KEYS4LIFE PORTAL INSTRUCTIONS FOR D CERTIFICATES

The Department of Transport conducts regular audits of Keys4Life certificates. It is important that all hand-written certificates are uploaded into the Portal. This includes replacement and lost certificates.

CONDUCT THE TEST & ISSUE CERTIFICATES

Conduct the Learner's Permit Theory Test for students who have met *all 3 criteria*:

1. Aged 15 years or over on the day of the test.
2. Participated in at least 80% of the Keys4Life lessons.
3. Completed a Keys4Life workbook or Behind the Wheel journal.

Issue a handwritten certificate with correct birth dates and 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.

- 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 record 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.

- Only enter students who were issued a hand-written certificate. Do not include students who did not pass the test.

- 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 any 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.

INCORRECT OR LOST CERTIFICATES

- If you have issued a certificate with errors or it has been lost, you must upload a new CSV file. Type the correct student details and test results into the CSV file. Do not copy and paste any data.

- 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 columns to reveal the headings, which show the correct formatting,
- If any cells are left blank or
- If student data has been copied and pasted from other files.

Only enter students who were issued a hand-written certificate. Do not include students who did not pass the test.

Download a new CSV file each time you need to upload student 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 record system.

For troubleshooting, refer to the 'How To' guide in the Portal.

FOR INFORMATION

(08) 9402 6415

rsde.rfa@education.wa.edu.au

sdera.wa.edu.au/keys4life