

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

VALIDUS Virtual	Test Center		ACT
1916	ase enter your Log	in information	
	User ID:		
	Password:		
		Login	
VAL © 20	IDUS ® Admin Version: 3 014 by ACT, Inc. All right	3.0.0.399 5 reserved.	



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

	VALIDUS' Virtual Test Center				
	WorkKeys WorkKeys IV Train	ing Site	LOGOUT		
Home	Welcome to VTC Console				
My Account	This is a training site. DO NOT use this site to	set up real tests.			
User Management 🛛 🗲	566617744 is your Realm ID				
User Batch Load	Sooo maa is you realimb.				
Account Management			List All Realms		
Group Management	Select Name	Description	Realm ID		
Profile Management	Please add favorite realm(s) by list	ing All Realms			
Barcode Management	VALIDUS @ Admin Varging: 2.0.1.660				
Reports Portal	© 2011 by ACT, Inc. All rights reserved.				
Reports					
References					

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

	tual Test Cente	r					ACT [®]
	WorkKeys	WorkKeys IV Traini	ng Site				LOGOUT
Home	User Managem	ent					
My Account	Search Criteria						
User Management User Batch Load	Last Name:			First Name:			
Account Management	User ID:			Examinee ID:			
Group Management	Status:	Show All		S	earch		
Profile Management	Use "%" for wild c	ard searches.					
Barcode Management							
Reports Portal						More actions	Create
Reports	Select First Nam	e	Last Name		User ID	Sta	itus
References	Please s	earch for a name					
	VALIDUS ® Admin © 2011 by ACT, Inc	Version: 2.0.1.669 . All rights reserved.					



- 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.

	tual Test Center	ACT					
	WorkKeys	Keys IV Training Site LOGOUT					
Home	Create User						
My Account	Login Information						
User Management	User ID:	Generate ID					
User Batch Load	Password:						
Account Management	Confirm Password						
Group Management	Security						
Profile Management	Question:						
Barcode Management	A						
Reports Portal	Answer:						
Reports	Personal Information						
References	First Name:?						
	Middle Name:						
	Last Name:?						
	Date of Birth:	MM/dd/yyyy					
	Examinee ID:?						
	Permanent Mailing Address						
	Address1:						
	Address2:						
	City:						
	State/Province:						
	ZIP Code:						
	Email:						



5. 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	Submit Cancel
VALIDUS © Admin Version. © 2012 by ACT, Inc. All righ	2.0.1.694 ts reserved.

6. 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*							
	Worl	Keys	WorkKey	s IV Train	ing Site	LOGOUT	
Home	Edit U	ser: Mous	eM2468				
My Account	User	Security	Roles R	Registration	Group		
User Management	Select	and Submit					
User Batch Load	Select	Name			Description	1	
Account Management		Account Ma	nager		VTCADMIN and reset pa	 Admin - Account Management - Allows the grantee to disable, lock, unlock, asswords of existing users within the realm 	
Profile Management		Barcode Ma	nager		VTCADMIN Barcode Ma	- Admin - Barcode Management - Allows the grantee to define barcodes in anagement.	
Barcode Management		Examinee			RSP - Exan	ninee - Allows the grantee to register, schedule and take tests within the	
Reports Portal		Proctor			Proctor		
Reports References		Profile Mana	iger		VTCADMIN Managemen	- Admin - Profile Management - Allows the grantee to edit profile under Profile t	
		Portal Repo	rts WorkKey	s	Portal Report	rts - Admin - Allows the grantee access to the reporting portal for WorkKeys	
		Portal Mana	ger		Portal Repo	rts - Admin - Allows the grantee access to the reporting portal	
		Password N	lanager		VTCADMIN passwords i managemen	 Admin - Password Management - Allows the grantee to view and edit in the user management section provided they already have access to user nt 	
		Report Mana	ager		VTCADMIN	- Admin - Reports - Allows grantee to view reports	
		User Manag	er		VTCADMIN users within	- Admin - User Management - Allows grantee to create, read, update delete n the realm (includes roles)	
		Batch Load	Admin		VTCADMIN access to al	- Admin - Batch load - Allows grantee to create and manage batch load files, has Il files	
		Batch Load			VTCADMIN restricted to	- Admin - Batch load - Allows grantee to create and manage batch load files, o only files they have loaded	
	Select	and <mark>Submit</mark>					
	VALIDUS © 2011 b	S® Admin V by ACT, Inc. /	ersion: 2.0.1 All rights res	.669 erved.			



