



## WorkKeys Internet Version Quick Start Guide – Associate User

This Quick Start Guide outlines how to associate (or grant access) to user from one site to another site. Typically Associate User is used to allow a parent site to login to a child site to review reports.

To Associate a User, the User must give the child site 'permission' to add their User ID by generating a token. A token is a set of numbers that is generated at the parent site. To begin, the parent Site Administrator logs in to their site, **using the User ID that is to be associated with the child site**, and generates a token. Next, the child site administrator logs in as usual and, on the Associate User screen, enters the User ID that is to be associated to the child site and the token ID or number. The final step is to designate the amount of access the User should have by assigning a **role** to the new User. Usually the Portal Manager role is assigned to enable the User to access reports as needed.

Begin on the WorkKeys Internet Version administrator parent site with the User ID that is to be associated to the child site.

Your Administrator Realm should be similar to the following URL:

<https://testadministration.org/vtadmin/goRealmLogin.do?realm=your realm number here>

Log In: User ID: Password:

### To Generate a Token:

The Site Administrator logs in to the parent site with the User ID that is to be associated to the child site.

- Click on **My Account** in the navigation menu on the left side of the screen. (1)
- Click on the **Security** tab at the top of the page. (2)

VALIDUS™ Virtual Test Center  
WorkKeys Demo Site  
LOGOUT

Home Edit User: Training1  
My Account User Security Roles  
User Management  
Account Management  
Group Management  
Profile Management  
Barcode Management  
Reports Portal  
References

Personal Information  
\* First Name: WorkKeys  
Middle Name: Train1  
\* Last Name: Trainee  
Date of Birth: 02/05/1984 MM/dd/yyyy  
\* ID: 555  
Mailing Address  
Address1: bbbb

- Click on **Generate Security Token** at the bottom of the page.

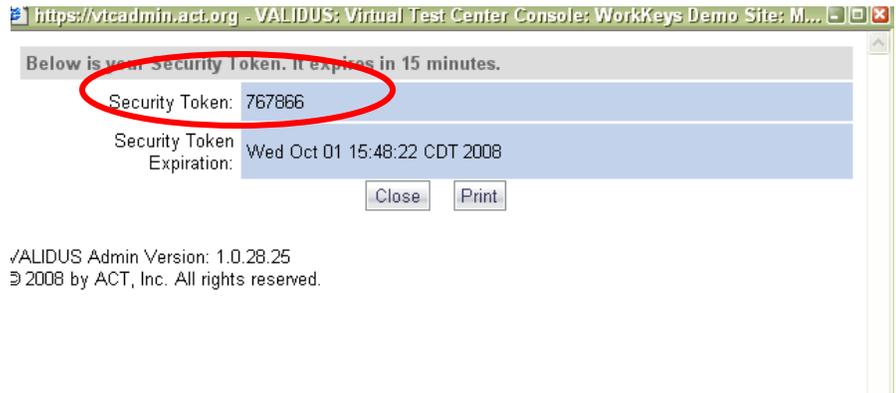
VALIDUS™ Virtual Test Center  
WorkKeys Demo Site

Home Edit User: Training1  
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Reports Portal  
References

Login Information  
Old Password:  
New Password:  
Confirm Password:  
Security  
Question:  
Answer:  
Submit Cancel Generate Security Token

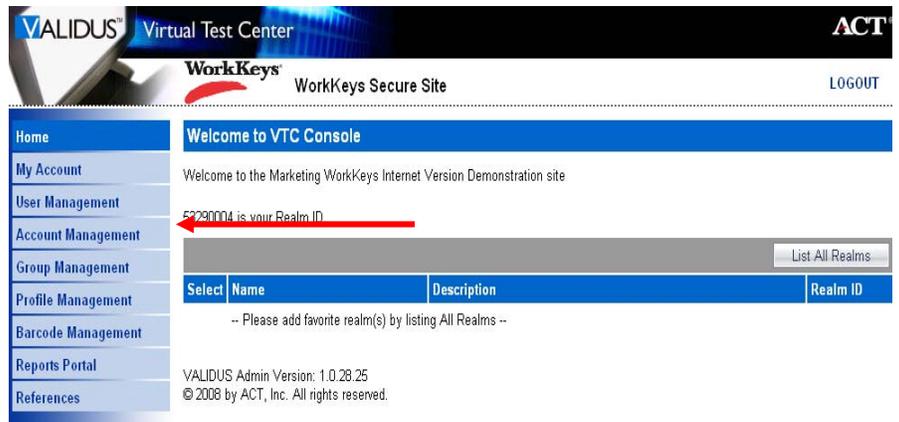


- A window will pop up with the **Security Token** and an expiration date and time. You can print this page if you like.

