

## Group Registration for One or More Assessments

### In this document

This document contains information used by site administrators to register a group of examinees for one or more WorkKeys Internet Version tests.

### When to use this document

Use this document when you have examinees assigned to a group and you want to register them for the same test or the same set of tests. You can also set the financial profile for each test for the entire group.

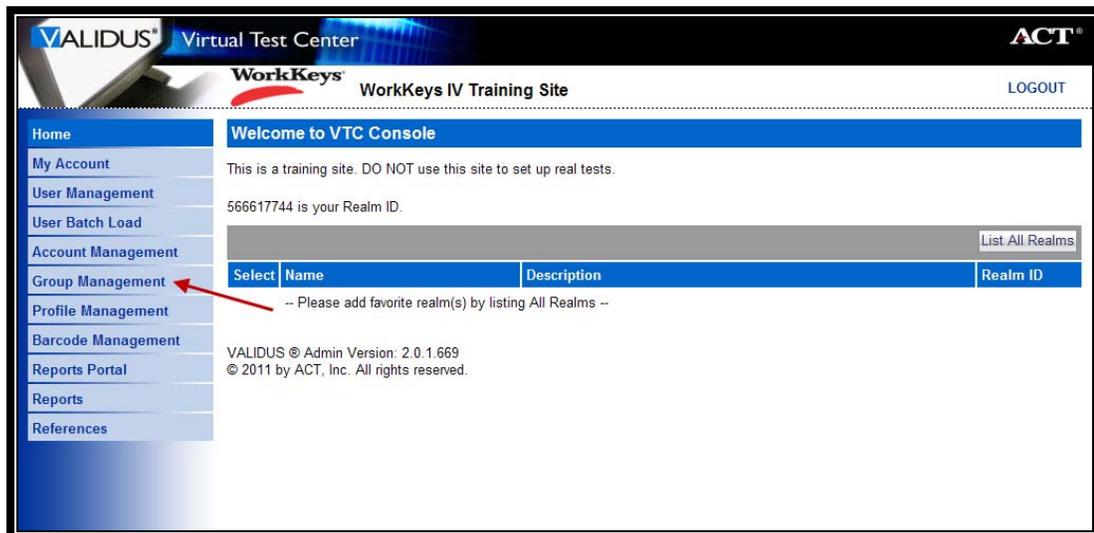
### Procedure: Group Registration for One or More Assessments

Follow the steps below to register a group of examinees for the same WorkKeys Internet Version test or for the same set of tests.

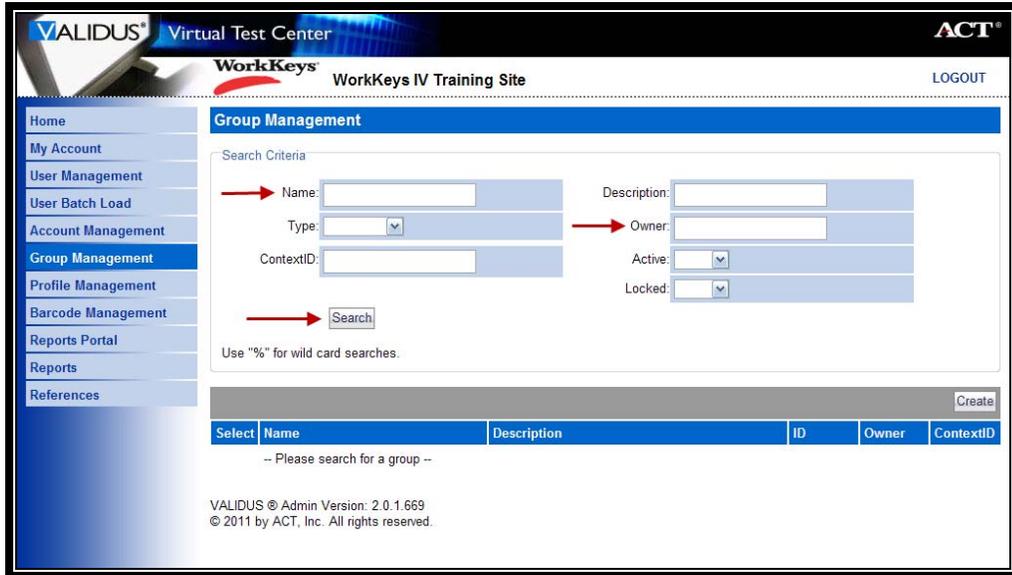
1. Log in to the Validus system with your User ID and password. The URL will look similar to the ones shown below. If a login page with a realm drop-down menu appears, you will need to enter your URL again. Only space for a User ID and a password should appear.

