WorkKeys Internet Version Quick Start Guide – Associate User

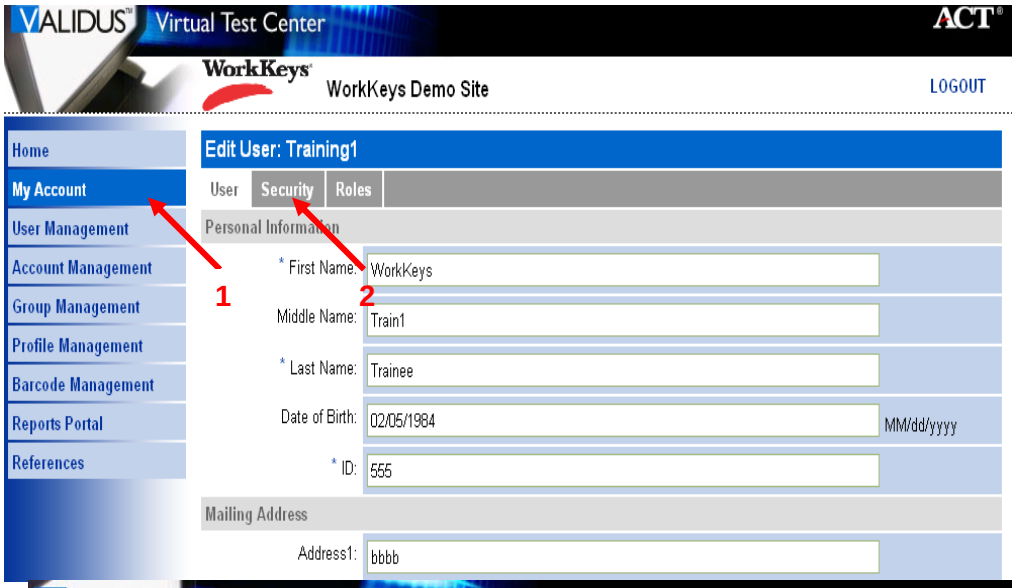
This Quick Start Guide outlines how to associate (or grant access) to user from one site to another site. Typically Associate User is used to allow a parent site to login to a child site to review reports.

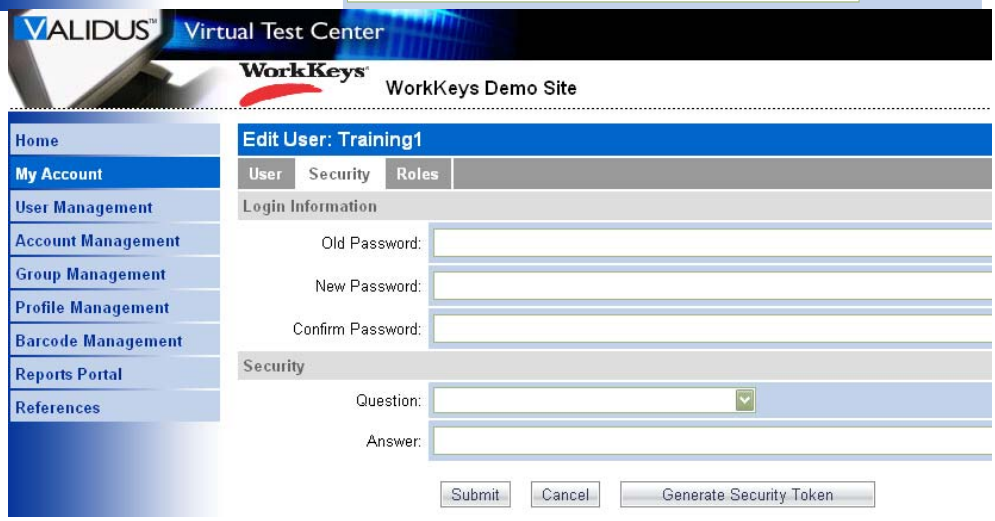
To Associate a User, the User must give the child site 'permission' to add their User ID by generating a token. A token is a set of numbers that is generated at the parent site. To begin, the parent Site Administrator logs in to their site, **using the User ID that is to be associated with the child 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:

