

## Adding Examinees to a Group during Account Creation

### In this document

This document contains information used by site administrators to add examinees to an existing group as their accounts are being created for WorkKeys Internet Version testing.

### When to use this document

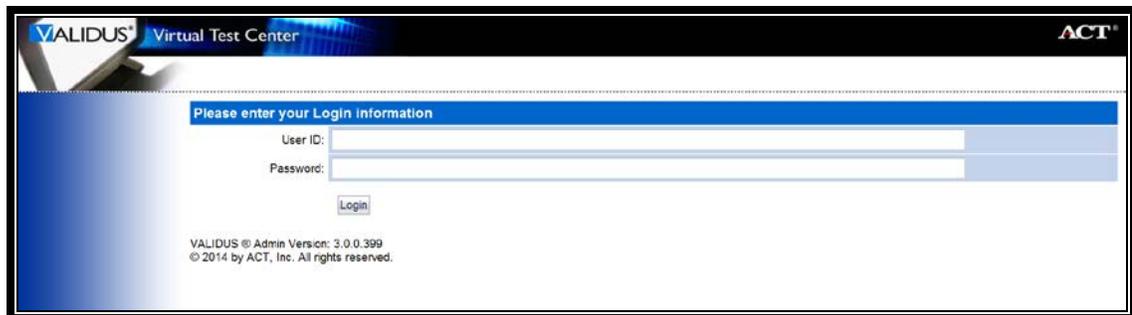
Use this document when you want to add an examinee to an existing group at the same time that you're creating an account for the examinee.

### Procedure: Adding Examinees to a Group during Account Creation

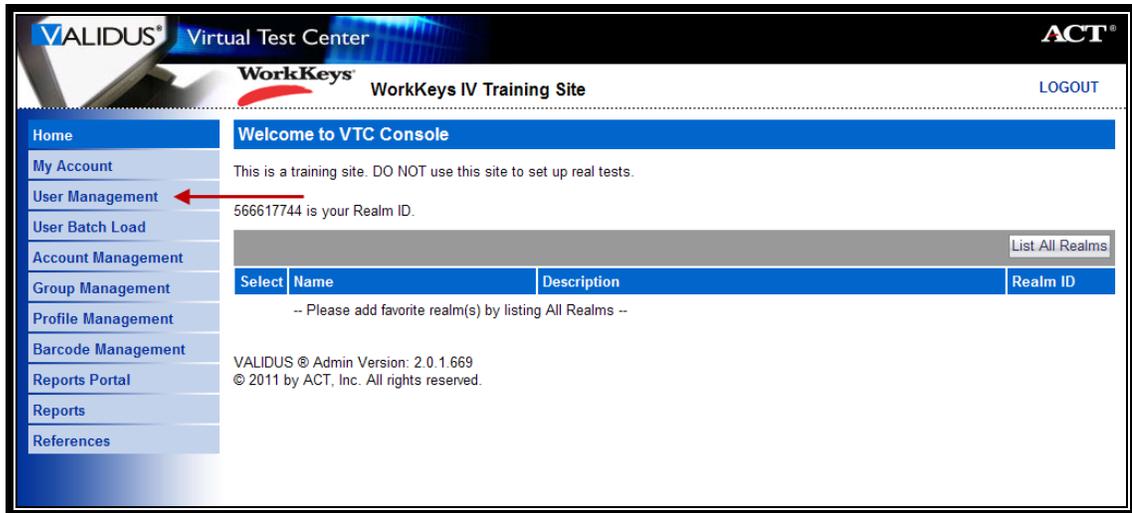
Follow the steps below to add an examinee to an existing group at the same time the examinee's account is created for WorkKeys Internet Version testing.

1. Log in to the Validus system with your User ID and password. The URL will look similar to the ones shown below. If a login page with a realm drop-down menu appears, you will need to enter your URL again. Only space for a User ID and a password should appear.