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

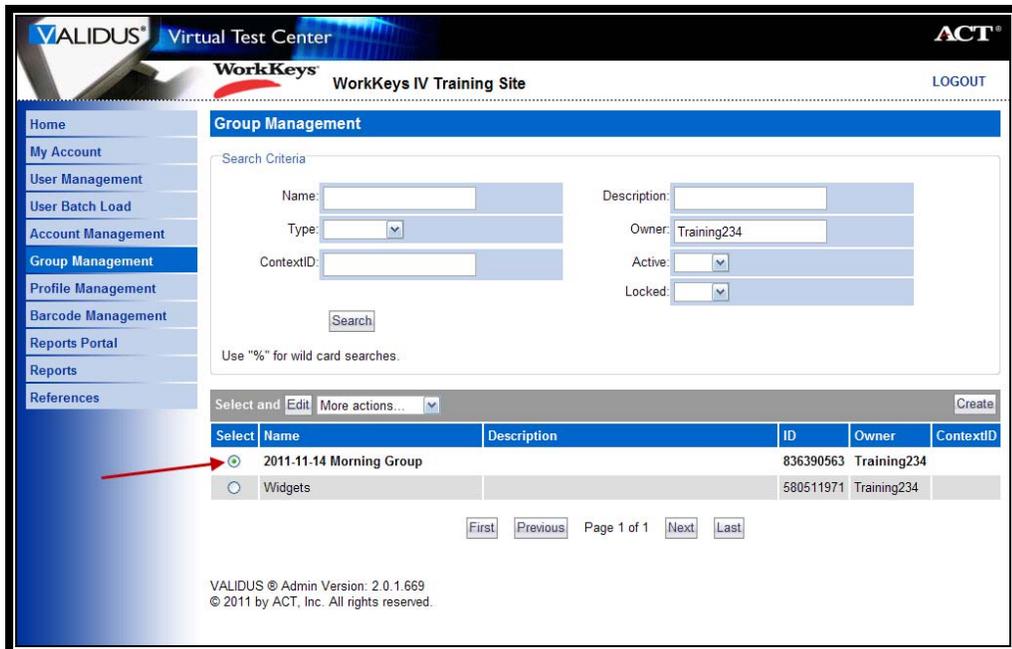
2. On the left side of the page, click on **Group Management**.