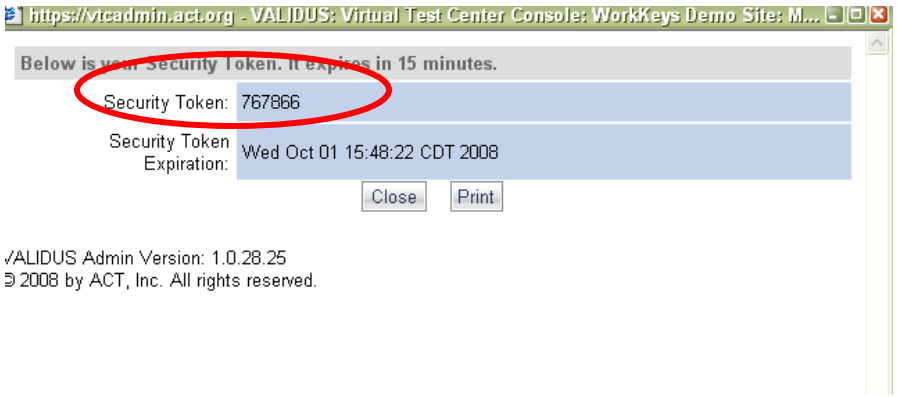
To Generate a Token:
The Site Administrator logs in to the parent site with the User ID that is to be associated to the child site.

- 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.



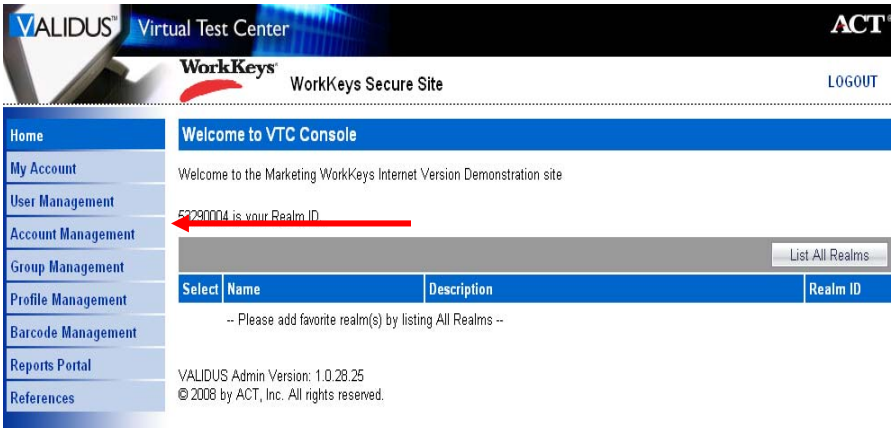


- A window will pop up with the **Security Token** and an expiration date and time. You can print this page if you like.

