of student information will appear. Check the details are correct. Pay special attention to hyphenated names or those starting with Mc or Mac. It is crucial the student information shown is correct. If the information is incorrect, choose 'Edit' and make the necessary changes.
- 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 accepted by the Department of Transport 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.

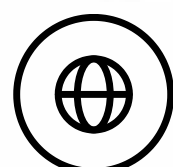
The CSV file must be kept for a minimum of two years on the school or agency's records system.



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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.