Overview of RUReady.ND.gov and the RUReady.ND.gov Professional Center for

NORTH Dakota | Job Service

Be Legendary.™

March 12, 2026

NORTH DAKOTA
Career and Technical Education

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ND CTE

What is RUReady.ND.gov?

RUReady.ND.gov is a web-based education and career planning program that helps people in North Dakota make informed decision when planning for their future.

North Dakota Career and Technical Education contracts with XAP LLC to customize and maintain the site and access portal, providing RUReady services to K–12 schools and individuals across the state.
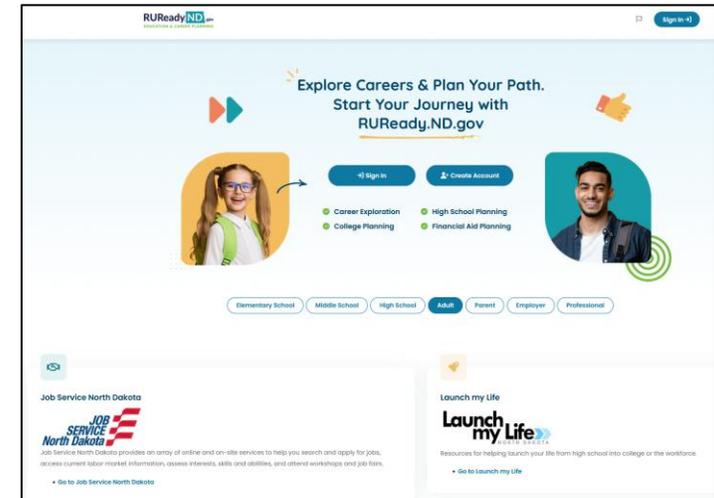
Job Service North Dakota also contracts with XAP LLC to provide RUReady to its clients, including access to the RUReady.ND.gov Professional Center.

There are two RUReady sites:

- The **RUReady.ND.gov Professional Center** for educators and other professionals providing education and career-related services.
  - Procenter.RUReady.ND.gov
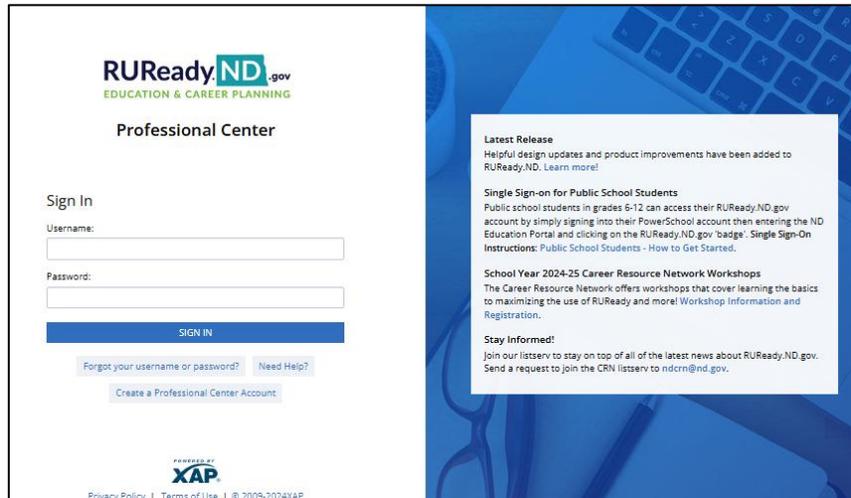
- **RUReady.ND.gov** for students and adults who are exploring education and career options when planning for their future.
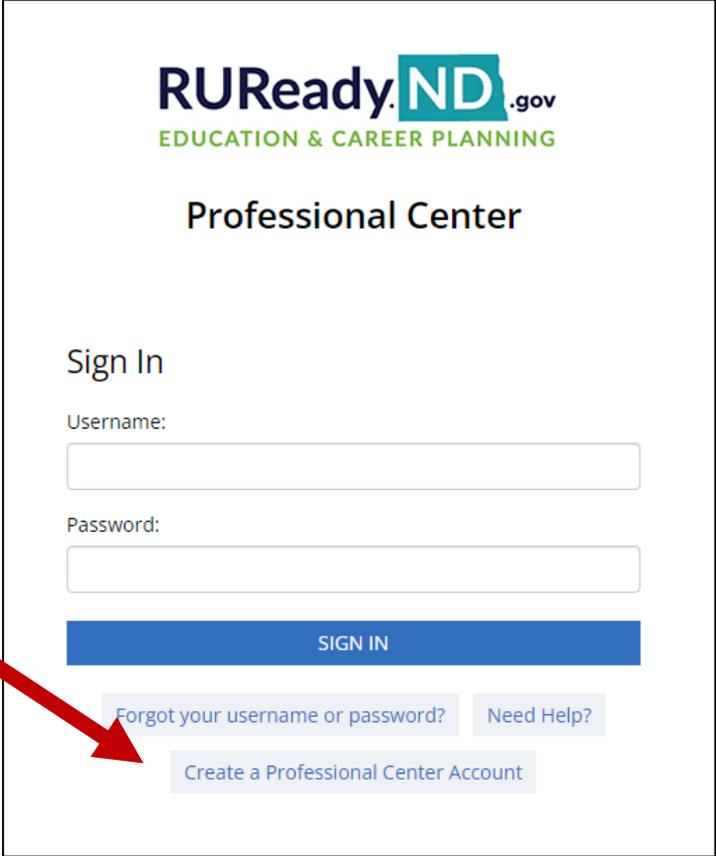 - RUReady.ND.gov

The RUReady.ND.gov Professional Center

https://procenter.ruready.nd.gov

Creating an RUReady.ND.gov Professional Center Account

A **Quick Reference Guide for Professionals** is available online.

- **To create your professional account, visit:**

  Procenter.RUReady.ND.gov

- Select:

  Create a Professional Center Account

- Select your role:

  Workforce Center Advisor

- Select your School or Program:

  Job Service North Dakota

- Input the **access code for JSND**

  Contact XAP or designated individual(s) at JSND for the access code.

- Input the requested information to complete the account creation process.

