

## WOWI User Account and Career Assessments

To begin administering the WOWI, please go to [www.wowi.com](http://www.wowi.com) and enter the following credentials:

**Log In:**

**Password:**

Once you have logged in, you will be at the **Admin Dashboard** page.

***Please carefully read and follow the steps below.***

### **A. Create An Individual Account**

1. Click on the “Go” button in the green box on the left and you can begin to assign credentials/assessments for your clients with their own unique login/password.
2. Click on the teal box on the left that says, create credentials for one person
3. Complete all of the required fields. (First Name, Last Name, Log in information, etc.)
  - a. Please write down your login information and keep it in a safe place.
  - b. Please note required fields are indicated with an asterisks \*
  - c. Please do not put any information in the fields labeled optional
4. Select Version
  - English Standard (8<sup>th</sup> Grade)
  - English- 5th
  - English-3rd
  - Australian
  - Spanish
  - English Visually Impaired
5. Make sure all the sections are checked for the career assessments
6. Select to indicate that you want the Coordinator to have access to all the reports
7. Click update – a screen will appear to tell you that your login credentials have been added
8. Once a credential/assessment has been assigned, use the login/password to take the assessment.
  - a. You can take the assessment from any computer, tablet or smart phone.

If you need help, look for the orange “I Need Help?” button that you can find on any page.

### **B. Take the assessment**

Please follow the steps below to take the assessment.

1. Go to <https://www.wowi.com/>
2. Click the Log in
3. Log in using the log in information above
4. Click on the Assess Tab
5. Take the assessment