7. 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.



8. The "Registration" page appears. Click the **Create** button on the right side of the page.

VALIDUS Virtual Test Center						CT [®]
	WorkKeys	WorkKeys WorkKeys IV Training Site				
Home	Edit User: Mou	seM2468				
My Account	User Security	Roles Registration	Group			
User Management					Create Create From	n Profile
User Batch Load	Select Title		Administration	Registration ID	Create Date	Status
Account Management	Please c	reate a registration				
Group Management						
Profile Management	VALIDUS ® Admin \ © 2011 by ACT_Inc	/ersion: 2.0.1.669 All rights reserved				
Barcode Management	,					
Reports Portal						
Reports						
References						



9. 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.

	tual Tes	st Center		ACT®
	Wor	WorkKeys IV Train	ing Site	LOGOUT
Home	Edit U	Jser: MouseM2468		
My Account	User	Security Roles Registration	Group	
User Management	Select	and Submit		Cancel
User Batch Load	Select	Title	Administration	Number Remaining
Account Management	V	Demo Applied Mathematics	WorkKeys Assessments	*
Group Management		Demo Applied Technology	WorkKeys Assessments	*
Profile Management		Demo Business Writing	WorkKeys Assessments	*
Barcode Management		Demo Fit Assessment	WorkKeys Assessments	*
Reports Portal	✓	Demo Locating Information	WorkKeys Assessments	*
Reports		Demo Performance Assessment	WorkKeys Assessments	*
References	✓	Demo Reading for Information	WorkKeys Assessments	*
		Observation Demo	WorkKeys Assessments	*
	Select	and Submit		Cancel
	VALIDU © 2011	IS ® Admin Version: 2.0.1.669 by ACT, Inc. All rights reserved.		

10. Click the **Submit** button.

	tual Tes	st Center		ACT®
	Wor	WorkKeys IV Trainir	ng Site	LOGOUT
Home	Edit U	lser: MouseM2468		
My Account	User	Security Roles Registration	Group	
User Management	Select	and Submit 🗲		Cancel
User Batch Load	Select	Title	Administration	Number Remaining
Account Management		Demo Applied Mathematics	WorkKeys Assessments	*
Group Management		Demo Applied Technology	WorkKeys Assessments	*
Profile Management		Demo Business Writing	WorkKeys Assessments	*
Barcode Management		Demo Fit Assessment	WorkKeys Assessments	*
Reports Portal		Demo Locating Information	WorkKeys Assessments	*
Reports		Demo Performance Assessment	WorkKeys Assessments	*
References	~	Demo Reading for Information	WorkKeys Assessments	*
		Observation Demo	WorkKeys Assessments	*
	Select	and Submit		Cancel
	VALIDU © 2011	S © Admin Version: 2.0.1.669 by ACT, Inc. All rights reserved.		



- 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.

	ual Test Center	ACT [®]
	WorkKeys WorkKeys IV Training Site	LOGOUT
Uma	Edit User: MouseM2468	
nome	Registrant Information	
My Account	Title: Applied Mathematics	
User Management		
User Batch Load	Administration. Workkeys Assessments	
Account Management	Finance	
Group Management	* Financial Profile:? WorkKeys - Government	
Profile Management	= Required Submit Cancel	
Barcode Management		
Reports Portal	VALIDUS ® Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.	
Reports		
References		

12. Click the **Submit** button.

	ual Test Center	ACT [®]
	WorkKeys WorkKeys IV Training Site	LOGOUT
Home	Edit User: MouseM2468	
My Account	Registrant Information	
My Account	Title: Applied Mathematics	
User Management	Administration: WorkKeys Assessments	
User Batch Load	Finance	
Account Management		
Group Management	* = Required	
Profile Management	Submit Cancel	
Barcode Management		
Reports Portal	VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.	
Reports		
References		