  During the account creation process, you have the option of checking Yes or No to the question "Do you want students to be able to ask you to reset their password if they forget it?" This would prompt an email to be sent to you with the request. Please note that you can reset a user's password at any time.
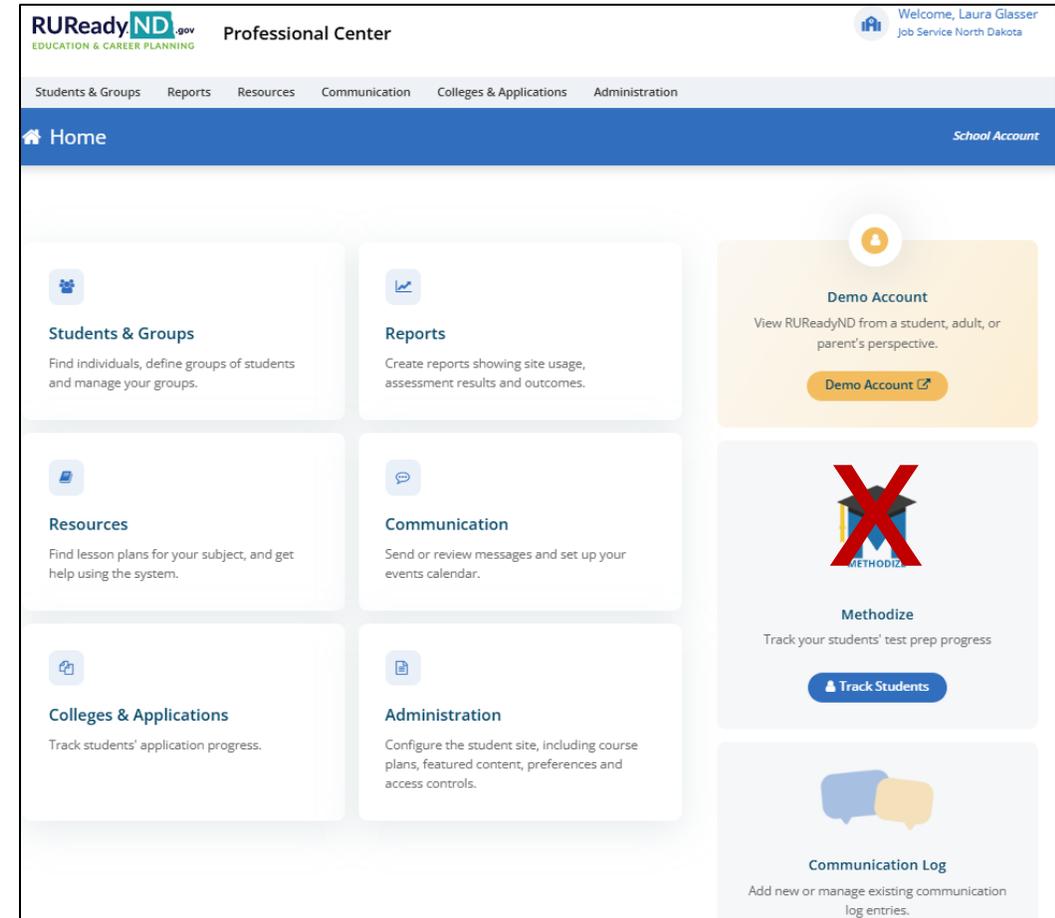

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RUReady.ND.gov Professional Center

- **Procenter.RUReady.ND.gov**

The Professional Center landing page is where you can find links to:
- review client accounts connected to the JSND RUReady site
- run reports, and
- review available resources.

- Your <mark>Demo Account</mark> is accessed through the link on the landing page of the Professional Center.

JSND does not have access to Methodize ACT/SAT Test Prep.

What is my **Demo Account?**

- **A "Practice" Account:** It is a simulated account tied to your professional login.

- **Site Exploration:** You can use it to explore the site and simulate usage without affecting real client data.

- **The Client's View:** It shows you exactly what the individuals you serve see on their screen.

- **PII Compliant:** Since it contains no real personal info, it is the only account you should use for screen-sharing or training videos.

Click on the link to your Demo Account.
(The link is on the RUReady.ND.gov Professional Center landing page.)
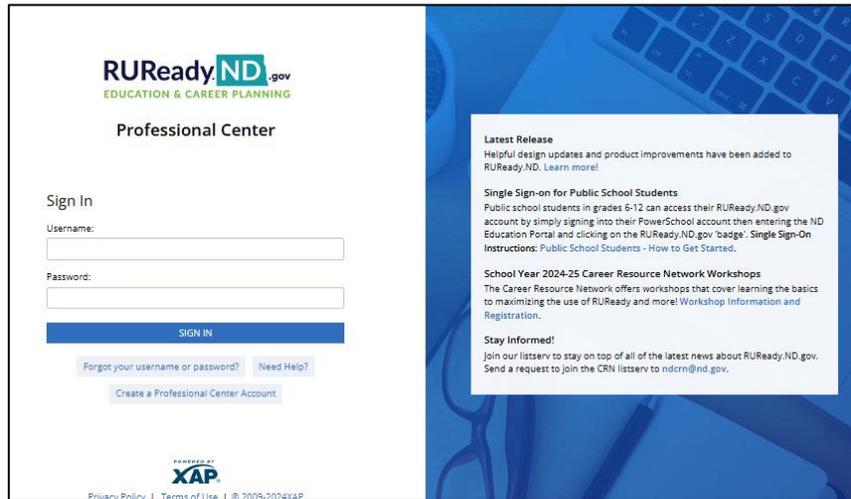

