WorkKeys®

WorkKeys Internet Version Quick Start Guide – Profile Management

Profile Management can be used as a template for setting up and registering examinees for tests (e.g., registering an examinee for multiple tests with a single click). It can also be used to link attainable scores (possibly profiled test scores) back to individual or group score reports. Profile Management can also be used to add extra time to a testing event to support Accommodations.
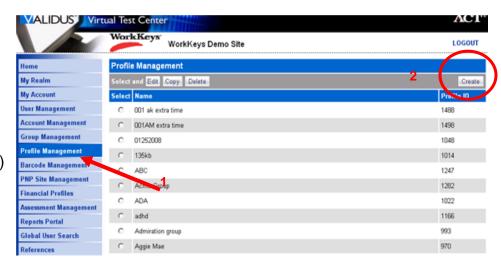
Begin on the WorkKeys administrator site.
Your Administrator Realm should be similar to the following URL:
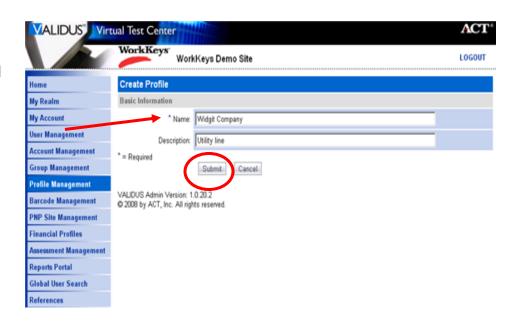**https://testadministration.org/vtcadmin/goRealmLogin.do?realm=your realm number here**

To Create a Profile:
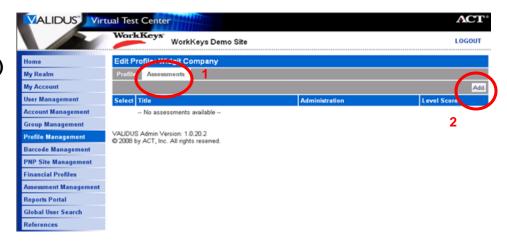Only a Site Administrator with the Role of Profile Manager can create a Profile.

- Click on Profile Management in the left hand navigation menu (1) Click the **Create** button (2)
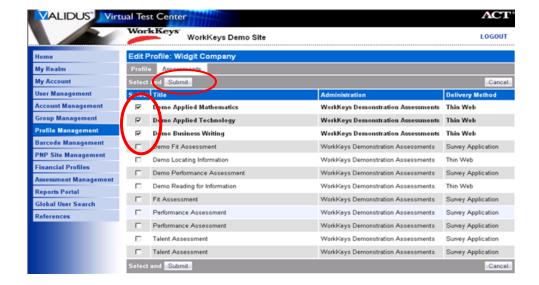

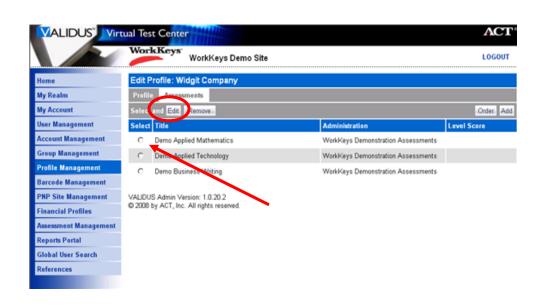- On the **Create Profile** page give the Profile a name and if desired, add a description.

- Click **Submit**

- From the **Assessments** (1**)** tab of the Edit Profile screen, click **Add**(2)
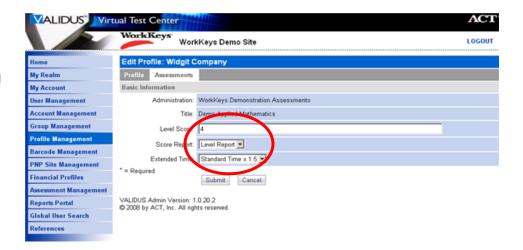

- Select the assessments you wish to have as a part of the profile and click **Submit.**

- The system will refresh the page and only show the Profile assessments. The profile is now complete.

- Should you wish to edit information for the profile (such as altering the assessment time or adding a level score) click on the **test Title** and select **Edit.**

- Make the alterations required (inserting a level score (1) or altering time (2) and click **Submit.**

- The Assessment(1) tab screen now shows the altered level score(2) for the selected test (altered time is not shown).

- The Level Score set for a profile can be seen on the Individual versus Profile report or the Group versus Profile Report.