

## Setting Up a Proctor or Site Administrator Account

## In this document

This document contains information used by a site administrator to set up WorkKeys Internet Version (WKIV) accounts for proctors. Site administrators may also set up accounts for one or more additional site administrators, if desired.

## When to use this document

Use this document when a site administrator needs to create WorkKeys Internet Version accounts in the Validus system for proctors. This document should also be used if a site administrator wants to set up an account for one or more additional site administrators.

**IMPORTANT:** All proctors and site administrators MUST have their own account with their own login information. Testing staff are NOT to share accounts/login information.

## Procedure: Creating an Account

Follow the steps below to create a WKIV account for proctors and/or additional site administrators.

1. Log in to the Validus VTC 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

rtual Test Center	ACT <sup>*</sup>
Please enter your Login Information	
User ID:	
Password	
Login	
VALIDUS ® Admin Version: 2.0.1.822 © 2012 by ACT, Inc. All rights reserved.	



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

*Note:* The screens that appear on your computer may appear slightly different than those shown in this Quick Start Guide.

	tual Test Center		<b>ACT</b> <sup>*</sup>							
	WorkKeys' WorkKeys IV Training Site	LOGOUT								
Home	Welcome to VTC Console									
My Account	This is a training site. DO NOT use this site to set up real tests.									
User Management 🛛 🗲	nagement 4 566617744 is your Realm ID									
User Batch Load										
Account Management	Select and More actions	List All Realms								
Group Management	Select Name	Description	Realm ID							
Profile Management	WorkKeys IV Training Site	WorkKeys Internet Version Training Site Created By: Julie Rohret Created On: 10.04.10	566617744							
Barcode Management	VALIDUS @ Admin Version: 2.0.1.822									
Reports Portal	© 2012 by ACT, Inc. All rights reserved.									
Reports										
References										

3. On the right side of the page, click the **Create** button.

	tual Test Center				ACT
	WorkKeys' WorkKeys IV	Training Site			LOGOUT
Home	User Management				
My Account	Search Criteria				
User Management					
User Batch Load	Last Name:	First Name:			
Account Management	User ID:	Examinee ID:			
Group Management	Email:	Date Of Birth:	MM/dd/yyyy		5. P
Profile Management	Status: Show All		Search		~
Barcode Management	Use 10/1 for wild and assesses		Language of the second s		
Reports Portal	Use % for wid card searches.				
Reports					More actions Create
References	Select First Name	Last Name	User ID	Email Dat	e Of Birth Examinee ID Status
	Please search for a name VALIDUS ® Admin Version: 2.0.1.822 © 2012 by ACT, Inc. All rights reserve	- d.			



- 4. A "Create User" page will appear. Enter the following, in the order listed:
  - a. First Name
  - b. Last Name
  - c. Examinee ID
    - This should be a series of numbers unique to the individual. A suggestion would be an employee ID number.
    - Do NOT use the individual's driver's license number, Social Security Number, or any number that contains a portion of his/her Social Security Number.
    - The number can include a maximum of 11 digits.
  - d. Email
  - e. User ID
    - You can click the Generate ID button or create a User ID unique to the individual.
    - We suggest creating a User ID that is easy to remember, such as the individual's last name and first initial of the first name followed by a number.
    - A User ID can be a combination of letters and/or numbers.
    - Do NOT use the individual's driver's license number, Social Security Number, or any number that contains a portion of his/her Social Security Number.
    - It must be at least 3 characters long.
    - Once a User ID has been entered into the system, it cannot be changed nor duplicated. This applies to the entire Validus system, not just your site's realm.
  - f. Password (and Confirm Password)
    - The system can generate a password for the individual, but we recommend that you create one. The individual can change it if he/she desires.
    - The password **MUST** include letters <u>and</u> at least one number.
    - The password is case sensitive.
    - The password must be between 6 and 30 characters long.

*Note:* Depending on the site's realm, additional fields may need to be completed.

MALIDUS' Vir	tual Test Center		ACT
	WorkKeys WorkKeys IV	Training Site	LOGOUT
Home	Create User		
My Account	Login Information		
User Management	User ID:		Generate ID
User Batch Load	Password		
Account Management	Confirm Desenant		
Group Management	Bacurity		
Profile Management	Question	<b>F</b>	
Barcode Management	Annua	and a second sec	
Reports Portal	Answer.		
Reports	Personal information		
References	Pirst Name: 7		
	Middle Name:		
	· Last Name:?		
	Date of Birth: MM/dd/y	w	
	> * Examinee ID:?		
	Permanent Mailing Address		
	Address1		
	Address2		
	City		
	State Designed		
	DiaterProvince.	Mag	
	ZIP Code:		
	Email:		
	Education		