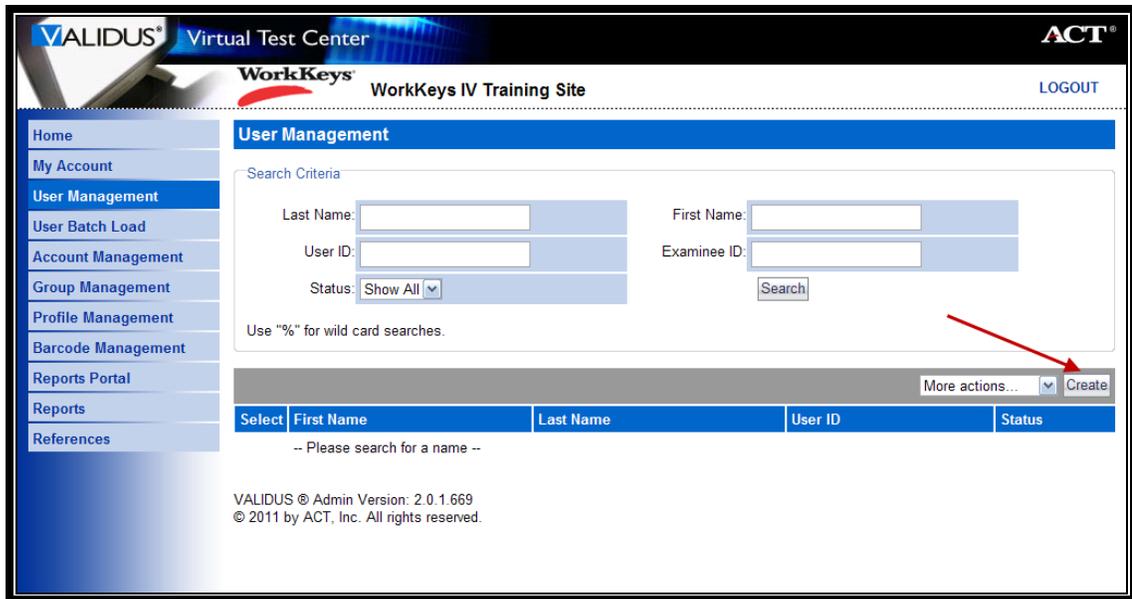
<https://vtc.act.org/<your site's realm number>> e.g., <https://vtc.act.org/123456789>



2. On the left side of the page, click on **User Management**.



3. On the right side of the page, click the **Create** button.



4. A “Create User” page will appear. You need to enter the following, at a minimum:
  - a. First Name
    - This needs to be the examinee’s actual first name, which may not necessarily be the name he or she goes by.
    - Keep in mind that when the examinee arrives to take the test, he/she will need to present a photo ID. The name on the account needs to match the name on the photo ID. Slight variations are allowed, such as “Dave” instead of “David.”
    - If the examinee earns a National Career Readiness Certificate (NCRC), the name printed on the certificate will be the same as the name listed in the account.
    - This is one of the 5 match criteria used for the NCRC. It’s critical that the same first name (or a variation) be used on all WorkKeys tests.
  - b. Last Name
    - As with the first name, the name on the account needs to match the name on the photo ID.
    - If the examinee earns an NCRC, the name printed on the certificate will be the same as the name listed in the account.
    - This is one of the 5 match criteria used for the NCRC.
  - c. Examinee ID
    - This should be a series of numbers unique to the examinee. A suggestion would be a student ID number or an employee ID number.
    - Do NOT use the examinee’s driver’s license number, Social Security Number, or any number that contains a portion of his/her Social Security Number.
    - The number can include a maximum of 11 digits.
    - The Examinee ID is one of the 5 match criteria used for the NCRC, so it’s important that the same Examinee ID be used on all Internet Version and paper-and-pencil assessments.

