

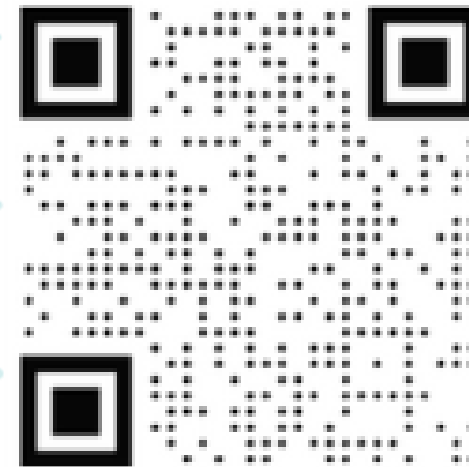


***2024 – 2025 Dallas ISD Internship Program
WorkReady Mobile and WorkReady Academy
User Guide***

WorkReady Mobile: Download WorkReady Mobile

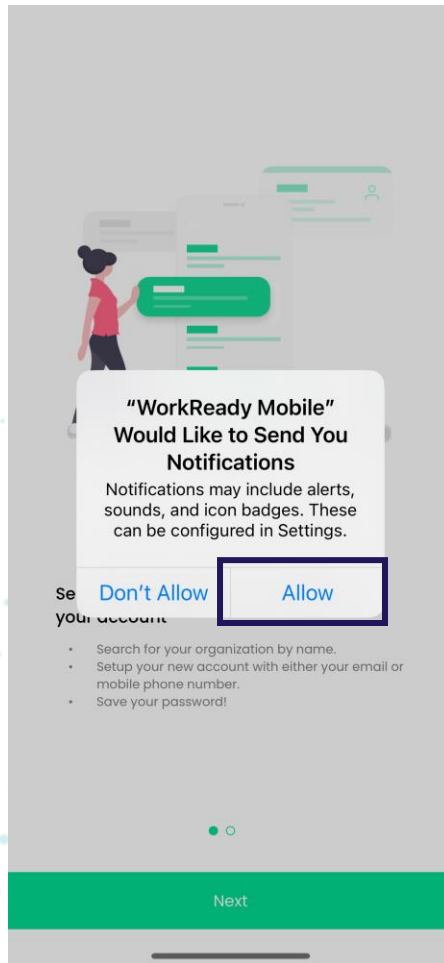
- **Scan the QR Code:** The QR code will take you to the App store or the Google Play store
- **Download the WorkReady Mobile App**
- **Open the WorkReady Mobile App**

We will guide you through the sign up process step-by-step, so don't get ahead!