Select the role you would like to review the site from the perspective of:
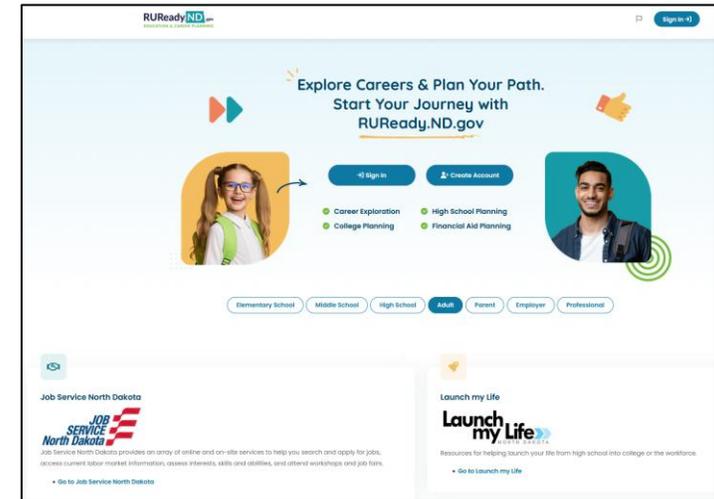Middle School Student, High School Student, College or Postsecondary School Student, Adult, or Parent.
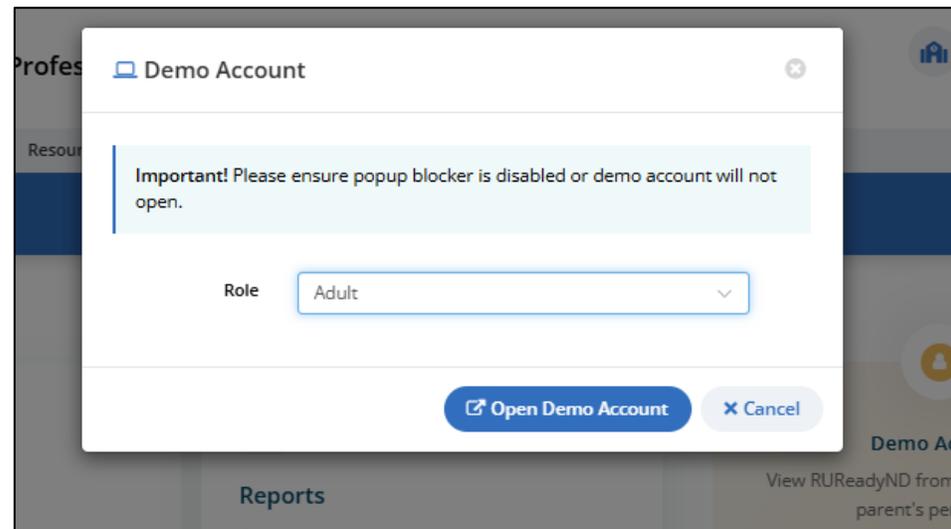
Your demo account will open in a new window. If it doesn't open, check for pop-up blocker.

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Demonstation:
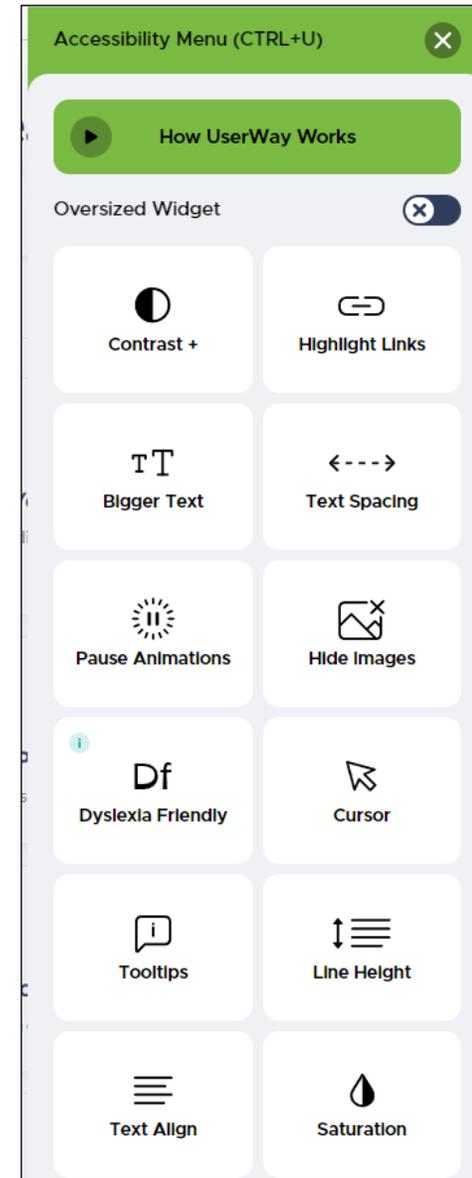# RUReady.ND.gov Professional Center and RUReady.ND.gov Demo Account
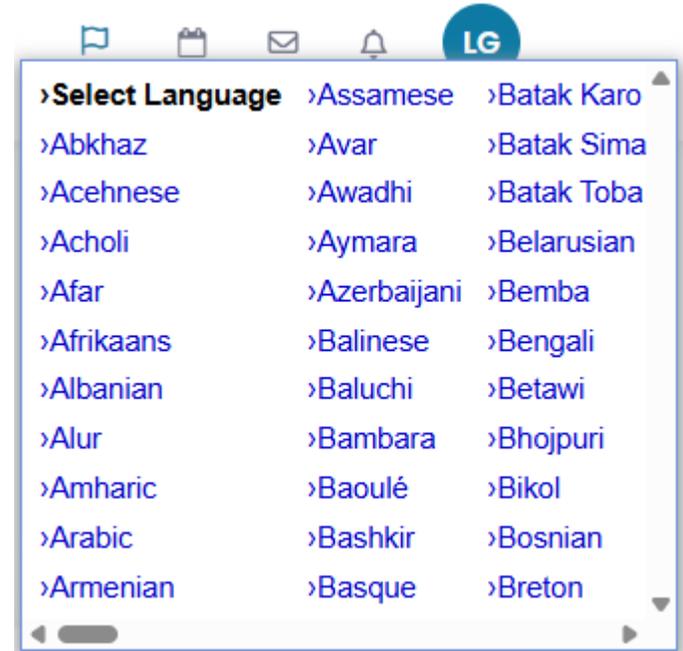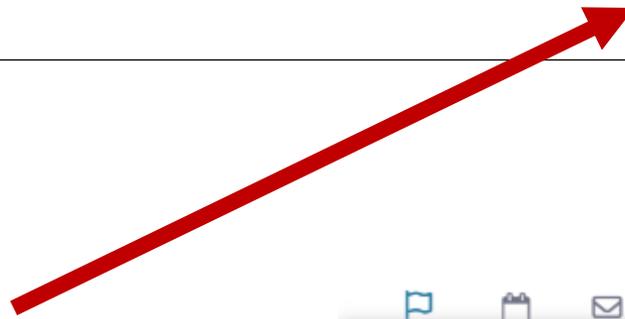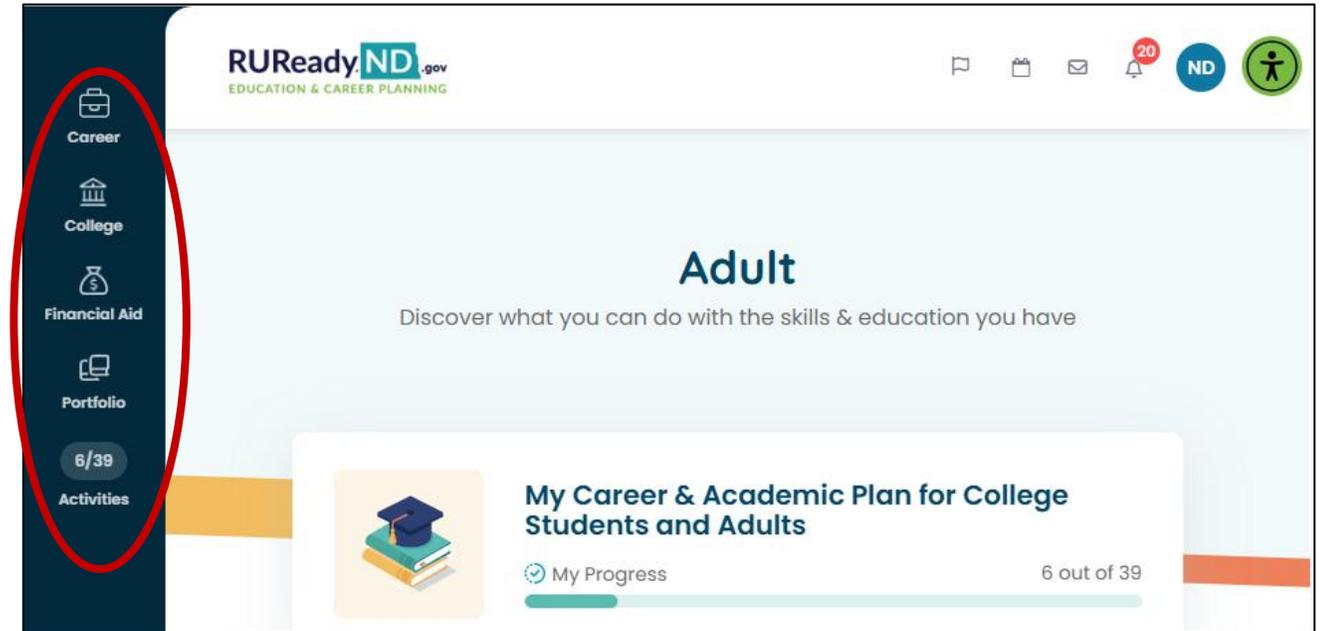