13. Click on the "Group" tab at the top of the page.

VALIDUS' Virt	ual Tes	st Center				ACT
	Wor	Keys WorkKeys IV Traini	ng Site			LOGOUT
	Edit U	lser: MouseM2468				
Home	User	Security Roles Registration	Group			
My Account	Select	and Edit More actions	✓	C	reate Create I	From Profile
User Management	Soloct	Title	Administration	Pogistration ID	Croato Dato	Statue
User Batch Load	Select	Tiue	Auministration	Registration ID	Create Date	Status
Account Management	0	Demo Applied Mathematics	WorkKeys Assessments	13930850	03/27/2012 03:31:04 PM	Pending (requires
Group Management						authorization)
Profile Management	0	Demo Locating Information	WorkKeys Assessments	13930851	03/27/2012 03:31:04 PM	Pending (requires
Barcode Management					00.01.0111	authorization)
Reports Portal	0	Demo Reading for Information	WorkKeys Assessments	13930852	03/27/2012	Pending (requires
Reports					03:31:04 PM	authorization)
References	0	Demo Applied Mathematics	WorkKeys Assessments	12396638	11/15/2011 03:57:05 AM	Completed
	0	Demo Reading for Information	WorkKeys Assessments	12396643	11/15/2011 03:57:06 AM	Pending (requires authorization)
	0	Demo Locating Information	WorkKeys Assessments	12396640	11/15/2011 03:57:05 AM	Expired

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

	tual Test Center	ACT [®]
	WorkKeys WorkKeys IV Training Site	LOGOUT
Home	Edit User: MouseM2468 User Security Roles Registration Group	
My Account User Management	Select and Remove	Add
User Batch Load Account Management	2011-11-14 Morning Group	
Group Management Profile Management	First Previous Page 1 of 1 Next Last	
Barcode Management Reports Portal	VALIDUS © Admin Version: 2.0.1.730 © 2011 by ACT, Inc. All rights reserved.	
Reports References		



- 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.

VALIDUS Virtual Test Center						
	WorkKeys	WorkKeys IV Training Site	LOGOUT			
Home My Account User Management User Batch Load Account Management Group Management	Edit User: Mou User Security Search Criteria Name: Type:	seM2468 Roles Registration Group Description: Owner: Training234				
Profile Management Barcode Management Reports Portal Reports References	Select and Add Select Name 2011-11-14	Select All Deselect All Description Owner Training23	Cancel Type Examinee			
	2011-11-14 CA2012 Washington Widgets Select and Add	Moming Group Training23 Training23 Training23 Training23 Select All Deselect All	4 Examinee 4 Examinee 4 Examinee 4 Examinee Cancel			
	VALIDUS ® Admin V © 2011 by ACT, Inc.	/ersion: 2.0.1.730 All rights reserved.				

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

VALIDUS Virtual Test Center								
	WorkKe	ws' WorkKeys IV Training Site	LOGOUT					
	Edit User:	Edit User: MouseM2468						
Home	User Sec	urity Roles Registration Group						
My Account	-Search Crit	eria						
User Management			_					
User Batch Load	N							
Account Management	1	ype: V Owner: Training234						
Group Management		Search						
Profile Management								
Dancode Management	Select and	Add Select All Deselect All	Cancel					
Reports Fortal	Select Name	e Description Owner	Туре					
References	2011-	11-14 Trainin	g234 Examinee					
References	2011-	11-14 Morning Group Training	234 Examinee					
	CA20	12 Training	234 Examinee					
	U Wash	ington Training	234 Examinee					
	Widg	ets Training	234 Examinee					
	Select and	Add Select All Deselect All	Cancel					
	VALIDUS ® A	dmin Version: 2.0.1.730						
	© 2011 by AC	I, Inc. All rights reserved.						



17. Click the **Add** button.

	ual Test Cente		ACT
	WorkKeys	WorkKeys IV Training Site	LOGOUT
Home My Account User Management User Batch Load Account Management Group Management Profile Management	Edit User: Mou User Security Search Criteria Name: Type:	seM2468 Roles Registration Group Description: Owner: Training234	
Profile Management Barcode Management Reports Portal References	Select and Add Select Name 2011-11-14 2011-11-14 CA2012 Washingtor Widgets Select and Add VALIDUS © Admin t © 2011 by ACT, Inc.	Select All Desclect All Description Owner Training234 Morning Group Training234 Training234 Training234 n Training234 Select All Deselect All Version: 2.0.1.730 All rights reserved.	Cancel Type Examinee Examinee Examinee Examinee Cancel

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.