**We also highly recommend that you enter the following information:**

- d. Date of Birth
  - The birth month is one of the 5 match criteria used for the NCRC.
  - The birth day is also one of the 5 match criteria.
- e. User ID
  - You can click the **Generate ID** button or create a User ID unique to the examinee.
  - We suggest creating a User ID that is easy to remember, such as the examinee’s last name and first initial of the first name followed by a number.
  - A User ID can be a combination of letters and/or numbers.
  - Do NOT use the examinee’s driver’s license number, Social Security Number, or any number that contains a portion of his/her Social Security Number.
  - It must be at least 3 characters long.
  - Once a User ID has been entered into the system, it cannot be changed or duplicated. This applies to the entire Validus system, not just your site’s realm.

f. Password (and Confirm Password)

- The system can generate a password for the examinee, but we recommend that you create one. The examinee can change it if he/she desires.
- The password can be a combination of letters and/or numbers.
- The password is case sensitive.
- The password must be between 6 and 30 characters long.

You can fill in more information if you'd like, but it's not required. The examinee will need to review and complete any information prior to launching the test.

The screenshot shows the 'Create User' form in the WorkKeys IV Training Site. The form is divided into several sections:

- Login Information:** Includes fields for User ID (with a 'Generate ID' button), Password, and Confirm Password. Red arrows point to the Password and Confirm Password fields.
- Security:** Includes a Question dropdown menu and an Answer field.
- Personal Information:** Includes fields for First Name (with an asterisk and question mark), Middle Name, Last Name (with an asterisk and question mark), Date of Birth (with a date format MM/dd/yyyy), and Examinee ID (with an asterisk and question mark). Red arrows point to the First Name, Last Name, Date of Birth, and Examinee ID fields.
- Permanent Mailing Address:** Includes fields for Address1, Address2, City, State/Province (with a dropdown menu), ZIP Code, and Email.

The left sidebar contains navigation links: Home, My Account, User Management (highlighted), User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, and References.

- Click the **Submit** button at the bottom of the page.

Are you currently in school?:

If you are in school, why are you attending school?:

County of Residence 5 digit FIPS code (Enter numbers only, click [HERE](#) to look up your county FIPS code):?

Current Status:?

\* = Required

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- The “Roles” page appears. Click in the box next to “Examinee” so that a check mark appears in the box.

VALIDUS® Virtual Test Center ACT®

WorkKeys® WorkKeys IV Training Site LOGOUT

Home | My Account | **User Management** | User Batch Load | Account Management | Group Management | Profile Management | Barcode Management | Reports Portal | Reports | References