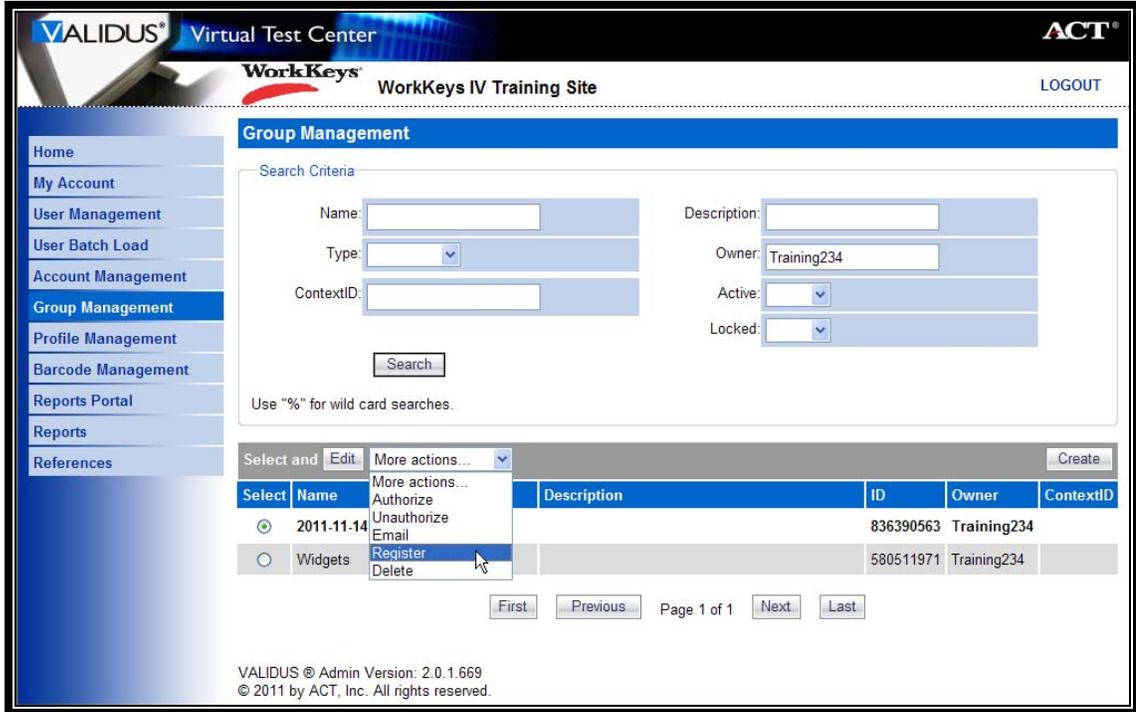
- Type in the name of the group.
  - If you don't know the exact name or can't remember it, leave all of the search criteria fields empty and click the **Search** button. A list of all groups in this realm will appear.
  - If you want to register a group that you created, you can type in your User ID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



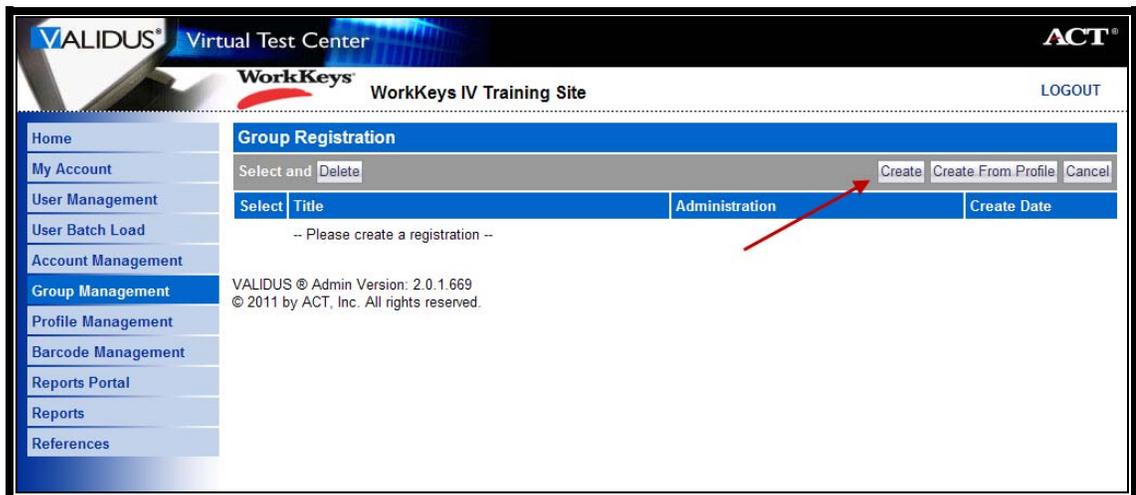
- Click on the radio button to the left of the name of the group for which you want to create a registration.



- Click the “down arrow” next to “More actions. . .” and select “Register.”