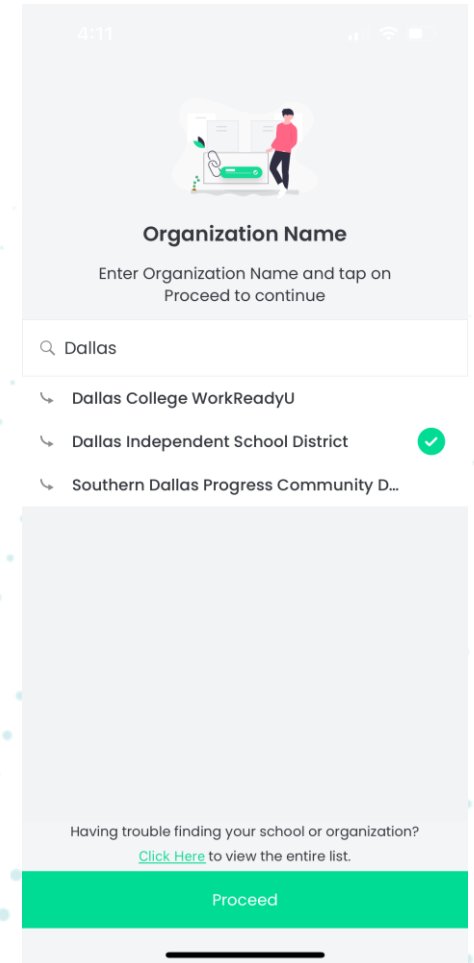


WorkReady Mobile: Select Dallas ISD Organization

Click Allow



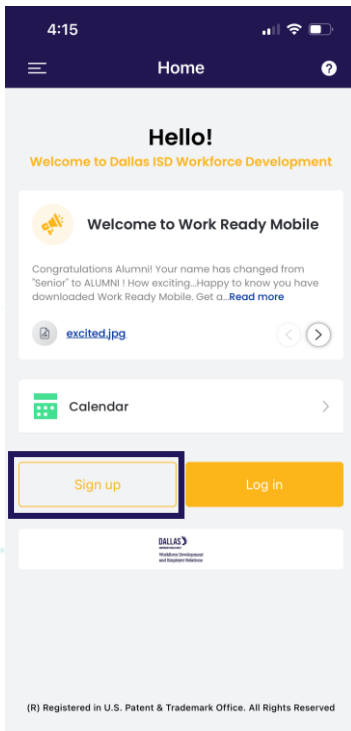
- Enter Dallas in the search field
- Select Dallas Independent School District
- Click Proceed



WorkReady Mobile: Sign Up for WorkReady Mobile

To sign up for WorkReady Mobile:

1. Click Sign UP
2. Fill Out the Sign-Up Form
 - Enter Name
 - Enter PERSONAL email AND cell phone number
 - Create Password (8 character min, 1 upper, 1 lower, 1 #, 1 symbol)
 - Select School
 - Graduating Class and Program (Select ALL That Apply)
 - Select Graduating Class
 - Select Internship
 - Select Special Program
 - Enter School ID
3. Click Next



The screenshot shows the 'Sign up as' form. At the top, it says 'Sign up as' and has a 'Student/Alumni' icon. The form consists of several input fields: 'First Name*', 'Last Name*', 'Email', 'Phone Number', 'Password*', 'Confirm password*', 'School*', 'Graduating Class And Program*', and 'Student/Alumni ID*'. Each field has a red asterisk indicating it's required. There are also icons for visibility (eye) and help (question mark) for the password fields. At the bottom, there is a large orange 'Next' button.

The screenshot shows a selection screen with a list of options, each with a radio button. The options are: 'Class of 2022', 'Class of 2023', 'Class of 2024', 'Class of 2025', 'Class of 2026', 'Internship', 'Program: Career Institute', 'Program: CTE', 'Program: ECHS', 'Program: Magnet/OTI', 'Program: NAF', 'Program: PTECH', and 'Program: None'. Each option is preceded by a red graduation cap icon or a blue graduation cap icon.

WorkReady Mobile: Sign Up for WorkReady Mobile

4:44



User Agreement

By signing up, you agree to Dallas Independent School District [Terms of Service](#) and [Privacy Policy](#).

You also agree to Dallas Independent School District collecting information from you as part of the WorkReady Mobile® platform. This information includes but is not limited to your general contact information, your messages, attendance records, assessments, and goals.

Accept

Decline

Click Accept

Enter phone verification code

6:17



Skip

Phone Verification

Please enter the verification code that has been sent to your phone number

Didn't get verification code?
[Resend in 17 seconds.](#)

