

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/vtcadmin/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)

• Click on Generate Security Token at the bottom of the page.

	WorkKeys	/s Demo Site	LOGO
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y Account	User Security Roles		
ser Management 💦 🖡	Personal Information		
ccount Management	* First Name. Vv	rkKeys	
roup Management	1 2 Middle Name: Tr	n1	
rofile Management	* Last Name: Tr	nee	
arcode Management			
eports Portal	Date of Birth: 02	35/1984	MM/dd/yyyy
eferences	* ID: 55		
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	Address1: bł	b	
VALIDUS	WorkKeys	WorkKeys Demo Site	
Home	Edit User: Tra	ning1	
My Account	User Securit	Roles	_
Account Management	Old P	, seword.	
Group Management	New D	sowold.	
	Confirm P	ssword:	
Profile Management	001111111		
Profile Management Barcode Management	Security		
Profile Management Barcode Management Reports Portal	Security	Jestion:	

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

🖹 https://vteadmin.act.org	- VALIDUS: Virtual Test Center Console: WorkKeys Demo Site: M 🗆 🛛
Below is your Security I	oken. It expires in 15 minutes.
Security Token:	767866
Security Token Expiration:	Wed Oct 01 15:48:22 CDT 2008
	Close Print
√ALIDUS Admin Version: 1.0 ∋ 2008 by ACT, Inc. All rights	.28.25 s reserved.

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.

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	WorkKeys	VorkKeys Demo Site		LOGO
Home	User Managemer	nt		
My Account	-Search Criteria			
User Management Account Management	Last Name:		First Name:	
Group Management	User ID:		Examinee ID:	
Profile Management	Status: S	how All 🔽	Sean	ch
Barcode Management Reports Portal	Use "%" for wild card	searches.		
References				More actions
	Select First Name	Last Name	Use	r II Associate User
	Please sea	rch for a name		Batch Load Batch Load Search Export Examinees
	VALIDUS Admin Versi © 2008 by ACT, Inc. A	on: 1.0.28.25 Il rights reserved.		

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

VALIDUS Virtual Test Center				
	WorkKeys Demo Site			
Home	Associate User			
My Account	* User ID:			
User Management	* Segurity Teken			
Account Management	* - Demuind			
Group Management	Submit Cancel			
Profile Management				
Barcode Management	VALIDUS Admin Version: 1.0.28.25 © 2008 by ACT. Inc. All rights reserved			
Reports Portal				
References				

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

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

	ual Test Center				1	ACT [®]
	WorkKeys' Workk	eys Secure Site			L	OGOUT
Home	User Management					
My Account						
User Management Account Management	Last Name:		First Name:			
Group Management	User ID: Training1		Examinee ID:			
Profile Management	Status: Show All			Search		
Barcode Management Reports Portal	Use "%" for wild card searc	hes.				
References	Select and Edit Delete				More actions	Create
	Select First Name	Last Name		User ID	Status	
	WorkKeys	Trainee		Training1	Enabled	1
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• Select the Role tab.

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	WorkKeys	kKeys Secure Site	LOGOUT
Home	Edit User: Training r		
My Account	User Sectrity Role	es Re <mark>r</mark> stration Group	
User Management	Personal Information		
Account Management	* First Name:	WorkKeys	
Group Management	Middle Name:	Train1	
Profile Management	*1		
Barcode Management	Last Name:	Trainee	
Reports Portal	Date of Birth: ⁽²⁾	02/05/9999	MM/dd/9999
References	* Examinee/Employee ID:	555	
	Permanent Mailing Addr	ress	
	Address1:	bbbb	
	Address2:		
	City:	mmmm	
	State/Province:	North Carolina	

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

WorkKeys WorkKeys Secure Site LOGOL Home Edit User: Training1 Image: Security Roles Registration Group I	VALIDUS Virtual Test Center ACT					
Home Edit User: Training1 My Account User Security Roles Registration Group		WorkKeys WorkKeys Secur	e Site LOGOUT			
My Account User Security Roles Registration Group	1	Edit User: Training1				
	ount	User Security Roles Registratio	n Group			
User Management Select and Submit	anagement	Select and Submit				
Account Management Select Name Description	t Management 💦 🤱	Select Name	Description			
Group Management Account Manager Account Manager can disable, lock, unlock, and reset passwords of existing users with	Vanagement	Account Manager	Account Manager can disable, lock, unlock, and reset passwords of existing users within			
Profile Management	Management		the realm			
Barcode Manager Barcode Manager Barcode Manager may define barcodes in Barcode Management.	e Management	Barcode Manager	Barcode Manager may define barcodes in Barcode Management.			
Reports Portal Examinee Examinee can take tests within the realm	Portal	Examinee	Examinee can take tests within the realm			
References Proctor Proctor	ices	Proctor	Proctor			
Profile Manager Profile Manager can edit profile under Profile Management		Profile Manager	Profile Manager can edit profile under Profile Management			
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Password Manager Password Manager may view and edit passwords in the user management section prov they already have access to user management		Password Manager	Password Manager may view and edit passwords in the user management section provided they already have access to user management			
User Manager User Manager can create, read, update delete users within the realm (includes roles)		🔲 User Manager	User Manager can create, read, update delete users within the realm (includes roles)			
Select and Submit	4	Select and Submit				
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