Procenter.RUReady.ND.gov

RUReady.ND.gov

UserWay Accessibility Widget

Click the flag icon in the menu to select a language.

- **The left side menu in RUReady.ND.gov helps users locate specific resources. Clients can explore the site on their own, researching information and completing assessments as they go.**

Career

- Learn About Yourself
- Explore Careers
- Get a Job

College

- Explore Postsecondary Schools
- My Colleges and Applications
- Explore Programs and Majors
- Prepare for College
- Test Prep
- Get to College

## Financial Aid

- Financial Aid 101
- Financial Aid Calculators
- Find Scholarships
- Financial Aid Planning Timeline
- Financial Aid Wizard
- Financial Fitness

Portfolio

- My Career & Academic Plan for College Students and Adults
- Your Profile
- Career Planning Portfolio
- College Planning Portfolio
- Financial Aid Planning Portfolio
- Your Journal
- Your Planning Milestones
- Explore360

- **My Career & Academic Plan for College Students & Adults includes 39 assigned activities that guide users through RUReady.**
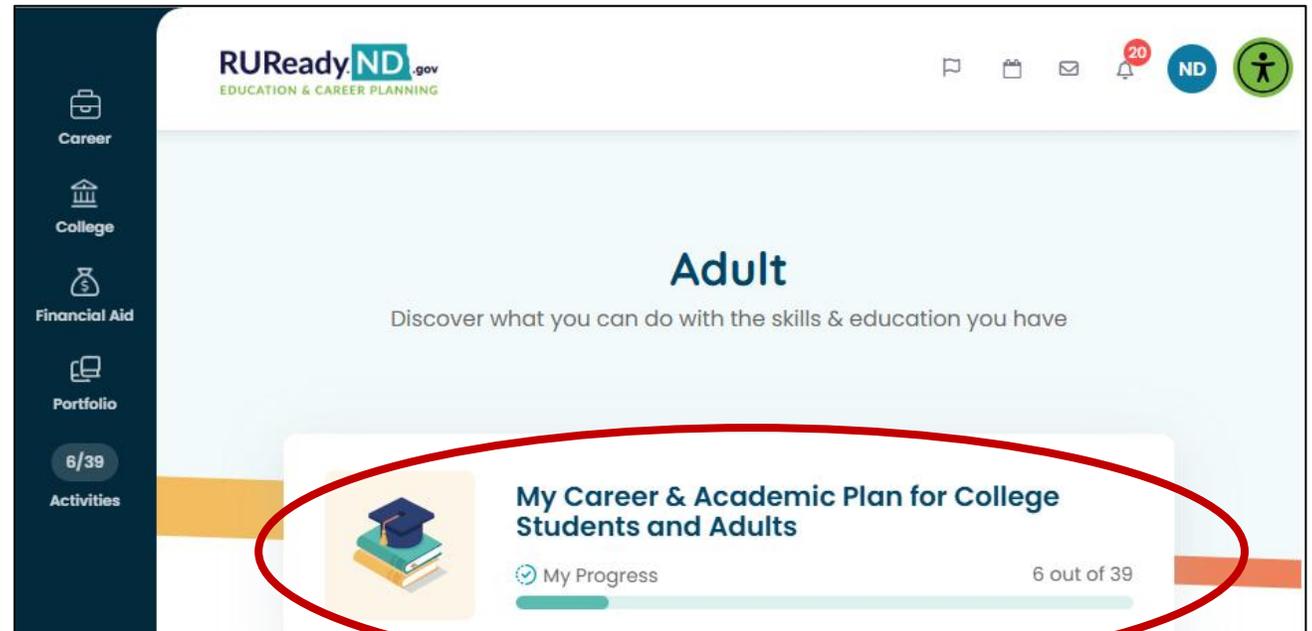
My Career & Academic Plan for College Students and Adults will guide clients through using the site.