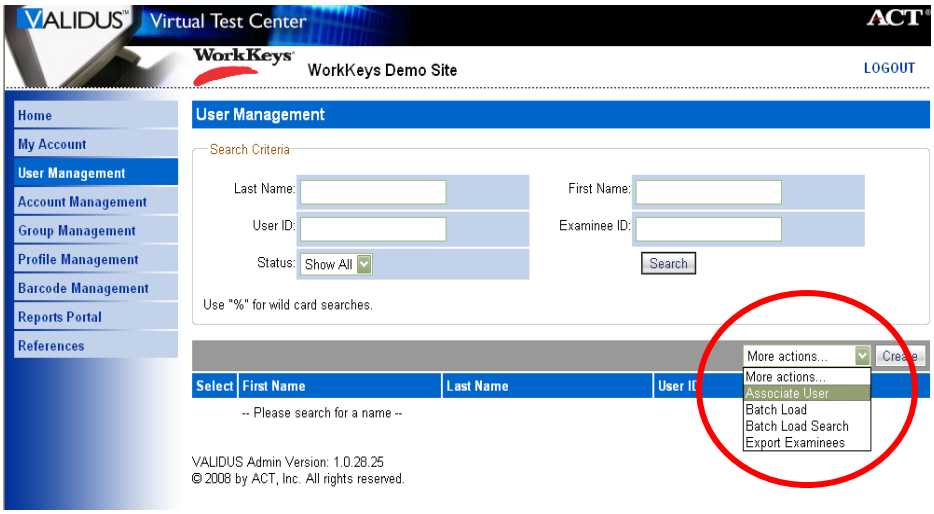


Important: The child site administrator has 15 minutes to enter the security token.

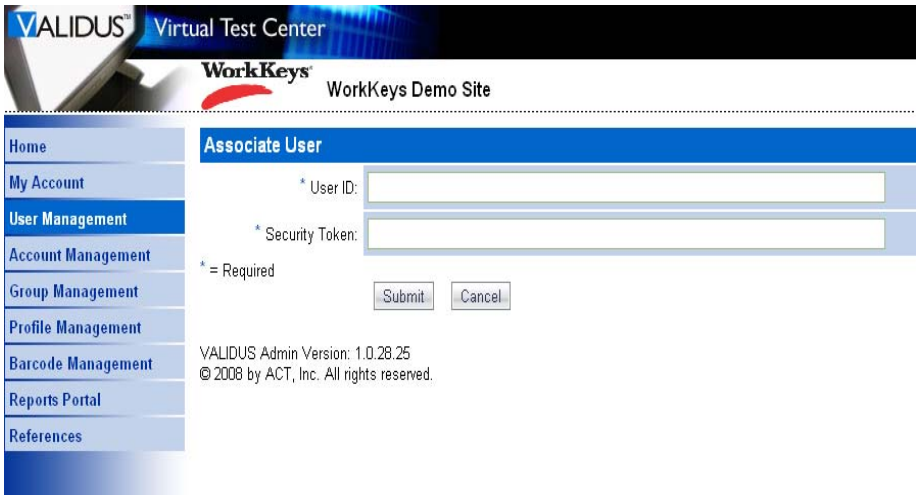
- Child site administrator logs in to their testing realm and chooses **User Management** from the navigation menu on the left side of the screen.



- Choose **More Actions** and select **Associate User.**

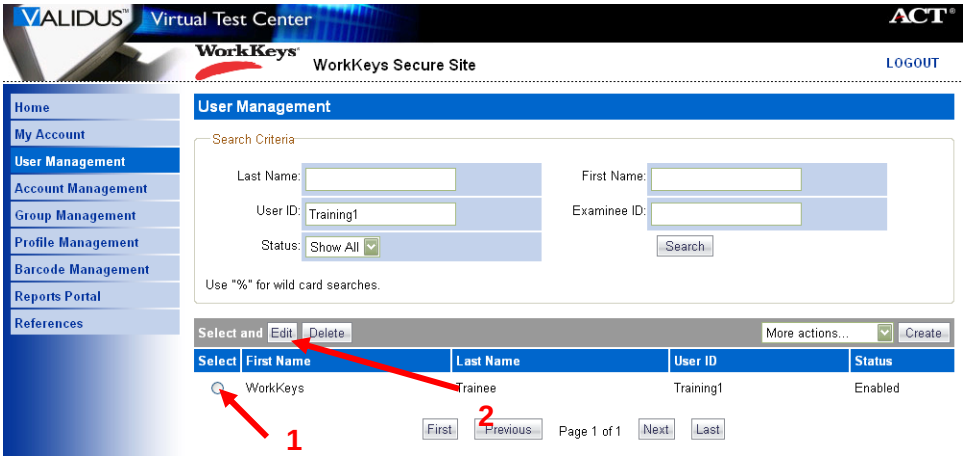


- Enter the **User ID** of the Site Administrator you want to add. Enter the **Security Token**.

