Online Training Using OMJ
OhioMeansJobs (OMJ) is committed to helping Ohioans reach their full potential and in an effort to help; we’ve created a free, virtual Learning Express. On OhioMeansJobs, you have the ability to utilize over one thousand virtual tests to help you grow in a myriad of ways. OMJ has tools to help high school students with SAT/ACT prep, and AP tests, along with GED prep for alternative students, reading and writing assessments and much more.

Step 1: Go to https://ohiomeansjobs.com

Step 2: Select “Online Training”.

![OhioMeansJobs website screenshot](image-url)
Step 3: (Optional) Login. Please note that by not logging in any practice tests/assessments taken will not be saved. The rest of the process below will be with a user signed into their account.
Step 4: Here you have a few different options. You can take the “Core Tests”, which are the four tests that we recommend you take initially, to help find your current competencies when it comes to Mathematics, Locating Information, Reading and Computer Fundamentals. Let’s select Reading.
Step 5: Take a minute to read the instructions before starting the test. Once you feel comfortable, select “Start Test”.

- Notice there are three different test modes.
  - Practice – See the explanations after you’ve finished. If the test is timed, it will be displayed but not enforced.
  - Simulation – The test will stop when the timer is done.
  - Learner – The correct answers will be available as you complete the test.
Step 6: Once you finish the test, you will be directed to a results screen similar to the one below. Here you can see how you performed and where you can improve. To return to the “Assessment and Training” page, select “Return to OhioMeansJobs”.

![Score Report](image)

This report displays your overall performance as well as how you scored in the five different levels of difficulty and the skills assessed at each of those levels. Your score on the official WorkKeys® Reading for Information assessment will be reported to you as a level score between 3 and 7. If you’d like to estimate how your performance on this practice assessment might compare to those level scores, you can use the following conversion table:

<table>
<thead>
<tr>
<th>Estimated WorkKeys® Level Score</th>
<th>0–11</th>
<th>12–15</th>
<th>16–19</th>
<th>20–23</th>
<th>24–27</th>
<th>28–33</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Score</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remember, however, this is a practice test, and your scores here are only an indication of how you might perform on the official test.
Step 7: Select “View Tests”.
Step 8: Here you can elect to Retake or Complete (Launch) the rest of the core tests, or go on to another form of non-core assessment and training.
Step 9: To explore over a thousand options, select “Visit Online Training Center”.

Step 10: The “Visit Online Training Center” link takes you a page where you can select one of the headings to get to a desired area of assessment or training, or you can use the search bar to find something especially important to you.
Step 11: Once you select a heading or search a subject, you will be directed to a screen similar to this one. Here you can launch the test with a process identical to the process for the core tests.

- If at any time you would like to return to OhioMeansJobs, select “Return to OhioMeansJobs” in the upper right corner.
Step 12: By selecting “Launch”, you will be directed to a page similar to the pre-test page for the core tests. Again, you have the option to take the tests in three different practice modes. Once you've finished testing, select “My Assessments”.

![ACT English Practice Test 1](image-url)
Step 13: “My Assessments” allows you to keep track of the assessments that you have taken, and your progress for tests not yet completed. If you stop an assessment without completing it, you can use your “My Assessments” page to start right where you left off. You can also download eBooks with access to computer courses.

Select “Return to OhioMeansJobs” when you’ve finished.
Step 14: You will be directed to your backpack, where you can keep track of your progress on core assessments along with your calendar, career plans, resumes and much more. Select “View Tests” to be directed to your “Assessments and Trainings” profile.
Step 15: Here, you can view your status on the core tests, with “Learning Express” just a click away. You can also easily access the Home page, along with the backpack with just a click.

Use our “Online Training” tool to your advantage. Whether you’re looking to get your GED, score well on an ACT test, refine your core skills or access some job training, OhioMeansJobs is the place for you!

This free and easy-to-use tool can help propel you into the occupation you’ve been looking for.