- Clients locate **My Career & Academic Plan by clicking on the tracking bar on the home page, the Activities tab on the menu, or** under the **Portfolio > Your Portfolio**.
- Professionals can run an **Assignment & Tracking Report** in the **RUReady.ND.gov Professional Center**.

Milestones

- A **Milestones** set has been created and assigned to users whose accounts are connected to Job Service North Dakota's RUReady site. Completing the Milestones will guide them through many assessments and resources in RUReady.
- Clients locate **Your Planning Milestones** under the **Your Portfolio** tab.
- Clients can see the **Milestones** and track if and when they've completed the selected Milestones.

- Professionals can run a **Milestones Tracking Report** in the **RUReady.ND.gov Professional Center**.

Learn About Yourself – Career Assessments

- ## Career tab > Learn About Yourself

- **Interest Profiler:** 10-20 Minutes

- **Work Values:** 5-15 Minutes

- **Basic Skills Survey:** 10-15 Minutes

- **Transferable Skills Checklist:** 30 Minutes

- **Career Cluster Survey:** 15-25 Minutes

- **The Career Key:** 10-15 Minutes

Users can begin an assessment and return later to finish it, as progress is automatically saved.

Assessments can also be retaken.

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Learn About Yourself – Career Assessments

- **Career tab > Explore Careers > Work History**

How do JSND clients create and access their RUReady.ND.gov accounts?

Instructions for JSND Clients

Quick Reference Guide

Creating a new account:

- Go to **RUReady.ND.gov**
- Click **Create an Account** in the top menu bar.
- Select a role in the **Who are you?** dropdown menu. In most cases, choose **Adult**.
- Enter your **first and last name**.
- In the Select a school, workforce center or program dropdown menu, select **Job Service North Dakota.**
- **Input your email address.** It is not recommended that the users check the box for "Use this site's email account as your primary email." This will create an RUReady.ND.gov e-mail address and the only access to any messages is through their RUReady.ND.gov account.
- Create a **Username**
- Create a **Password**. Must be at least 5 and no more than 12 characters, no spaces or special characters allowed, and it cannot be the same as the username.
- Select an **Account Security Question** and **provide an answer**. This will allow you to retrieve your account information or reset your password.
- Read and agree to the **privacy policy and terms of use**, **check the box** <u>and</u> click **Submit**.

Returning users:

- Go to **RUReady.ND.gov**
- Sign in with your Username and Password.

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All high school students in North Dakota have access to RUReady.ND.gov and their own personal portfolio.

- Public school students in grades 6-12 automatically have an RUReady account, created at the state level using enrollment data reported to the DPI.
  - Private, tribal, and homeschool students in grades 6-12 can also access RUReady by creating their own accounts.
- Students may choose to add a second connection to Job Service North Dakota within their account.

RUReady.ND.gov has been available to all North Dakota schools serving grades 6–12 since 2004. An individual's RUReady account remains accessible to them after high school.

Regaining access to original accounts:
- North Dakota public school students can use the instructions to the right to access their formerly school-connected RUReady accounts - especially those who graduated in 2013 or later. This is most useful if they actively used the account and want to recover saved information.

New accounts:
- Anyone no longer in high school (graduates or former students) can create a new account.

Help:
- All former students who had RUReady.ND.gov accounts can contact XAP Support at support@xap.com or 1-800-468-6927 for assistance.

RUReady.ND.gov Sign In Instructions
for Graduates of Public Schools in North Dakota
(Effective June 2022)

1. Visit **www.RUReady.ND.gov**
2. Select **Sign In**
   - Your **Username** is your name and date of birth in the following format:
     nd.lastname.firstname.mmddyyyy (8 digit date of birth, e.g., 02092005)

   - Your **Password** is your date of birth:
     mmddyyyy (8 digits, e.g., 02092005 for February 9, 2005)

Why use RUReady.ND.gov after high school?
- To continue to explore postsecondary education options and careers!
- To expand on work completed in RUReady as a middle and high school student, switching to a new, but familiar, menu that provides information on Career Planning, College Planning, Financial Aid Planning and quick access to items you've saved in Your Portfolio.
- If you attend a public, private, or tribal college/university in North Dakota, you can choose to share your RUReady portfolio with the institution you're attending. Educators/advisors at North Dakota public, private, and tribal postsecondary institutions have professional access to RUReady.ND.gov.
- There is no cost for students/adults to use RUReady.ND.gov. Access is provided by the North Dakota Department of Career and Technical Education.

NEED HELP WITH YOUR ACCOUNT?
Contact XAP Customer Support at 1-800-GO-TO-XAP (1-800-468-6927)
or through the "Contact" links at www.RUReady.ND.gov for e-mail and chat options.

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How is RUReady different for adults vs. students?

- **There are many similarities, but adult role users do not have access to the:**
  - High School Course Planning
  - High School Planning Timeline
  - Succeeding in High School How To Guides and Homework Helpers

- **Adult role users also do not have access to the following, as they are paid licensing options:**
  - Compass
  - CareerViewXR **Web-based** Experiences
    - **Some JSND Workforce Centers have access the Fully Immersive CVXR Experiences.**
      - JSND is contracting directly with Be More Colorful for access to CareerViewXR's library of fully-immersive virtual reality content.
      - A VR headset is required to access the VR experiences. For technical support for CVXR, contact Be More Colorful: **Lisa Metzger** lisa@bemorecolorful.com

CareerView**XR**
Powered by
Be More Colorful

Lisa Metzger
Subscription Account Manager
Be More Colorful®, LLC
701-353-2000 ext. [711]
careerviewxr.com

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Let's jump back to the

RUReady.ND.gov Professional Center

- **Procenter.RUReady.ND.gov**

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FAQ: My client has forgotten their RUReady.ND.gov password. How can that be reset?

- **The client can attempt to reset their password themselves using the <u>Forgot your username or password?</u> link on the <u>RUReadyND.gov</u> login page.** They can also call **XAP Customer Support at 1-800-468-6927** for assistance.

OR

- **A professional can quickly reset the user's password in the RUReady.ND.gov Professional Center.**

    - The professional signs in to the **RUReady.ND.gov Professional Center**
    - In the **Students & Groups** tab, locate the user by first name OR last name. Select the correct account and open it by clicking on the user's last name (it's a hyperlink.)