**Edit User: MouseM2468**

User | Security | **Roles** | Registration | Group

Select and

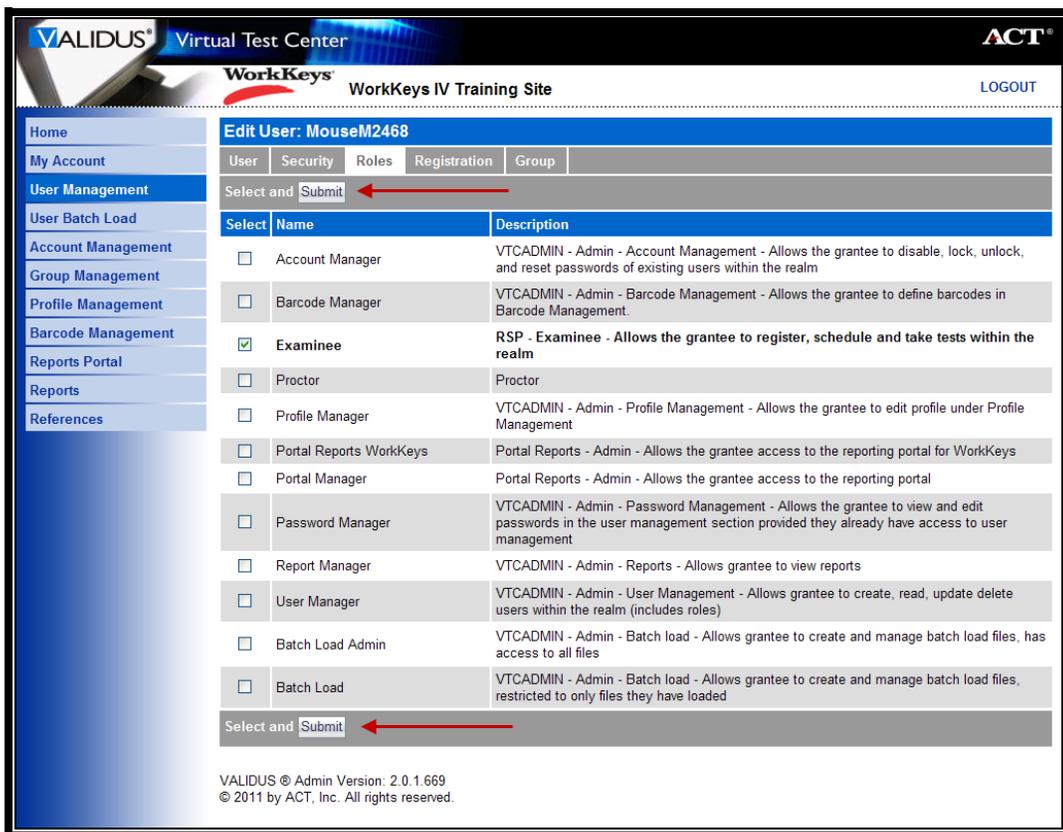
Select	Name	Description
<input type="checkbox"/>	Account Manager	VTCADMIN - Admin - Account Management - Allows the grantee to disable, lock, unlock, and reset passwords of existing users within the realm
<input type="checkbox"/>	Barcode Manager	VTCADMIN - Admin - Barcode Management - Allows the grantee to define barcodes in Barcode Management.
<input checked="" type="checkbox"/>	<b>Examinee</b>	<b>RSP - Examinee - Allows the grantee to register, schedule and take tests within the realm</b>
<input type="checkbox"/>	Proctor	Proctor
<input type="checkbox"/>	Profile Manager	VTCADMIN - Admin - Profile Management - Allows the grantee to edit profile under Profile Management
<input type="checkbox"/>	Portal Reports WorkKeys	Portal Reports - Admin - Allows the grantee access to the reporting portal for WorkKeys
<input type="checkbox"/>	Portal Manager	Portal Reports - Admin - Allows the grantee access to the reporting portal
<input type="checkbox"/>	Password Manager	VTCADMIN - Admin - Password Management - Allows the grantee to view and edit passwords in the user management section provided they already have access to user management
<input type="checkbox"/>	Report Manager	VTCADMIN - Admin - Reports - Allows grantee to view reports
<input type="checkbox"/>	User Manager	VTCADMIN - Admin - User Management - Allows grantee to create, read, update delete users within the realm (includes roles)
<input type="checkbox"/>	Batch Load Admin	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, has access to all files
<input type="checkbox"/>	Batch Load	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, restricted to only files they have loaded

Select and

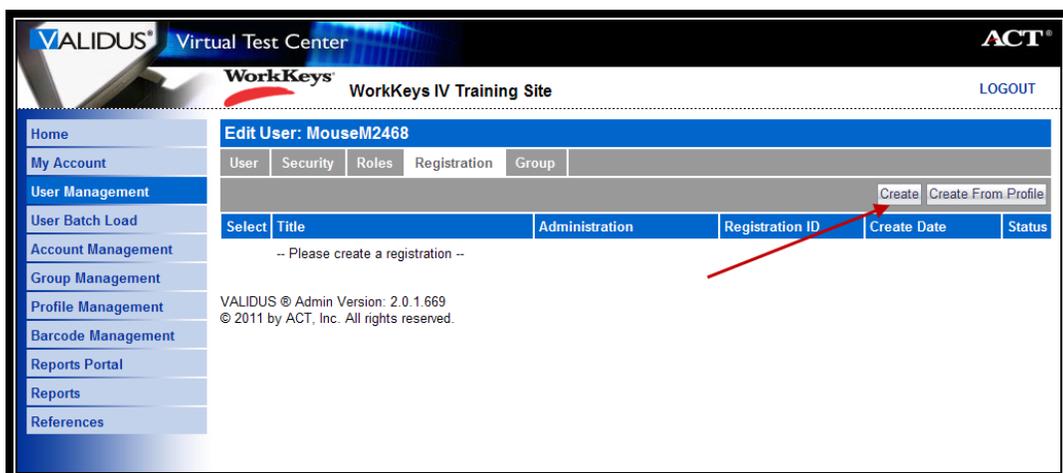
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- Click the **Submit** button at the top or bottom of the page.