Confirm

From Messages
721141

1

2
ABC

3
DEF

4
GHI

5
JKL

6
MNO

7
PQRS

8
TUV

9
WXYZ

0



Click Skip

4:44



Skip



Career Training and Program Code

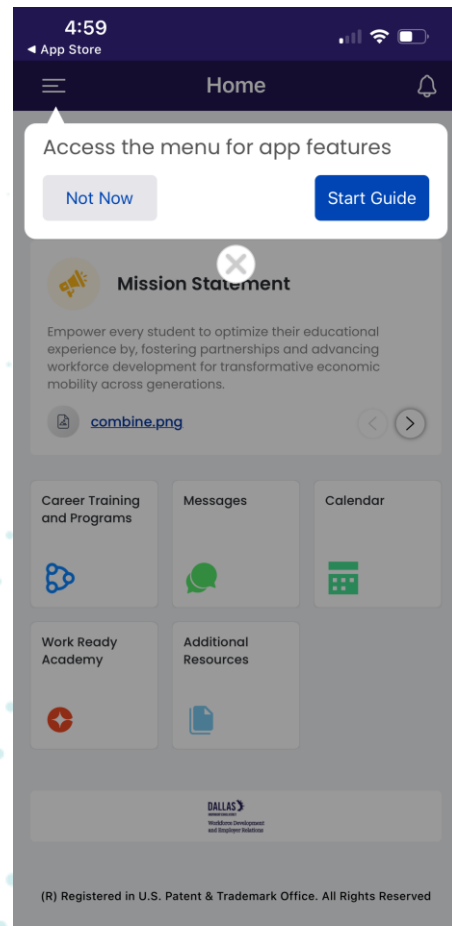
Enter career training and program code below. You may skip now and enter at a late...

Enter career training and program code

Done

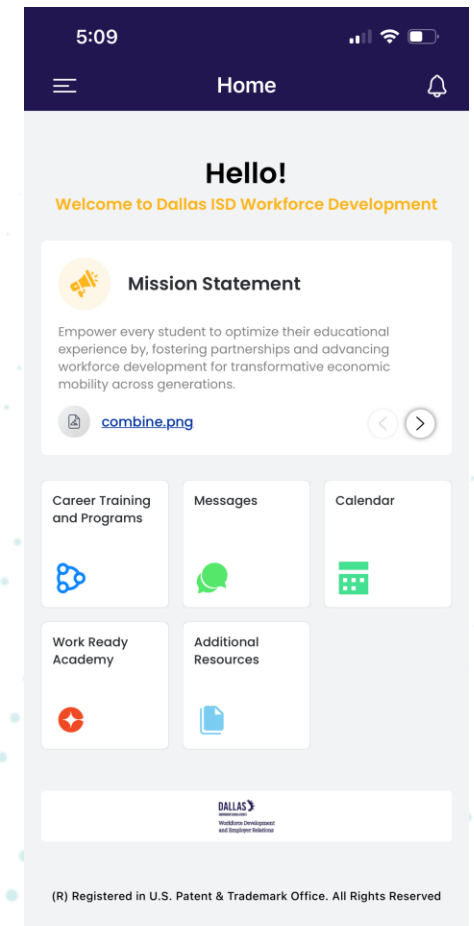
WorkReady Mobile: Home Page

Quick Start Guide: Click on Start Guide to get an overview of the WRM Home Page



Check Out Resources: Check out events on the Calendar, valuable resources under Additional Resources

WorkReady Academy: Complete the Internship application to get access to WorkReady Academy and Internship training.



WorkReady Academy: Complete Student Internship Interest Form

- Submit your Student Internship Interest Form to get access to WorkReady Academy
- You will receive an email when your WorkReady Academy account is ready
- You are required to complete the Internship Essentials curriculum by **December 20th**!