	Last Name	First Name	Student ID	State Student ID	Grad Year	Last Sign-In	Communication Log
☐	Wonder	Steven			2026	November 05, 2024	☰ View Log

- Click on **Reset Password** and create a **temporary password** – it can be simple, the user will be prompted to change it to a new, unique password when they sign in.

Reset Password

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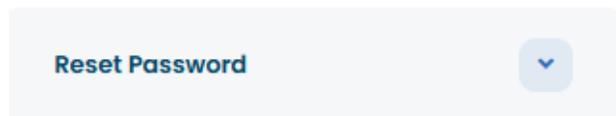
Reports
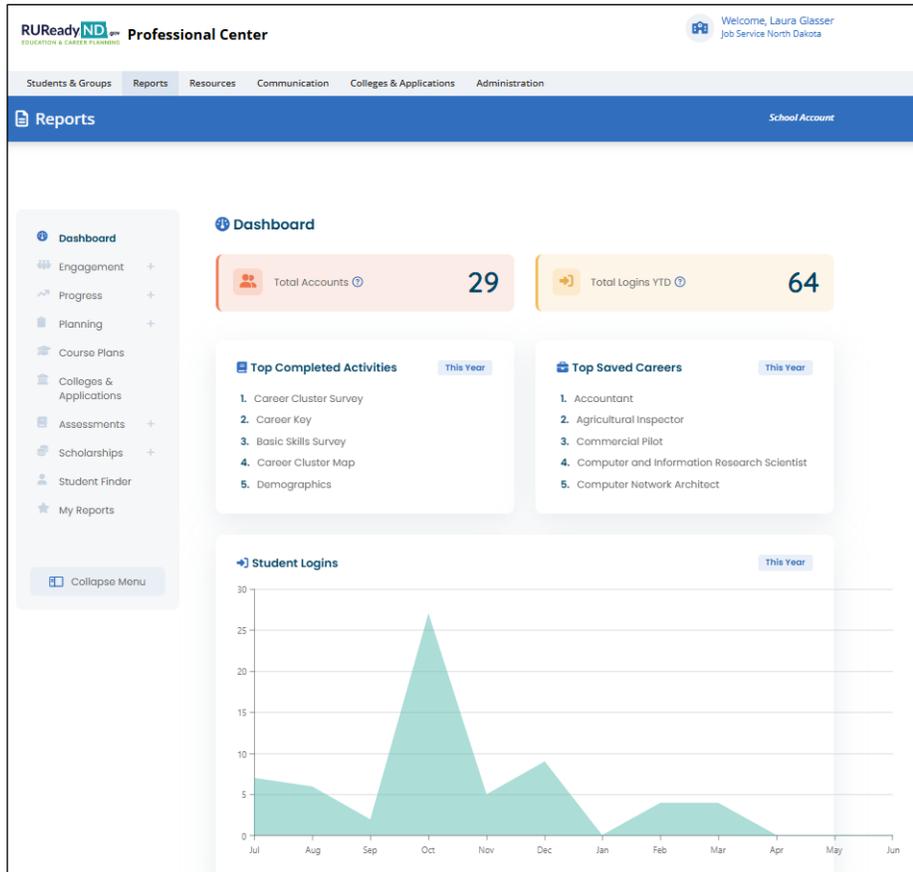
Dashboard

Engagement —
- Accounts Created
- Active Accounts
- Parent Connections
- Uploaded Files
- Communication Log

Progress —
- Assignment & Curriculum Builder
- Milestones
- Work-based Learning Experiences

Planning —
- My Goals and Action Plans
- Focus Career Clusters
- Saved Colleges
- Saved Pathways
- Top 40 Saved Careers
- Top 40 Saved Colleges
- Top 40 Saved Programs/Majors
- Top 40 Colleges Applied To
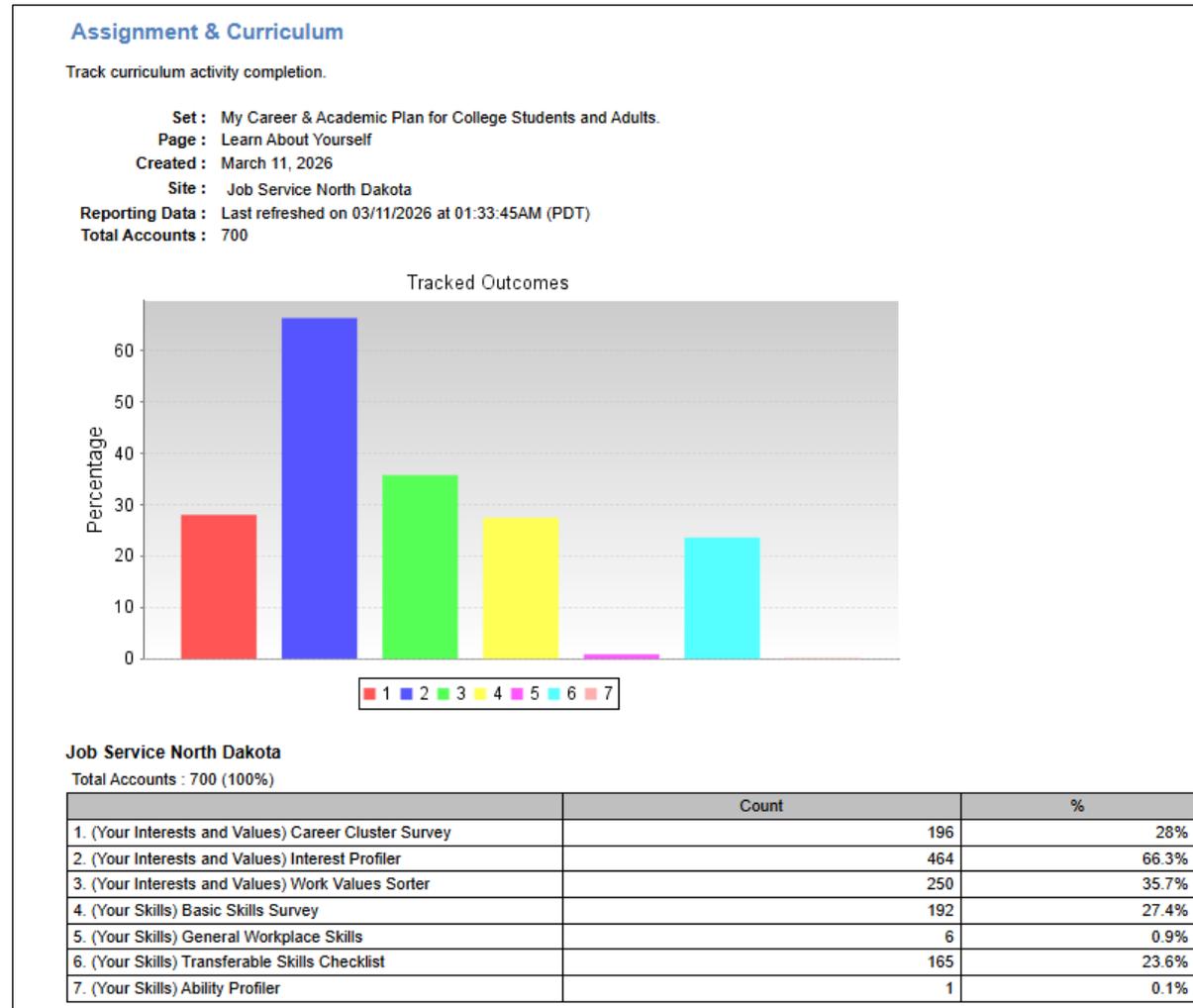
Assessments —
- Ability Profiler
- Basic Skills Survey
- Career Cluster Survey
- Career Clusters Map
- Career Key
- Directions After High School
- Interest Profiler
- Transferable Work Skills
- Work Values Sorter
- Workplace Skills