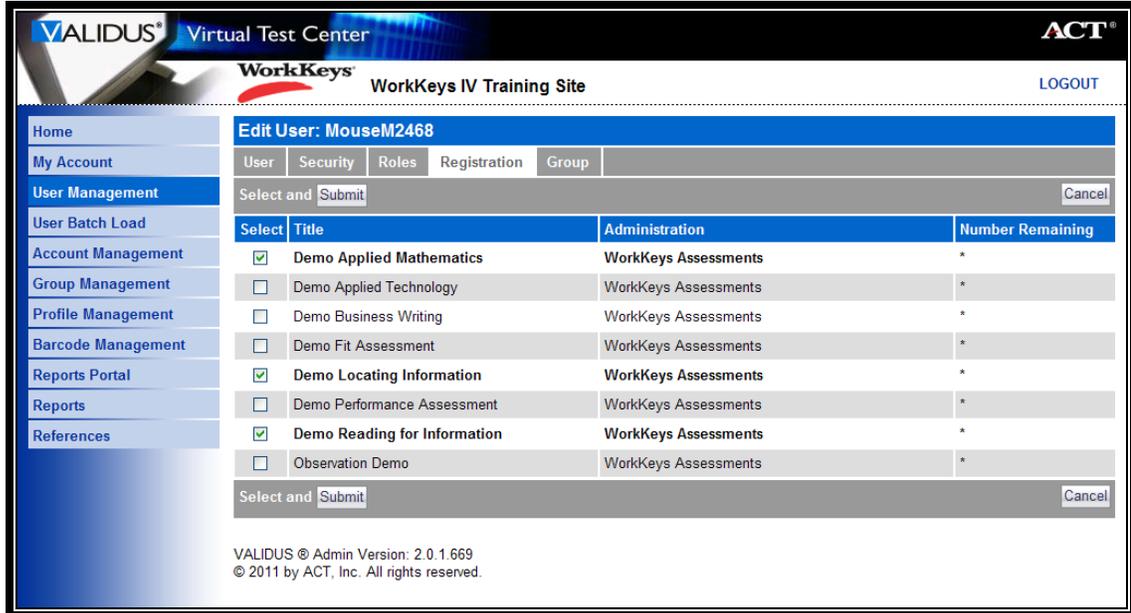
**IMPORTANT:** If you do not click the **Submit** button, the examinee role will not become activated and the examinee will not be able to log in to test. An error message will appear when the examinee tries to log in to the testing site.



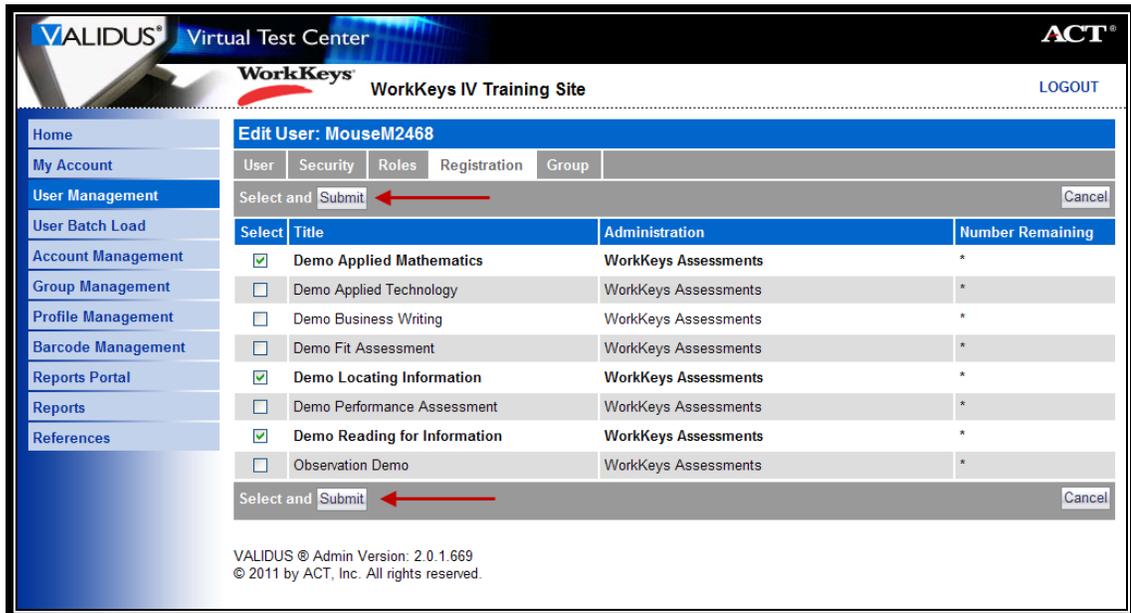
- The “Registration” page appears. Click the **Create** button on the right side of the page.



