

## WorkKeys Internet Version Setting the Financial Profiles for Self Registration

Financial profiles management is used to assign the appropriate price for the assessment you wish to launch when the examinee has self registered.

Begin on the WorkKeys administrator site.

Your Administrator Realm should be similar to one of the following URLs: https://vtcadmin.act.org/vtcadmin/goRealmLogin.do?realm=your realm number here

https://testadministration.org/vtcadmin/goRealmLogin.do?realm=your realm number here

First you will need to find the examinee in your system so you can add the financial attribute. To do this:

Log In with your administrator User ID and Password.

- Click on the User Management link located in the left-hand navigation menu
- On the User Management page, either enter a name and click on the Search button or just click the Search button.
- Click in the circle in the Select column next to the examinee's name for which you want to set the financial profile (1). Click on the Edit button (2).

	rtual Test Center		ACT
	WorkKeys		LOGOUT
Home	User Management		
My Account	Search Criteria		
User Management			
Account Management	Last Name:	First Name:	
Group Management	User ID:	Examinee ID:	
Profile Management	Search		
Reports Portal			
References	Use "%" for wild card seconds.		
			More actions  Create
	Select First Name	Last Name	User ID
	Please search for a name		
	VALIDUS Admin Version: 1.0.11.183 © 2007 by ACT, Inc. All rights reserved.		



• On the Edit User page choose the Registration tab.

• Select the **assessment** to add the **financial profile** to and choose edit.





 Choose the Financial Profile that applies to this registration. The choice you make here determines what price your site will be billed for this test and where the bills will be sent. You will see choices like:

> Education Government Business

If testing is paid by another entity (e.g., **State Contract**) you should see that entity listed here as one of the choices.

Edit User: mlewis Home User Roles Registration Group My Realm Registrant Information My Account User Management Title: Applied Mathematics Account Management Administration: WorkKeys Assessments Group Management Finance Profile Management \* Financial Profile: <sup>(?)</sup> Barcode Management \* = Required WorkKeys - Education PNP Site Management WorkKeys - Government WorkKeys - Employer Financial Profiles VALIDUS Admin Version 1.0.23.6 © 2008 by ACT, Inc. All rights reserved. Attribute Management Assessment Management 2 **Reports Portal** 1 Global User Search References

• Click Submit.