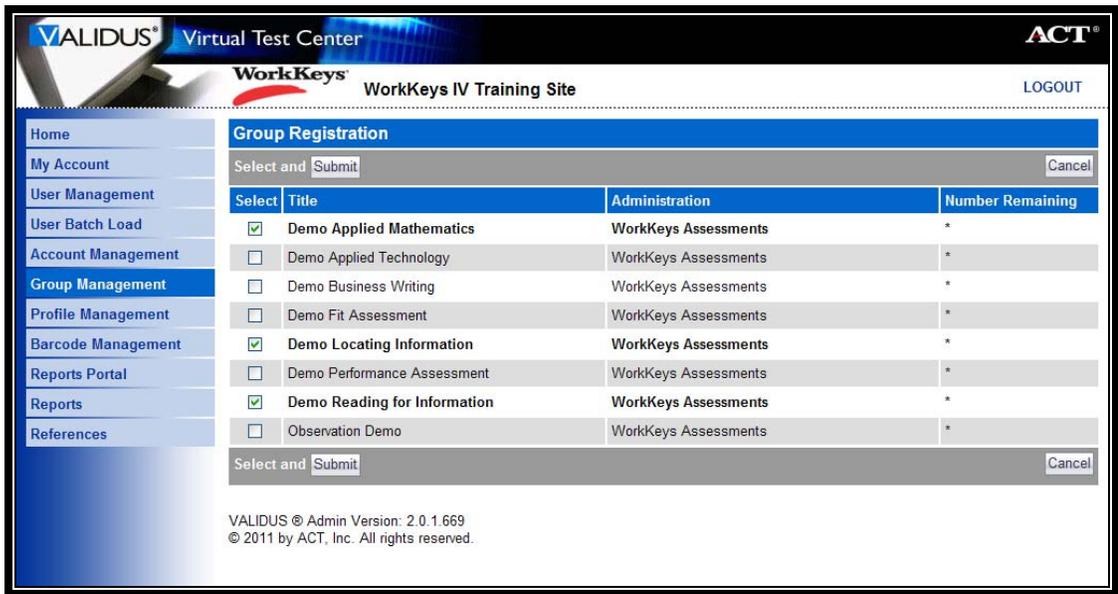


- Along the right side of the page, click the **Create** button to select tests for the group or click **Create from Profile** if a profile has been created to assign tests.

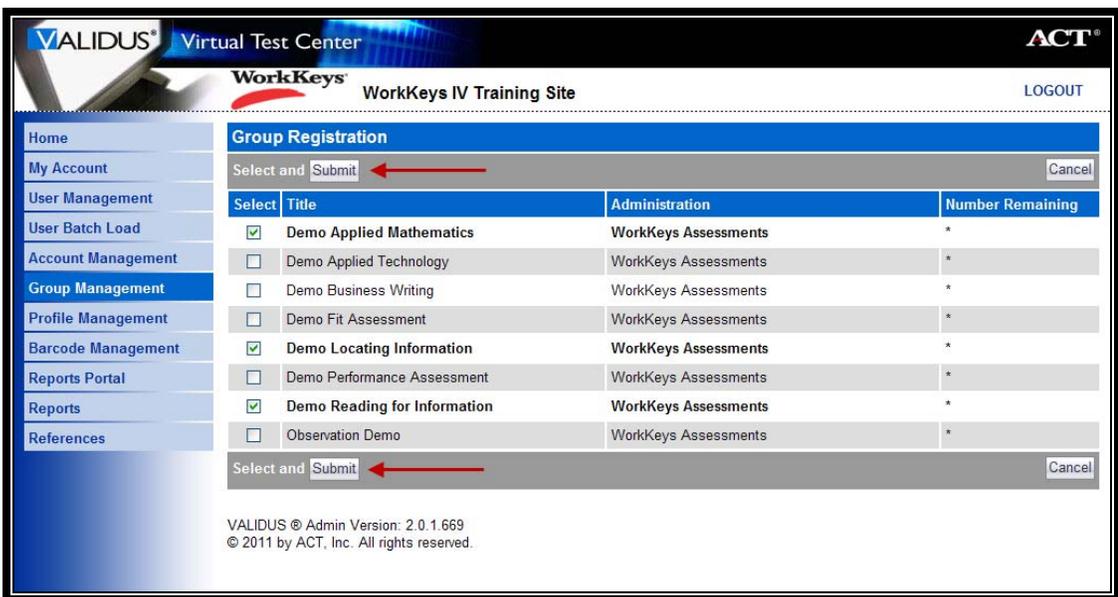


- In the “Select” column, click on the box next to the title of the test for which you want to register the examinee. A check mark will appear in the box.

