

Looking Up a Password

In this document

This document contains information used by site administrators and proctors to look up a WorkKeys Internet Version user's password.

When to use this document

Use this document when an examinee doesn't remember his or her password to access the RSP system.

Procedure: Looking Up a Password

Follow the steps below to look up an examinee's password.

1. Log in to the Validus system with your User ID and password. The URL will look something like this:

https://vtc.act.org/<your site's realm number>

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

	tual Test Center		ACT		
	WorkKeys WorkKe	ys IV Training Site	LOGOUT		
Home	Welcome to VTC Conso	le			
My Account	This is a training site. DO NOT u	se this site to set up real tests.			
User Management 🛛 🗲	566617744 is your Poalm ID				
User Batch Load	500017744 is your Realifi ID.				
Account Management	-		List All Realms		
Group Management	Select Name	Description	Realm ID		
Profile Management	Please add favorite r	ealm(s) by listing All Realms			
Barcode Management	VALIDUS @ Admin Version: 2.0	1 660			
Reports Portal	© 2011 by ACT, Inc. All rights re	© 2011 by ACT, Inc. All rights reserved.			
Reports					
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	a sadd all in the					ACT
	WorkKeys	WorkKeys IV T	raining Site				LOGOUT
Home	User Managem	ent					
My Account	Search Criteria						
User Management							
User Batch Load	Last Name:	Duck		First Name:	Donald		
Account Management	User ID:			Examinee ID:			
Group Management	Status:	Show All			Search		
Profile Management	Lice "%" for wild or	ard soarchos					
Barcode Management		aru searches.					
Reports Portal						More actions	Create
Reports	Select First Name	20	Last Name		User ID	Sta	itus
References	Please s	earch for a name					
	VALIDUS ® Admin \ © 2011 by ACT, Inc.	/ersion: 2.0.1.669 All rights reserved.					

4. Click the **Search** button.

	tual Test Center				
	WorkKeys'	orkKeys IV Training	Site		LOGOUT
Home	User Management	t			
My Account	Search Criteria				1
User Management					
User Batch Load	Last Name: Duo	ck	First Name:	Donald	
Account Management	User ID:		Examinee ID:		
Group Management	Status: Sho	ow All 💌		Search	
Profile Management	Lico "%" for wild card	coarchoc			
Barcode Management	Use /6 for wild card :	searches.			
Reports Portal					More actions 🔽 Create
Reports	Select First Name	La	st Name	User ID	Status
References	Please searc	ch for a name			(A007A1020)
	VALIDUS ® Admin Vers	sion: 2.0.1.669			
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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.

VALIDUS Virt	ual Test Cente	No. of Concession, Name			ACT
	WorkKeys	WorkKeys IV Training Site			LOGOUT
Home	User Managem	ent			
My Account	Search Criteria				
User Management					
User Batch Load	Last Name:	Duck	First Name: Doi	ald	
Account Management	User ID:		Examinee ID:		
Group Management	Status:	Show All	Se	arch	
Profile Management	Lloo "%/" for wild o	ard anarchan			
Barcode Management	Use % for wild c	ard searches.			
Reports Portal	Select and Edit	elete			More actions V Create
Reports	Select First Name	e Last Na	me	User ID	Status
References	Donald	Duck		DuckD1114	Enabled
	O Donald	Duck		WBH-DonaldD1112-	KP Enabled
	VALIDUS ® Admin \ © 2011 by ACT, Inc.	First Pr /ersion: 2.0.1.669 All rights reserved.	evious Page 1 of 1 Next	Last	

6. Click the **Edit** button.

	tual Test Center			ACT
	WorkKeys WorkKey	s IV Training Site		LOGOUT
Home	User Management			
My Account	Search Criteria			
User Management	Tota News 2	Circle M		
User Batch Load	Last Name: Duck	First Na	ame: Donald	
Account Management	User ID:	Examine	e ID:	
Group Management	Status: Show All 💌		Search	
Profile Management	Lise "%" for wild card searches			
Barcode Management	Use n for wird card searches.			
Reports Portal	Select and Edit Delete		More	e actions 💌 Create
Reports	Select First Name	Last Name	User ID	Status
References	Donald	Duck	DuckD1114	Enabled
	O Donald	Duck	WBH-DonaldD1112-KP	Enabled
	VALIDUS © Admin Version: 2.0.1 © 2011 by ACT, Inc. All rights res	First Previous Page 1 of 669 erved.	Next Last	



7. Click on the **Security** tab.

	tual Test Center		ACT [®]
	WorkKeys	Keys IV Training Site	LOGOUT
Home	Edit User: DuckD111	4	
My Account	User Security Role	s Registration Group	
User Management	Personal Information		
User Batch Load	* First Name:?	Donald	
Account Management	Middle Name:		
Group Management	* Last Name:?	Duck	
Profile Management	Data of Bith:		
Barcode Management	Date of Dirth.	MIM/dd/yyyyy	
Reports Portal	* Examinee ID:?	2468	
Reports	Permanent Mailing Addre	955	
References	Address1:		
	Address2:		
	City:		
	State/Province:	×	
	ZIP Code:		
	Email:		

8. Type in the same User ID and Password that you use to log in to Validus.

	tual Test Center	ACT
	WorkKeys WorkKeys IV Training Site	LOGOUT
Home	Edit User: DuckD1114	
My Account	User Security Roles Registration Group	
User Management	Please enter your Login information	
User Batch Load	User ID: Training234	
Account Management	Password:	
Group Management		
Profile Management	Submit Cancel	
Barcode Management	VALIDUS ® Admin Version: 2.0.1.669	
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Reports		
References		



9. Click the **Submit** button.

	tual Test Center	ACT
	WorkKeys WorkKeys IV Training Site	LOGOUT
Home	Edit User: DuckD1114	
My Account	User Security Roles Registration Group	
User Management	Please enter your Login information	
User Batch Load	User ID: Training234	
Account Management	Password:	
Group Management		
Profile Management	Submit Cancel	
Barcode Management	VALIDUS ® Admin Version: 2.0.1.669	
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Reports		
References		

You will now be able to see the examinee's password.

10. Click the **Cancel** button when you are finished.

VALIDUS Virtual Test Center			
	WorkKeys' Work	Keys IV Training Site	LOGOUT
Home	Edit User: DuckD111	4	
My Account	User Security Role	s Registration Group	
User Management	Login Information		
User Batch Load	User ID:	DuckD1114	
Account Management	Person ID:	836390562	
Group Management	Encryption Key :	and and an an an an and a statement of the	
Profile Management	Password:	Mickey01	Generate
Barcode Management	Confirm Password	Mickey01	
Reports Portal	* = Required	Whoreyot	
Reports	i toqui ou	Submit Cancel	
References			
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