5. Click the **Submit** button at the bottom of the page.

Are you currently in school?:	×	
If you are in school, why are you attending school?:	(a)	
State / County of Residence.?		lookup
Current Status:?		
* = Required	[Submit] [Cancel	
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- 6. The "Roles" page appears.
  - To set up an account for a **proctor**, you may select just the Proctor role, which will allow the individual to only authorize tests and pull score reports. If you want your proctor to have additional responsibilities, click in the box next to each of the following roles:
    - o Account Manager
    - o Proctor
    - o Password Manager

	ual Tes	t Center				$\mathbf{ACT}^*$
	Wor	kKeys'	WorkKe	eys IV Training	g Site	LOGOUT
Home	Edit User: LastnameF13579					
My Account	User	Security	Roles	Registration	Group	
User Management	Select	and Submit				
User Batch Load	Select	Name				Description
Account Management	V	Account Ma	anager			VTCADMIN - Admin - Account Management - Allows the grantee to disable, lock, unlock, and reset passwords of existing users within the realm
Profile Management		Barcode Ma	nager			VTCADMIN - Admin - Barcode Management - Allows the grantee to define barcodes in Barcode Management.
Barcode Management		Examinee				RSP - Examinee - Allows the grantee to register, schedule and take tests within the realm
Reports Portal		Proctor				Proctor
Reports		Profile Mana	iger			VTCADMIN - Admin - Profile Management - Allows the grantee to edit profile under Profile Management
References	Portal Reports WorkKeys			eys		Portal Reports - Admin - Allows the grantee access to the reporting portal for WorkKeys
		Portal Mana	ger			Portal Reports - Admin - Allows the grantee access to the reporting portal
		Password N	Manager			VTCADMIN - Admin - Password Management - Allows the grantee to view and edit passwords in the user management section provided they already have access to user management
		Report Invoi	се			VTCADMIN - Admin - Reports - Allows grantee to run the invoice details reports
		Report Mana	ager			VTCADMIN - Admin - Reports - Allows grantee to view reports
	User Manager					VTCADMIN - Admin - User Management - Allows grantee to create, read, update delete users within the realm (includes roles)
		Batch Load	Admin			VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, has access to all files
		Batch Load				VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, restricted to only files they have loaded
	Select	and Submit				
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- If you are setting up an **additional site administrator**, you will want to give the individual the same roles that you have. You will likely have the roles listed below. Click in the box next to each of these roles (or whichever roles you want your additional site administrator to have):
  - o Account Manager
  - o Barcode Manager
  - o Proctor
  - o Profile Manager
  - o Portal Reports WorkKeys
  - Portal Manager
  - o Password Manager
  - o Report Manager
  - o User Manager
  - o Batch Load Admin
  - o Batch Load

**IMPORTANT:** Take care in deciding who you select as a site administrator. The individual who has these roles will be able to perform many functions that will affect your testing realm.

	ual Test Center	ACT							
	WorkKeys WorkKeys IV Training Site	LOGOUT							
Home	Edit User: LastnameF13579								
My Account	User Security Roles Registration Group								
User Management	Select and Submit								
User Batch Load	Select Name	Description							
Account Management	Account Manager	VTCADMIN - Admin - Account Management - Allows the grantee to disable, lock, unlock, and reset passwords of existing users within the realm							
Group Management	Barcode Manager	VTCADMIN - Admin - Barcode Management - Allows the grantee to define barcodes in Barcode Management.							
Profile Management	Examinee	RSP - Examinee - Allows the grantee to register, schedule and take tests within the realm							
Barcode Management	V Proctor	Proctor							
Reports Portal	Profile Manager	VTCADMIN - Admin - Profile Management - Allows the grantee to edit profile under Profile Management							
Reports	Portal Reports WorkKeys	Portal Reports - Admin - Allows the grantee access to the reporting portal for WorkKeys							
References	Portal Manager	Portal Reports - Admin - Allows the grantee access to the reporting portal							
	Password Manager	VTCADMIN - Admin - Password Management - Allows the grantee to view and edit passwords in the user management section provided they already have access to user management							
	Report Invoice	VTCADMIN - Admin - Reports - Allows grantee to run the invoice details reports							
	Report Manager	VTCADMIN - Admin - Reports - Allows grantee to view reports							
	User Manager	VTCADMIN - Admin - User Management - Allows grantee to create, read, update delete users within the realm (includes roles)							
	Batch Load Admin	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, has access to all files							
	✓ Batch Load	VTCADMIN - Admin - Batch load - Allows grantee to create and manage batch load files, restricted to only files they have loaded							
	Select and Submit								



7. Click the **Submit** button at the top or bottom of the page. If you do not click the **Submit** button, the roles will not become activated and the individual will not be able to perform the tasks associated with each role.



8. You will not need to create a registration for proctors or site administrators. Therefore, click on **User Management** to create additional accounts or to search for accounts. If you are finished, click **Logout** at the top right-hand corner of the page.

VS <sup>*</sup> WorkKeys IV Training Site LastnameF13579 urity Roles Registration Group				LOGOUT
LastnameF13579 urity Roles <mark>Registration</mark> Group				
unity Roles Registration Group				
			Create Cre	ate From Profile
	Administration	Registration ID	Create Date	Status
ase create a registration			2	-
Imin Version: 2.0.1.822				
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	ase create a registration dmin Version: 2.0.1.822 T, Inc. All rights reserved.	Administration ase create a registration dmin Version: 2.0.1.822 T, Inc. All rights reserved.	Administration Registration ID ase create a registration dmin Version: 2.0.1.822 T, Inc. All rights reserved.	Administration  Registration ID  Create Date    ase create a registration </td