Professionals can run an **Assignment & Tracking Report** in the **RUReady.ND.gov Professional Center**.

Reports > Progress > Assignment & Curriculum Builder > Assignment & Curriculum

Select report criteria:

- Choose **Curriculum** and **Page**

- Edit **Breakdown** and **Filtering Data**
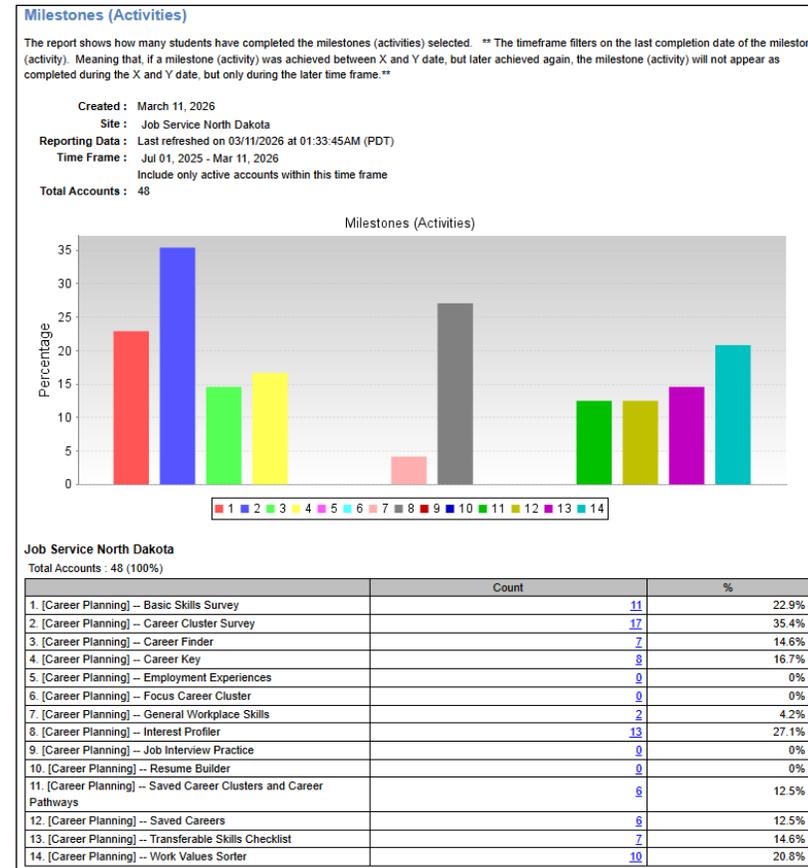
- Click **Continue**

- Click **Create Report**

Assignment & Curriculum

Track curriculum activity completion.

Set : My Career & Academic Plan for College Students and Adults.
Page : Learn About Yourself
Created : March 11, 2026
Site : Job Service North Dakota
Reporting Data : Last refreshed on 03/11/2026 at 01:33:45AM (PDT)
Total Accounts : 700

Tracked Outcomes

Job Service North Dakota
Total Accounts : 700 (100%)

	Count	%
1. (Your Interests and Values) Career Cluster Survey	196	28%
2. (Your Interests and Values) Interest Profiler	464	66.3%
3. (Your Interests and Values) Work Values Sorter	250	35.7%
4. (Your Skills) Basic Skills Survey	192	27.4%
5. (Your Skills) General Workplace Skills	6	0.9%
6. (Your Skills) Transferable Skills Checklist	165	23.6%
7. (Your Skills) Ability Profiler	1	0.1%

Milestones Tracking Report

Professionals can run a **Milestones Tracking Report** in the **RUReady.ND.gov Professional Center**.
- Professionals with **Site Administrator** access can change the Milestones assigned. Site Administrator's have the Administration tab on the top menu in their Professional Center Account.

Reports > Progress > Milestones > Milestones (Activities)

Filter by Milestone (Activity):

- Select the **Milestone (Activity) set** you would like included *OR* **Filter by Individual Milestones (Activities)**.
- Click **Continue** or **Choose Report Breakdown** and/or **Filter Population** then **Continue**.
- Set Filter for Time Frame then **Continue**.
- Click **Create Report**.