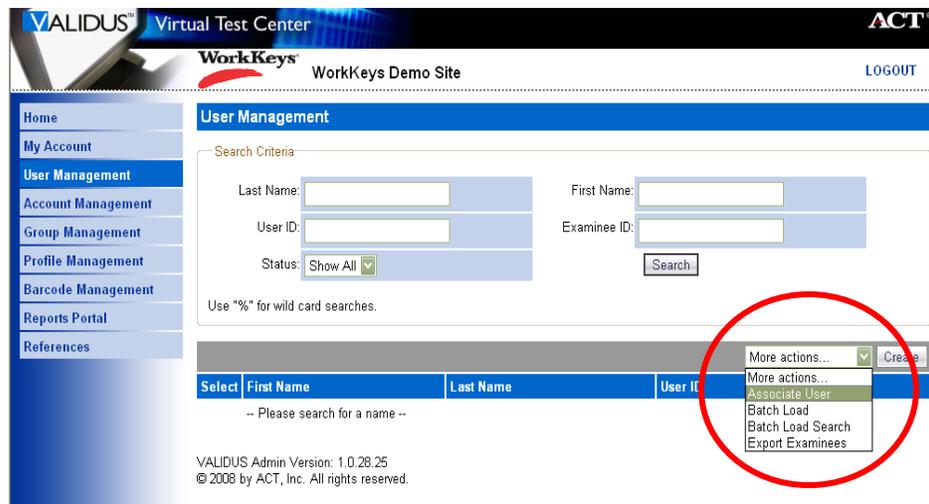


**Important:** The child site administrator has 15 minutes to enter the security token.

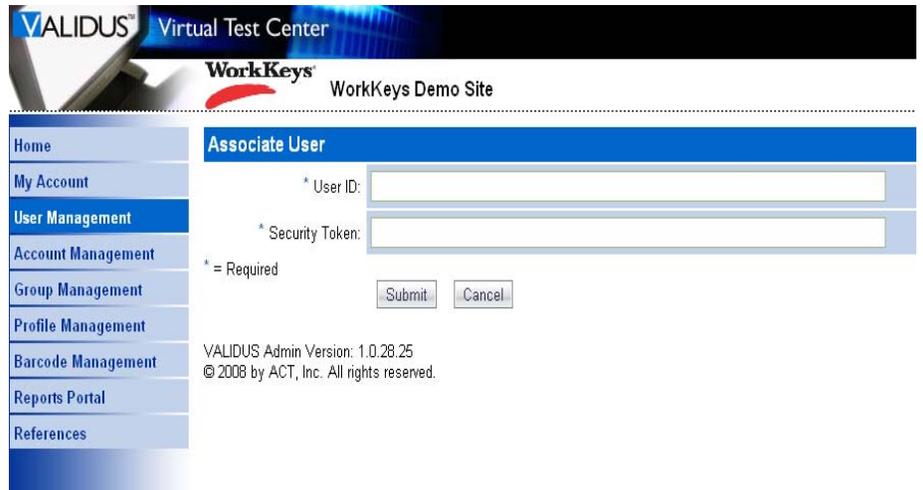
- Child site administrator logs in to their testing realm and chooses **User Management** from the navigation menu on the left side of the screen.



- Choose **More Actions** and select **Associate User**.

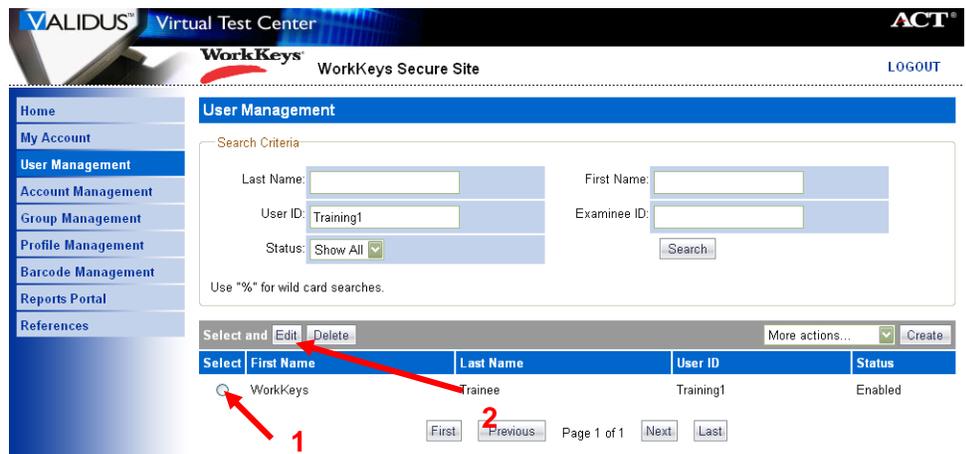


- Enter the **User ID** of the Site Administrator you want to add. Enter the **Security Token**.



Next you will need to give the User you just added a role.

- **Select** the new registration (1) and choose **Edit**.(2)



- Select the Role tab.

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WorkKeys WorkKeys Secure Site LOGOUT

Home Edit User: Training1  
My Account User Security Roles Registration Group  
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Personal Information  
\* First Name: WorkKeys  
Middle Name: Train1  
\* Last Name: Trainee  
Date of Birth: (2) 02/05/9999 MM/dd/yyyy  
\* Examinee/Employee ID: 555

Permanent Mailing Address  
Address1: bbbb  
Address2:  
City: mmmm  
State/Province: North Carolina

- Select the Role (1) for this User and Submit. (2)

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Select and Submit

Select	Name	Description
<input type="checkbox"/>	Account Manager	Account Manager can disable, lock, unlock, and reset passwords of existing users within the realm
<input type="checkbox"/>	Barcode Manager	Barcode Manager may define barcodes in Barcode Management.
<input type="checkbox"/>	Examinee	Examinee can take tests within the realm
<input type="checkbox"/>	Proctor	Proctor
<input type="checkbox"/>	Profile Manager	Profile Manager can edit profile under Profile Management
<input checked="" type="checkbox"/>	Portal Manager	Portal Manager launch the portal reporting site
<input type="checkbox"/>	Password Manager	Password Manager may view and edit passwords in the user management section provided they already have access to user management
<input type="checkbox"/>	User Manager	User Manager can create, read, update delete users within the realm (includes roles)

Select and Submit