- In the “Select” column, click on the box next to the title of the test for which you want to register the examinee. A check mark will appear in the box. You can select more than one test.



- Click the **Submit** button.



11. In the drop-down box next to “Financial Profile,” choose the type that applies to this test registration. You may see “WorkKeys – Education,” WorkKeys – Employer,” and/or “WorkKeys – Government,” or “WorkKeys – Business.”
  - If testing is paid by another entity, such as a State Contract, you may see that option listed.
  - Your selection determines what price your site will be billed for this test and where the bills will be sent.

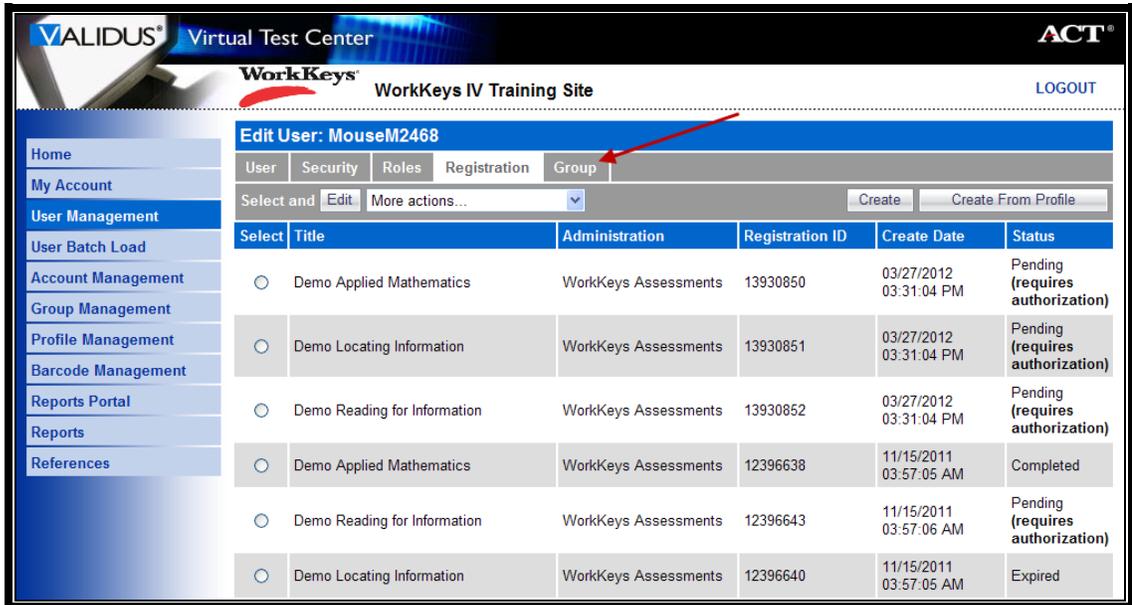
*Note: You will need to complete a Financial Profile for each test registration.*

The screenshot shows the VALIDUS Virtual Test Center interface. At the top, it says "VALIDUS Virtual Test Center" and "WorkKeys WorkKeys IV Training Site" with a "LOGOUT" link. The main content area is titled "Edit User: MouseM2468". Under "Registrant Information", the "Title" is "Applied Mathematics" and "Administration" is "WorkKeys Assessments". Under "Finance", there is a field for "\* Financial Profile:?" with a dropdown menu set to "WorkKeys - Government". Below this field is the text "\* = Required" and two buttons: "Submit" and "Cancel". A sidebar on the left contains navigation links: Home, My Account, User Management, User Batch Load, Account Management, Group Management, Profile Management, Barcode Management, Reports Portal, Reports, and References. At the bottom, it says "VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved."

