



# KEYS4LIFE PORTAL INSTRUCTIONS FOR D CERTIFICATES

## CONDUCT THE TEST & ISSUE CERTIFICATES

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.
- Issue a handwritten certificate with correct birth dates and accurate 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. The aim is 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 file 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.
- Make sure the student information in the CSV file is exactly the same as the information written on the certificate.
- 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 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'. The 'certificates generated' will always be zero.
- For troubleshooting, refer to the 'How To' guide in the Portal.

## INCORRECT OR LOST CERTIFICATES

- If you have issued a certificate with errors or it has been lost, you must advise the Keys4Life program by uploading a new CSV file. Type the correct student details and test results into the CSV file. **Do not** copy and paste.
- 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 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 CSV file must be used for every new class list. It must remain in the CSV format. We recommend you download a new CSV file each time you need to upload students' results to the portal. This will ensure the most up to date CSV template is always used.

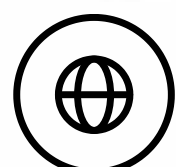
The CSV file must be kept for a minimum of two years on the school or agency's records system.



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sdera.wa.edu.au/keys4life