

Group Registration for One or More Assessments

In this document

This document contains information used by site administrators to register a group of examinees for one or more WorkKeys Internet Version tests.

When to use this document

Use this document when you have examinees assigned to a group and you want to register them for the same test or the same set of tests. You can also set the financial profile for each test for the entire group.

Procedure: Group Registration for One or More Assessments

Follow the steps below to register a group of examinees for the same WorkKeys Internet Version test or for the same set of tests.

1. Log in to the Validus system with your User ID and password. The URL will look similar to the ones shown below. If a login page with a realm drop-down menu appears, you will need to enter your URL again. Only space for a User ID and a password should appear.

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

e.g., https://vtc.act.org/123456789

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

VALIDUS' Virtual Test Center			
	WorkKeys WorkKe	eys IV Training Site	LOGOUT
Home	Welcome to VTC Conso	le	
My Account	This is a training site. DO NOT	use this site to set up real tests.	
User Management	566617744 is your Realm ID		
User Batch Load			List All Desires
Account Management			List All Realms
Group Management 룾	Select Name	Description	Realm ID
Profile Management	Please add favorite r	realm(s) by listing All Realms	
Barcode Management	VALIDUS @ Admin Version: 2.0	1 669	
Reports Portal	© 2011 by ACT, Inc. All rights r	eserved.	
Reports			
References			



- 3. Type in the name of the group.
 - If you don't know the exact name or can't remember it, leave all of the search criteria fields empty and click the **Search** button. A list of all groups in this realm will appear.
 - If you want to register a group that you created, you can type in your User ID in the "Owner" block, then click the **Search** button. A list of groups that you created will appear.

	tual Test Center						ACT
	WorkKeys	rkKeys IV Training Sit	e				LOGOUT
Home	Group Management						
My Account	Search Criteria						
User Management						_	
User Batch Load	Name:		Description:				
Account Management	Туре:	~	> Owner:				
Group Management	ContextID:		Active:	~			
Profile Management			Locked:	~			
Barcode Management	Sear	ch					
Reports Portal	Line "9/" for wild pard an	arahaa					
Reports	Use % for wild card se	arches					
References							Create
	Select Name	Des	cription		ID	Owner	ContextID
	Please search	for a group			N 2.		
	VALIDUS ® Admin Version © 2011 by ACT, Inc. All rig	n: 2.0.1.669 hts reserved.					

4. Click on the radio button to the left of the name of the group for which you want to create a registration.

	tual Test Center		ACT
	WorkKeys WorkKeys IV Training Site		LOGOUT
Home	Group Management		
My Account	Search Criteria		
User Management	Name: Description:		
Account Management	Type: V Owner: Tra	ining234	1
Group Management	ContextID: Active:	~	
Profile Management	Locked:	~	
Barcode Management	Search		
Reports Portal	Use "%" for wild card searches		
Reports			
References	Select and Edit More actions		Create
	Select Name Description	ID	Owner ContextID
	→	836390563	3 Training234
_	O Widgets	580511971	1 Training234
	First Previous Page 1 of 1 Next	Last	
	VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.		



5. Click the "down arrow" next to "More actions. . ." and select "Register."

	ual Test Center							ACT [®]
	WorkKeys	WorkKeys IV Trainin	g Site					LOGOUT
Users	Group Manager	nent						
My Account	Search Criteria							
User Management	Name:			Description:				
User Batch Load	Type:	•		Owner:	Training234			
Account Management	ContextID:			Active:	~			
Profile Management				Locked:	~			
Barcode Management		Search						
Reports Portal	Use "%" for wild ca	rd searches.						
Reports		Marca - 15						Cruste
References	Select and Edit	More actions						Create
	Select Name	Authorize Unauthorize	Description			ID 820200502	Owner	ContextID
	 2011-11-14 105 director 	Email Register				030390303	Training234	
	Vildgets [Delete K				500511571	maining254	
		First	Previous	Page 1 of 1	Next			
	VALIDUS ® Admin V © 2011 by ACT, Inc.	ersion: 2.0.1.669 All rights reserved.						