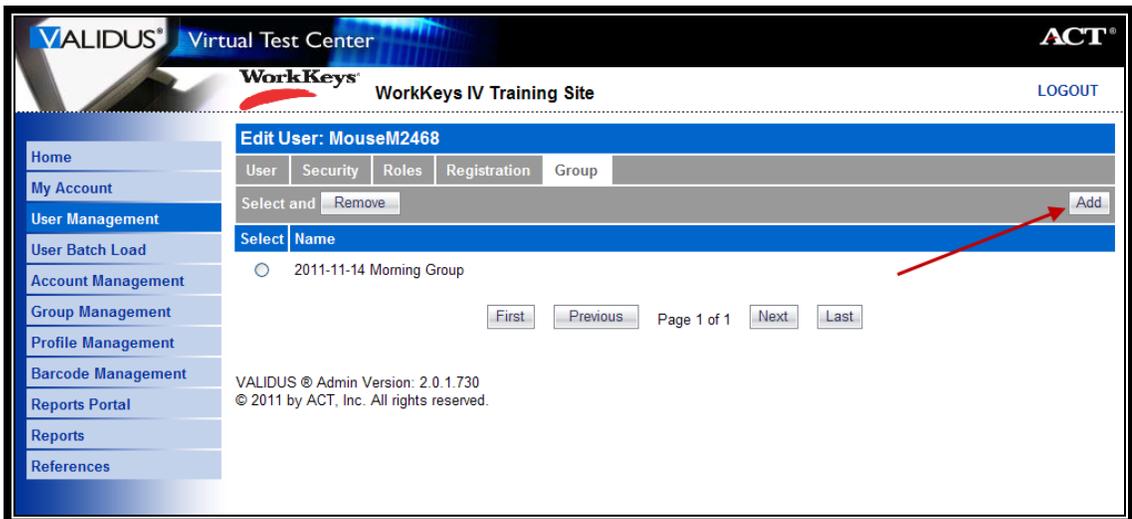
12. Click the **Submit** button.

This screenshot is identical to the previous one, but with a red arrow pointing to the "Submit" button. The rest of the interface, including the navigation sidebar and the "Financial Profile" dropdown, remains the same.