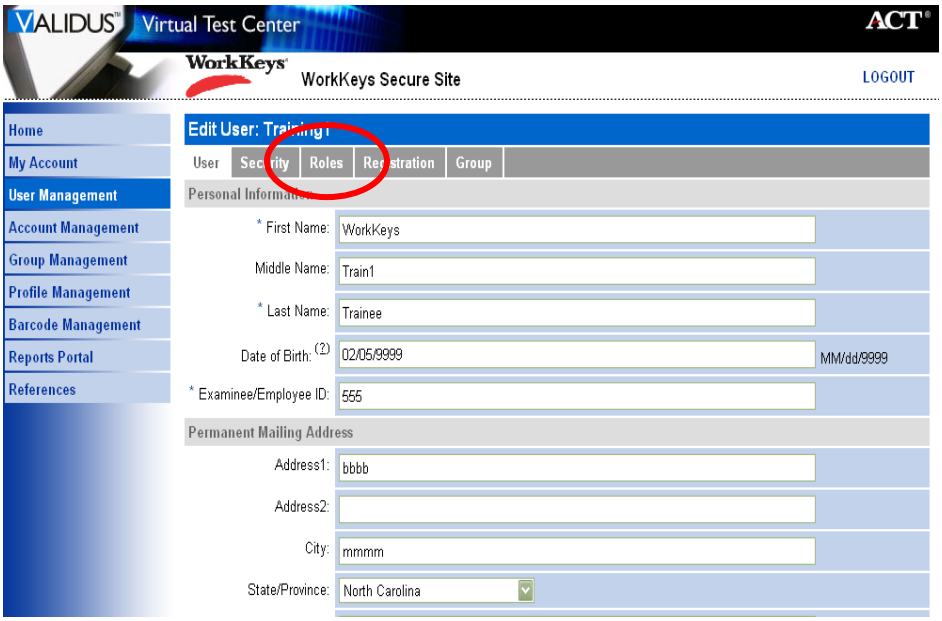
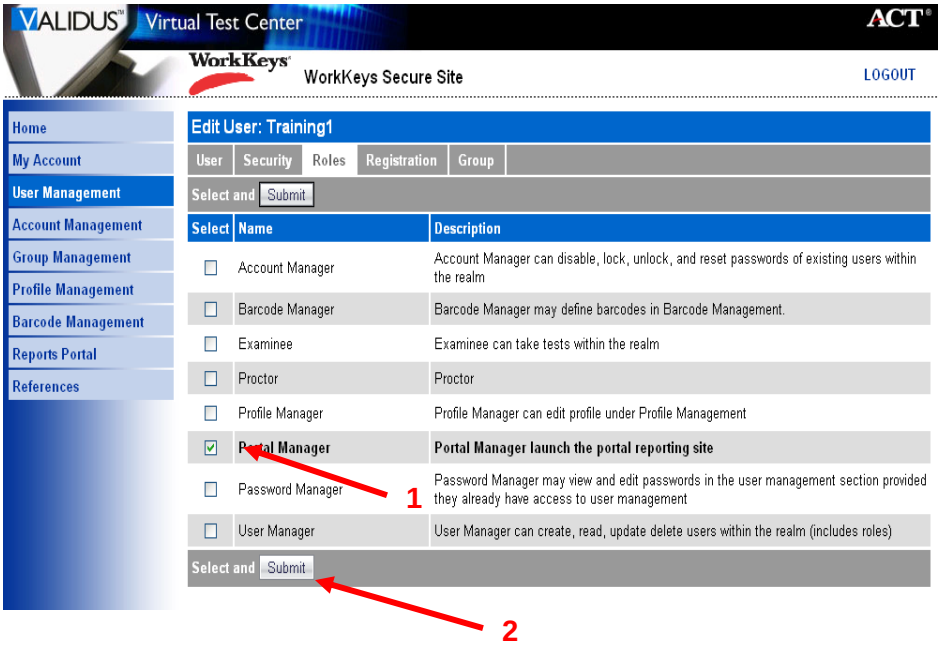


Next you will need to give the User you just added a role.

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



- **Select** the **Role** tab.



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