Milestones (Activities)

The report shows how many students have completed the milestones (activities) selected. ** The timeframe filters on the last completion date of the milestone (activity). Meaning that, if a milestone (activity) was achieved between X and Y date, but later achieved again, the milestone (activity) will not appear as completed during the X and Y date, but only during the later time frame.**

Created :	March 11, 2026
Site :	Job Service North Dakota
Reporting Data :	Last refreshed on 03/11/2026 at 01:33:45AM (PDT)
Time Frame :	Jul 01, 2025 - Mar 11, 2026
	Include only active accounts within this time frame
Total Accounts :	48

Job Service North Dakota
Total Accounts : 48 (100%)

	Count	%
1. [Career Planning] -- Basic Skills Survey	11	22.9%
2. [Career Planning] -- Career Cluster Survey	17	35.4%
3. [Career Planning] -- Career Finder	7	14.6%
4. [Career Planning] -- Career Key	8	16.7%
5. [Career Planning] -- Employment Experiences	0	0%
6. [Career Planning] -- Focus Career Cluster	0	0%
7. [Career Planning] -- General Workplace Skills	2	4.2%
8. [Career Planning] -- Interest Profiler	13	27.1%
9. [Career Planning] -- Job Interview Practice	0	0%
10. [Career Planning] -- Resume Builder	0	0%
11. [Career Planning] -- Saved Career Clusters and Career Pathways	6	12.5%
12. [Career Planning] -- Saved Careers	6	12.5%
13. [Career Planning] -- Transferable Skills Checklist	7	14.6%
14. [Career Planning] -- Work Values Sorter	10	20.8%

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Students & Groups

- **Search Accounts**
- **Browse by Name**
- **Student Finder (by selected criteria)**
- **Manage Groups**
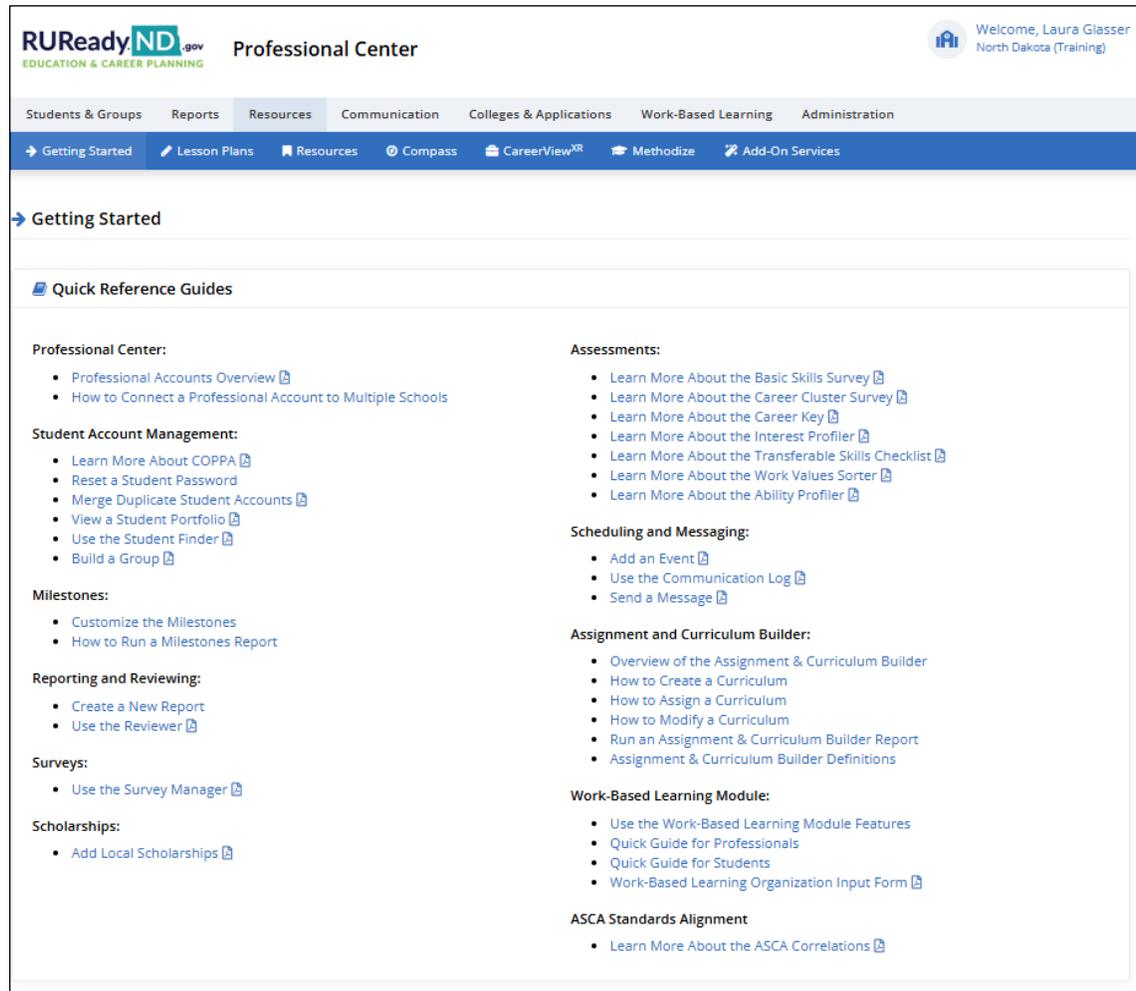- **Build Groups**
- **Manage Accounts**

FAQs:

Where did all of these accounts come from in the JSND site? I don't recognize any of these names.

- The Job Service North Dakota RUReady Professional Center site is one combined site for all of the Workforce Centers across North Dakota.
- Some of the accounts are likely individuals who created an account on their own and chose to select Job Service North Dakota as the site to connect to.

What can we do to manage all of these accounts?

- Professionals have the option to **Manage Student Accounts** on the **Students & Groups** page of the RUReady.ND.gov Professional Center.
  - **Accounts can be "released."** Releasing accounts does not delete the account, it simply releases the account from being attached to JSND's site. The individual can continue to use the account.
  - An option for JSND to consider might be to release accounts that have not been accessed for a defined length of time (many accounts connected to the JSND site have not been signed into since 2019.)
- Professionals can create **Groups.** This could help with managing the accounts for the different Workforce Centers or for creating a group of clients that you're currently working with. Reports can also be run using only the data for that group. The **Groups** feature is on the **Students & Groups** page of the **RUReady.ND.gov Professional Center**.

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Resources

- **Resources for site use, site management, assessments, and more.**

Administration (Site Administrators Only)

Site Administrators have an additional "Administration" tab on their Professional Center Menu.

- **Site Administrators can customize the Assignment & Curriculum Builder**
- **Customize the Milestones**
- **Manage Professional Accounts connected to the site.**

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Questions?

For more information about RUReady.ND.gov, contact:

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ND Career and Technical Education

701-328-9733

leglasser@nd.gov

Recordings of Career Resource Virtual Workshops are available on the NDCTE website www.cte.nd.gov/crnworkshops.