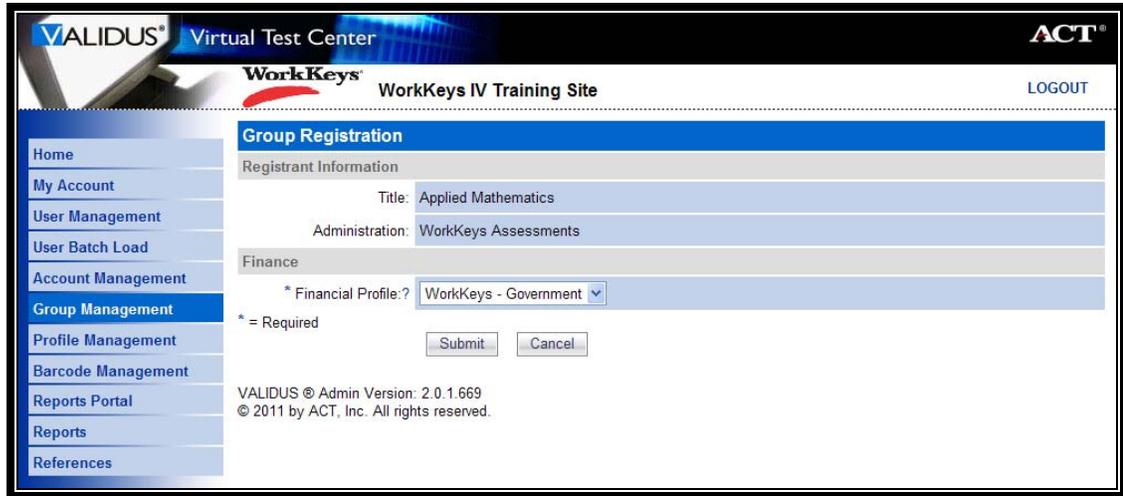
*Note: You can select more than one test.*



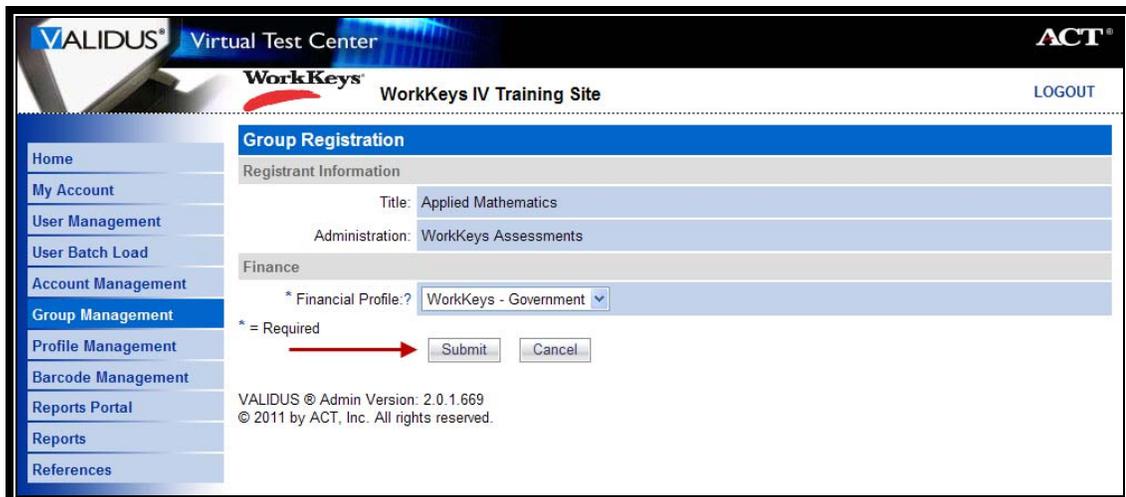
- Click the **Submit** button.



9. Under “Financial Profile,” click the “down arrow” and select the appropriate financial profile. 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.



10. Click the **Submit** button.



11. Repeat Steps 9 and 10 for each assessment in this registration.