13. Click on the “Group” tab at the top of the page.

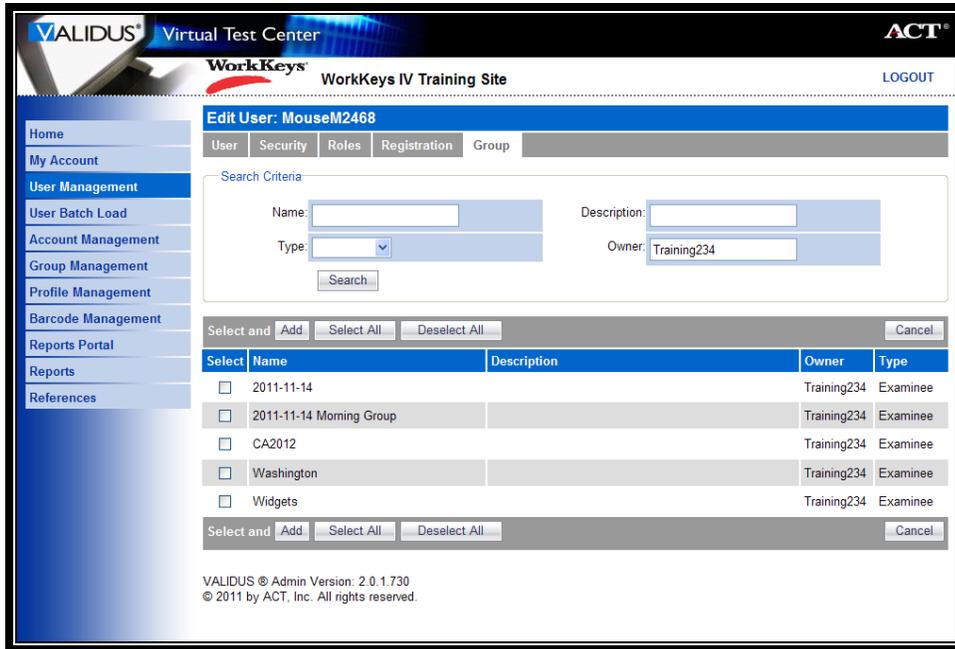


14. Click the **Add** button on the right side of the page.

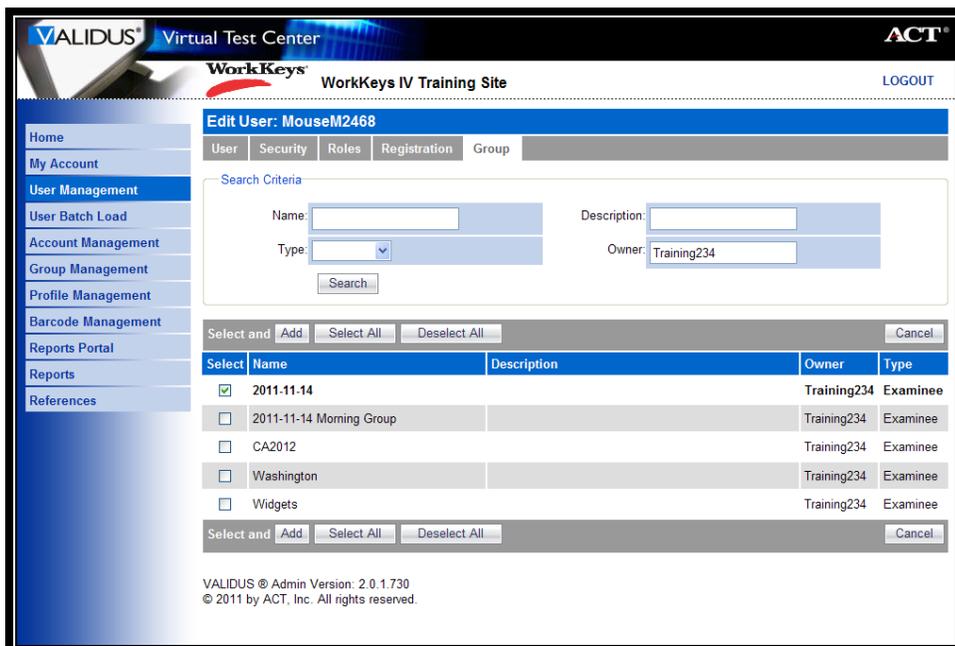


15. Type in the name of the group.

- If you don't know the exact name or can't remember it, leave all of the search criteria fields empty and click the **Search** button. A list of all groups in this realm will appear.
- If you want to add the examinee to a group that you created, type your User ID in the "Owner" block, then click the **Search** button. A list of groups that you created will appear.



16. Click on the box to the left of the name of the group where you want to add this examinee.



17. Click the **Add** button.

**VALIDUS** Virtual Test Center **ACT**<sup>®</sup>  
**WorkKeys** WorkKeys IV Training Site **LOGOUT**

**Edit User: MouseM2468**  
 User Security Roles Registration **Group**

Search Criteria  
 Name:  Description:   
 Type:  Owner: Training234

Select and

Select	Name	Description	Owner	Type
<input checked="" type="checkbox"/>	2011-11-14		Training234	Examinee
<input type="checkbox"/>	2011-11-14 Morning Group		Training234	Examinee
<input type="checkbox"/>	CA2012		Training234	Examinee
<input type="checkbox"/>	Washington		Training234	Examinee
<input type="checkbox"/>	Widgets		Training234	Examinee

Select and

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*The examinee has now been added to this group.*

*Note: There may be more than one group listed for this examinee. This indicates that the examinee (user) is a member of each group listed.*