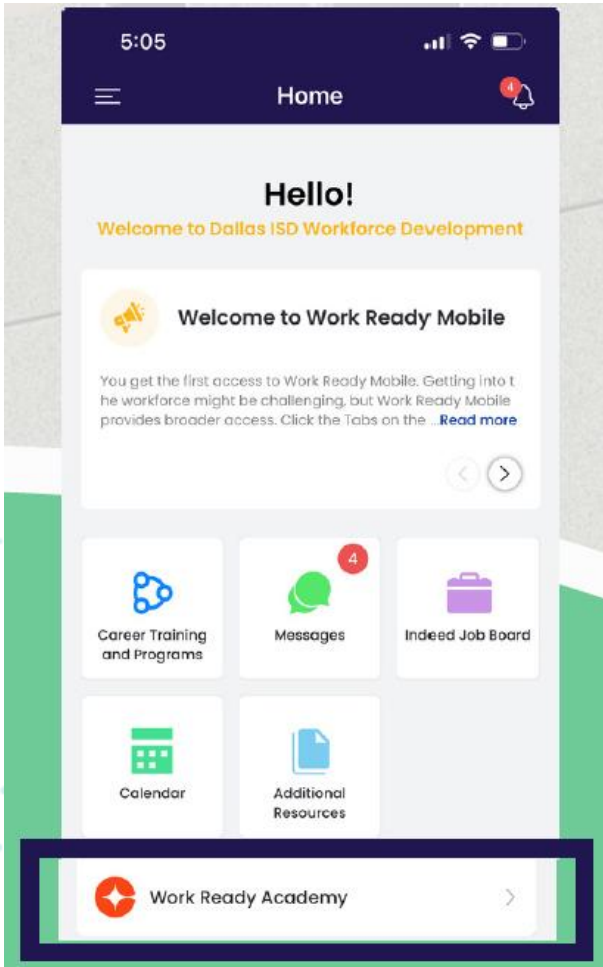
The screenshot shows the Dallas ISD WorkReady Academy website. At the top, there is a navigation bar with the Dallas ISD logo and the text "Workforce Development and Employer Relations". Below the navigation bar, a large banner features a photograph of three graduates in red caps and gowns. The banner text reads: "Welcome, Dallas ISD WRM, to Dallas ISD WorkReady Academy! Life's a Journey Let us help you navigate the path from high school and beyond!" and includes a "View My Assignments" button.

Below the banner is the "About Us" section, which states: "Dallas ISD WorkReady Academy, crafted by the Workforce Development and Employer Relations Department, serves as a valuable tool to aid students in successfully navigating life on the path from high school and beyond. Our mission is to ensure students can maximize their educational opportunities to achieve economic mobility for generational change, by focusing on:"

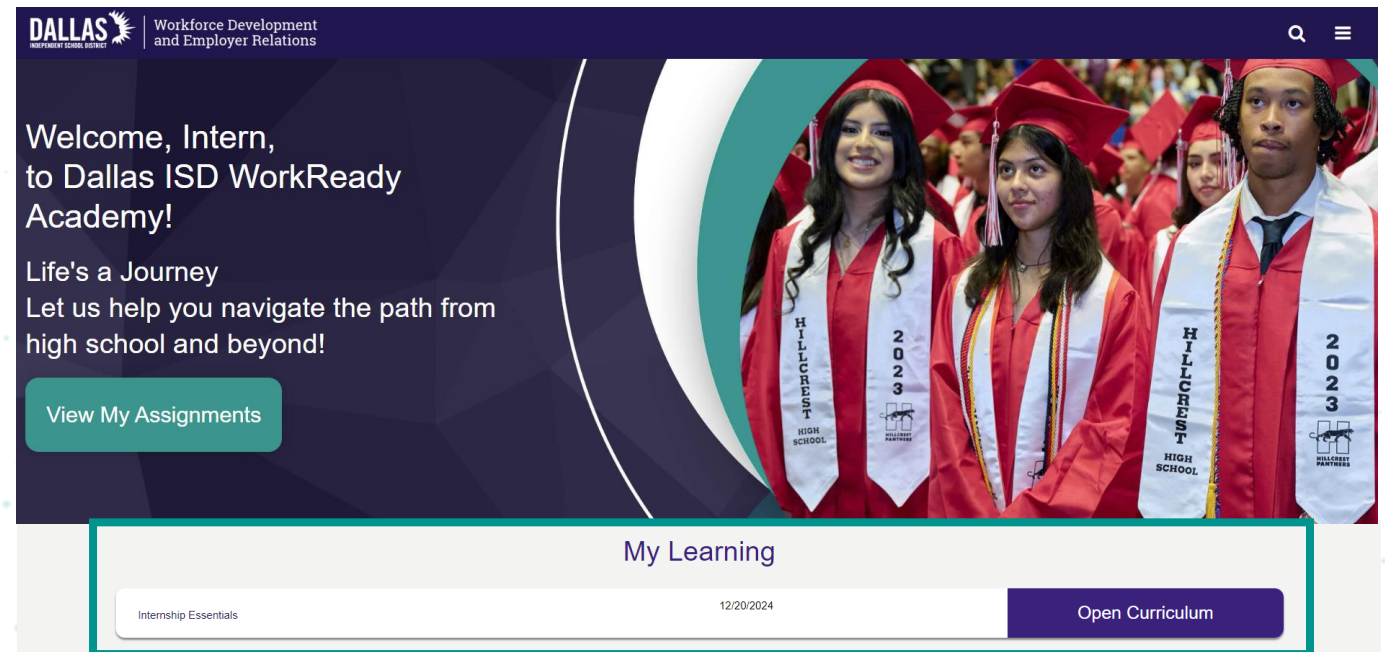
Three icons represent the focus areas: "Work-Based Learning" (a gear icon), "Support After Graduation" (a graduation cap icon), and "Career Opportunities" (a handshake icon).

