Step 1: Go to www.OhioMeansJobs.com

Step 1: Click the Individuals button located on the left side of the screen.

Step 2: Click the Unemployment Compensation Claimants icon located on the left side of the screen.
Step 2: The OhioMeansJobs Unemployment Guide screen appears. Be sure to review the entire page.
- Scroll down to the section titled “Required by Week 14.”

Step 3: Read the description of the Core Assessment Practice Tests and then click VIEW PRACTICE ASSESSMENTS.
- You are required to complete the Mathematics, Reading and Locating Information tests within 14 weeks of filing your application in order to remain eligible for unemployment benefits.
Step 4:
- Enter your Username (or Email) and Password.
- Click SIGN IN.

Step 5: Choose one of the three required tests: mathematics, reading or locating information. Then click the LAUNCH button and begin testing.

- Note: you will temporarily leave OhioMeansJobs.com when you take the WorkKeys® practice tests.

The Computer Basics 2: Personal Computer Fundamentals tutorial is optional. It explains the basics of how personal computers work, including hardware, software and other components.
**Step 6:** After you launch a WorkKeys® practice test, you will be taken to a **Practice Test** page. Review the information here carefully.

- Each test takes up to 55 minutes to complete and can be taken in any order.
- **Note:** You do not have to finish a test in a single sitting. You can save your answers and return to complete the test later.

**Step 7:**
- To start the test, click the button in front of the word **Practice**.
- Click **Start Test** to begin.

**TIP:** When completing the mathematics practice test, you can use a formula sheet. To access it, just click on the word “here” in blue.
Congratulations! You have successfully completed your core assessments! Would you like to continue in OhioMeansJobs.com and complete your next required reemployment activity? In the next step, you will create a Career Profile to identify occupations that match your interests. If so, click on “Go To Career Profile” and view the desk aid titled “Creating a Career Profile in OhioMeansJobs.”

If you are ready to leave OhioMeansJobs.com, simply click on your name (beside your Backpack), then the down arrow and then “Sign Out.”