

September 4, 2015

*The following was sent to KYAE listserv.*



## **Creating WIN accounts for students**

Recently, we have received a number of e-mails and phone calls regarding the creation of WIN accounts for students. To clarify this process, we have outlined specific directions regarding the creation of these accounts.

Before creating a student account in WIN, please double check the student's e-mail address. The student's e-mail address (as entered in KAERS) will be the address to which WIN information is sent and is linked to the user's account. Even if the student's e-mail address is changed after the initial account is created, a new account will **not** be created with the new e-mail address. If you have determined that a student's account was created with an incorrect e-mail, please contact the KYVC Helpdesk at 877-740-4357 and press # 2. The Helpdesk will be able to reset the account.

Also, here is the contact information for WIN's support team.

For all support questions or implementation assistance about the WIN Learning Career Readiness System - Career Readiness Courseware (CRC), CRC+, Soft Skills Curriculum and myStrategic Compass, contact WIN Learning:

email: [support@winlearning.com](mailto:support@winlearning.com)  
phone: 888.717.9461 Press Option 3

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