The "My Learning" section is visible below, with a filter set to "Open Curriculum". It contains three tiles: "MY TRAINING" (showing a graduation ceremony), "BROWSE WORKFORCE CURRICULA" (showing students in a classroom), and "INTERNSHIP RESOURCES" (showing a student working at a table).

WorkReady Academy: Launch WorkReady Academy



Click on WorkReady Academy in WRM



Click Open Curriculum under My Learning to start the Internship Essentials curriculum

WorkReady Academy: Start Internship Curriculum

Internship Essentials

Options ▾



0%	Orientation Completed : 0 Min Required : 2 Total Items : 2	View Details
0%	Digital Workplace Skills Completed : 0 Min Required : 6 Total Items : 6	View Details
0%	Professional Networking Completed : 0 Min Required : 3 Total Items : 3	View Details
0%	Workplace Finance & Onboarding Completed : 0 Min Required : 2 Total Items : 2	View Details
0%	Resume and Cover Letter Completed : 0 Min Required : 5 Total Items : 5	View Details
0%	Interviewing Skills Completed : 0 Min Required : 1 Total Items : 1	View Details

Click Orientation to open the first module

Click Launch to start the module:

- Length of training is listed by Training Hours
- There will be a quiz or activity at the end of most modules

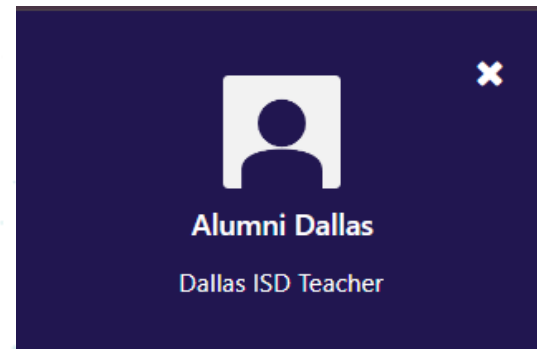
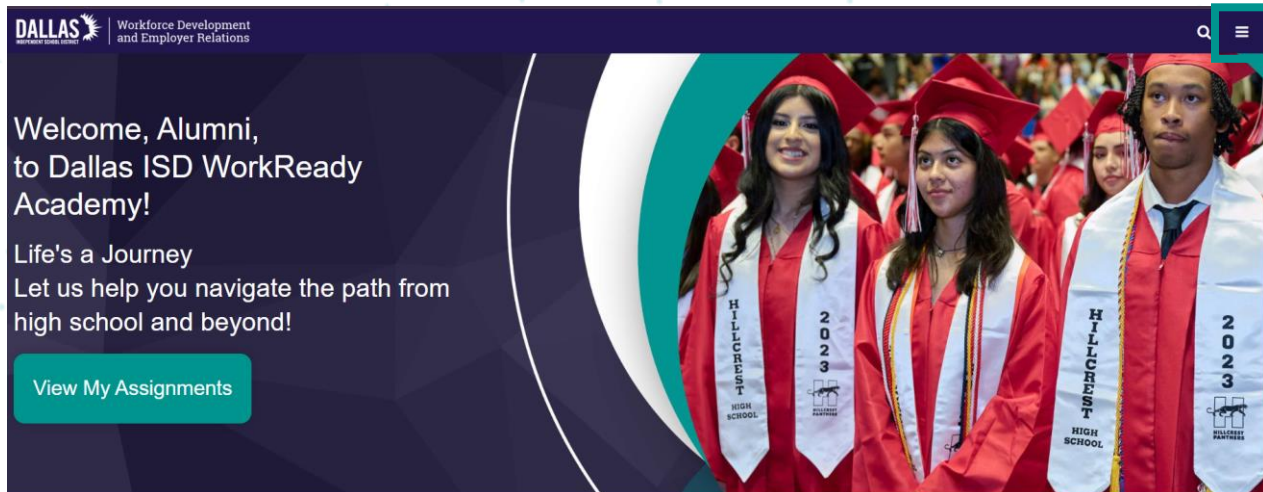
0% **Orientation** Completed : 0 Min Required : 2 Total Items : 2

