



# KEYS4LIFE PORTAL INSTRUCTIONS FOR D CERTIFICATES

The Department of Transport conducts regular audits of Keys4Life certificates. It is important that all hand-written certificates are uploaded into the Portal. This includes replacement and lost certificates.

## CONDUCT THE TEST & ISSUE CERTIFICATES

Conduct the Learner's Permit Theory Test for students who have met **all 3 criteria**:

1. Aged 15 years or over on the day of the test.
2. Participated in at least 80% of the Keys4Life lessons.
3. Completed a Keys4Life workbook or Behind the Wheel journal.

Issue a handwritten certificate with correct birth dates and student names.

You must **not** send test registers to the sdera.co email. The Portal is the only way to upload student results.

## 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 of Education staff will then approve your request and send you an 'Approval status' email.
- 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 file onto the school or agency record 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.
- Make sure the student information in the CSV file is exactly the same as the information written on the certificate.
- Only enter students who were issued a hand-written certificate. Do not include students who did not pass the test.
- 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 CSV file on your school or agency's records system. Choose 'Upload'.
- A table of student information will appear. If any 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'. The 'certificates generated' will always be zero.

## INCORRECT OR LOST CERTIFICATES

- If you have issued a certificate with errors or it has been lost, you must upload a new CSV file. Type the correct student details and test results into the CSV file. Do not copy and paste any data.
- Follow the steps to upload results.
- Destroy any certificates with incorrect details.

## 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 when issuing certificates and when entering information into the CSV file.

The CSV file will **not** upload:

- If there are incorrect formats.  
Expand the columns to reveal the headings, which show the correct formatting,
- If any cells are left blank or
- If student data has been copied and pasted from other files.

**Only enter students who were issued a hand-written certificate. Do not include students who did not pass the test.**

Download a new CSV file each time you need to upload student results to the portal. This will ensure the most up to date CSV template is always used.

**The CSV file must be kept for a minimum of two years on the school or agency record system.**

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

## FOR INFORMATION



(08) 9402 6415



sdera.co@education.wa.edu.au



sdera.wa.edu.au/keys4life