

# **Deleting an Account**

## In this document

This document contains information used by a site administrator to delete a WorkKeys Internet Version (WKIV) account.

#### When to use this document

Use this document when you need to delete a WorkKeys Internet Version (WKIV) account in the Validus system. For example, an account may need to be deleted if an incorrect User ID was created and saved. This applies to examinee, proctor, and additional site administrator accounts.

#### **IMPORTANT**:

- Once an account includes a test that has been launched, it is NOT to be deleted. If you try to delete the account, you will receive the following message: "ERROR: User cannot be deleted."
- If you want to delete an account that has only "Pending" test registrations, the test registrations will need to be deleted (under the Registration tab) before you can delete the account.

### **Procedure: Deleting an Account**

Follow the steps below to delete a WorkKeys Internet Version account.

1. On the administrator's computer, log in to the Validus VTC (Virtual Test Center) 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 number="" realm="" site's=""></your>	e.g., https://vtc.act.org/123456789

	l Test Center		ACT
	Nesse enter your Log	In Information	
	riease enter your Log	in mornation	
	User ID:		
	Password:		
		Login	
V. ©	ALIDUS @ Admin Version: 3 2014 by ACT, Inc. All right	0.0.399 reserved.	



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

*Note:* The screens that appear on your computer may appear slightly different than those shown in this Quick Start Guide.

	ual Test Center		<b>ACT</b> <sup>*</sup>
	WorkKeys WorkKeys IV Training Site		LOGOUT
Home	Welcome to VTC Console		
My Account	This is a training site. DO NOT use this site to set up real te	sta.	
User Management 🔸	566617744 is your Realm ID.		
User Batch Load			United Decision
Account Management	Select and More actions	List All Realms	
Group Management	Select Name	Description	Realm ID
Barcode Management	WorkKeys IV Training Site	WorkKeys Internet Version Training Site Created By: Julie Rohret Created On: 10.04.10	566617744
Reports Portal	VALIDUS @ Admin Version: 2.0.0.200		
Reports	© 2014 by ACT, Inc. All rights reserved.		
References			

3. Enter the examinee's last name and first name. (If you prefer, you can enter the first few letters of the examinee's name and then the % sign. This will bring up all names that begin with those letters.)

	tual Test Cente	IT						ACT
	WorkKeys	WorkKeys IV Train	ing Site					LOGOUT
Home	User Managem	ient						
My Account	Search Criteria							
User Management	30.1287					0		
User Batch Load	Last Name:	Flowers	First Name:	May				
Account Management	User ID:		Examinee ID:					
Group Management	Email:		Date Of Birth:		MM/dd/yyyy			
Barcode Management	Status:	Show All *		Search				
Reports Portal	Han "W" for wild a	and anomhou		(and the second s				
Reports	Use % for wild c	ard searches.						
References							More	actions • Create
	Select First Nam	e	Last Name		User ID	Email	Date Of Birth	Examinee ID Status
	Please s	search for a name					1	
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4. Click the **Search** button.

	tual Test Cente									<b>ACT</b> <sup>°</sup>
	WorkKeys	WorkKeys IV Traini	ng Site		********			0.0000000000000000000000000000000000000		LOGOUT
Home	User Managem	ent								
My Account	Search Criteria									
User Management	201207					_				
User Batch Load	Last Name:	Flowers	First Name:	May						
Account Management	User ID:		Examinee ID:							
Group Management	Email:		Date Of Birth:	-		MM/dd/yyyy				
Barcode Management	Status:	Show All ·		Search	-					
Reports Portal				Licensegeend						
Reports	Use % for wild c	aro searches.								
References								N	ore actions	· Create
	Select First Nam	e	Last Name			User ID	Email	Date Of Bi	th Examinee	ID Status
	Please s	earch for a name								
	VALIDUS @ Admin 1 © 2014 by ACT, Inc	Version: 3.0.0.399 . All rights reserved.								

5. Click the radio (circle) button to the left of the examinee's name. If there is more than one name shown, make sure you select the correct record.

	tual Test Cente	er						ACT
	workkeys	WorkKeys IV Training	l Site				L	OGOUT
Home	User Managem	ent						
My Account	Search Criteria							
User Management			End March	line and the second sec				
User Batch Load	Last Name:	Flowers	First Name	Мау				
Account Management	User ID:		Examinee ID	¢				
Group Management	Email:		Date Of Birth	C M	M/dd/yyyy			
Barcode Management	Status:	Show All		Search				
Reports Portal	Dec WY Locuster			Providental Action of the International Action of the Inte				
Reports	Use % for wid c	card searches.						
References	Select and Edit	Delete				More	actions	Create
	Select First Nam	e	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
	🖱 May		Flowers	Flowers	10508 may.ficwers@act.org	05/01/1995	43210501	Enabled
	🔘 May		Flowers	Flowers	//0511	05/11/1985		Enabled
	🔶 🕘 May		Flowers	Flowers	M0516 may.flowers@act.org	05/01/1990	43210501	Enabled
_	O May		Flowers	Flowerst	M0520 may.flowers@act.org	05/15/1995	43210515	Enabled
	🐑 May		Flowers	Flowerst	/0521	05/21/1996	25310596	Enabled
	🔿 May		Flowers	Flowers	/0596	05/20/1996	25310596	Enabled
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6. Click the **Delete** button.

	Worl	Keys	WorkKeys IV Trainin	g Site						L	OGOUT
Home	User I	lanagem	ent								
My Account	Search	Criteria									
User Management											
User Batch Load	1	ast Name:	Flowers		First Name:	Мау					
Account Management		User ID:			Examinee ID:						
Group Management		Email:			Date Of Birth:		MM/de	עעעעע			
Barcode Management		Status	Show All			Search					
Reports Portal						Local Control of					
Reports	Use '9	a" for wild c	ard searches.	-							
References	Select and Edit Delete More actions								actions	Create	
	Select	First Nam	e	Last Nan	ne		User ID	Email	Date Of Birth	Examinee ID	Status
	0	May		Flowers			FlowersM05	8 may.flowers@act.org	05/01/1995	43210501	Enabled
		May		Flowers			FlowersM05	11	05/11/1985		Enabled
				Flowers			FlowersM05	16 may.flowers@act.org	05/01/1990	43210501	Enabled
		May								43210515	Enabled
	•	May May		Flowers			FlowersM05	20 may flowers@act.org	00/10/1880		
	0 0 0	May May May		Flowers			FlowersM05: FlowersM05:	20 may flowers@act.org 21	05/21/1996	25310596	Enabled
	0 0 0	May May May May		Flowers Flowers Flowers			FlowersM05 FlowersM05 FlowersM05	20 may.flowers@act.org 21 26	05/21/1995 05/20/1996	25310596 25310596	Enabled Enabled

7. You will see a pop-up window with a question about deleting the selected item(s). Click the **OK** button. (If you do not want to delete this account, click the **Cancel** button.)

Message from webpage
Are you sure you wish to delete the selected item(s)?
OK Cancel

8. The account has now been deleted. If you are finished, click **Logout** at the top right-hand corner of the page.