6. Along the right side of the page, click the **Create** button to select tests for the group or click **Create from Profile** if a profile has been created to assign tests.

	rtual Test Center		ACT
	WorkKeys IV Training Site		LOGOUT
Home	Group Registration		
My Account	Select and Delete		Create Create From Profile Cancel
User Management	Select Title	Administration	Create Date
User Batch Load	Please create a registration		
Account Management			
Group Management	VALIDUS @ Admin Version: 2.0.1.669 © 2011 by ACT Inc. All rights reserved		
Profile Management	e zerr by ren, me. rangine received.		
Barcode Management			
Reports Portal			
Reports			
References			



7. In the "Select" column, click on the box next to the title of the test for which you want to register the examinee. A check mark will appear in the box.

Note: You can select more than one test.

	ual Tes	st Center		ACT
	Wor	KKeys WorkKeys IV Training S	Site	LOGOUT
Home	Grou	p Registration		
My Account	Select	and Submit		Cancel
User Management	Select	Title	Administration	Number Remaining
User Batch Load		Demo Applied Mathematics	WorkKeys Assessments	*
Account Management		Demo Applied Technology	WorkKeys Assessments	*
Group Management		Demo Business Writing	WorkKeys Assessments	*
Profile Management		Demo Fit Assessment	WorkKeys Assessments	*
Barcode Management		Demo Locating Information	WorkKeys Assessments	*
Reports Portal		Demo Performance Assessment	WorkKeys Assessments	*
Reports		Demo Reading for Information	WorkKeys Assessments	*
References		Observation Demo	WorkKeys Assessments	*
	Select	and Submit		Cancel
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8. Click the **Submit** button.

	tual Te	st Center		ACT®
	Wor	WorkKeys IV Training	Site	LOGOUT
Home	Grou	p Registration		
My Account	Select	and Submit 🔶		Cancel
User Management	Select	t Title	Administration	Number Remaining
User Batch Load	~	Demo Applied Mathematics	WorkKeys Assessments	*
Account Management		Demo Applied Technology	WorkKeys Assessments	*
Group Management		Demo Business Writing	WorkKeys Assessments	*
Profile Management		Demo Fit Assessment	WorkKeys Assessments	*
Barcode Management		Demo Locating Information	WorkKeys Assessments	*
Reports Portal		Demo Performance Assessment	WorkKeys Assessments	*
Reports		Demo Reading for Information	WorkKeys Assessments	*
References		Observation Demo	WorkKeys Assessments	*
	Select	and Submit		Cancel
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- 9. Under "Financial Profile," click the "down arrow" and select the appropriate financial profile. You may see "WorkKeys – Education," "WorkKeys – Employer," and/or "WorkKeys – Government," or "WorkKeys – Business."
 - If testing is paid by another entity, such as a State Contract, you may see that option listed.
 - Your selection determines what price your site will be billed for this test and where the bills will be sent.

	tual Test Center	ACT [®]
	WorkKeys WorkKeys IV Training Site	LOGOUT
Home	Group Registration Registrant Information	
My Account User Management	Title: Applied Mathematics Administration: WorkKeys Assessments	
User Batch Load Account Management	Finance * Financial Profile:? WorkKeys - Government	
Profile Management	* = Required Submit Cancel	
Reports Portal Reports	VALIDUS © Admin Version: 2.0.1.669 © 2011 by ACT, Inc. All rights reserved.	
References		

10. Click the **Submit** button.

	ACT [®]	
	WorkKeys IV Training Site	LOGOUT
	Group Registration	
Home	Registrant Information	
My Account	Title: Applied Mathematics	
User Management	Administration WorkKeys Assessments	1
User Batch Load	Einanco	
Account Management	* Financial Parfile 2 Wedd/cure Communet an	
Group Management		
Profile Management	Submit Cancel	
Barcode Management		
Reports Portal	VALIDUS © Admin Version: 2.0.1.669	
Reports	e 2011 by AD1, ille. All lights reserved.	
References		

11. Repeat Steps 9 and 10 for each assessment in this registration.