	Become a Top 1% Intern in 10 Minutes Status : Registered Due : No Due Date Training Hours : 9 min In this video, the tech guru and YouTube sensation Lea David shares the secret to becoming a top 1% intern in just 10 minutes. Dive into practical insights...	Launch ▾
	Tips For Managing Procrastination Status : Pending Prior Training Due : No Due Date Training Hours : 7 min You Will Learn Reasons why people may procrastinate at work Statistics related to procrastination in the workplace Identify the underlying causes of...	

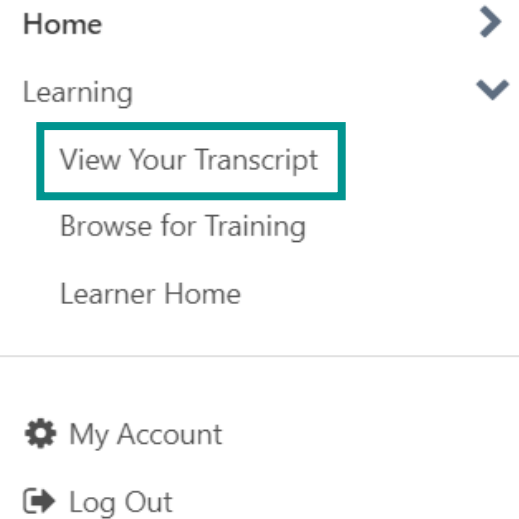
WorkReady Academy: Certificates of Completion and Accessing Awarded Certificates

Once you complete all of the modules in the Internship Essential curriculum, you will receive a certificate. Use the following instructions to access your certificate.

Click the Options button from the menu bar



Click View Your Transcript under the Learning tab



WorkReady Academy: Certificates of Completion and Accessing Awarded Certificates

Adjust the status filter to show completed courses

Home > Alumni Dallas > Transcript: Alumni Dallas

Transcript: Alumni Dallas

Filter by Training Status Sort by Filter by Training Type

Active Date Added All Types

- ✓ Active
- Completed
- Archived

...al Lessons They Don't Teach You in Business School
...ue Date Status : In Progress Training Type : Online Class


Search by Keyword

Search

Filter by Training Status Sort by Filter by Training Type

Completed Completion Date All Types

Search Results (1)

 **Internship Essentials**
Completed : 10/1/2024 Status : Completed Training Type : Curr

View Completio...

- View Completion Page
- View Certificate**
- Open Curriculum
- View Training Details
- Move to Archived Transcript

Select View
Certificate under the
View Completion
Page drop down
menu

WorkReady Academy: Certificates of Completion and Accessing Awarded Certificates



Your certificate of completion will pop up in a different browser. Allowing you to save it to your computer, print it, or share it via email.