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.

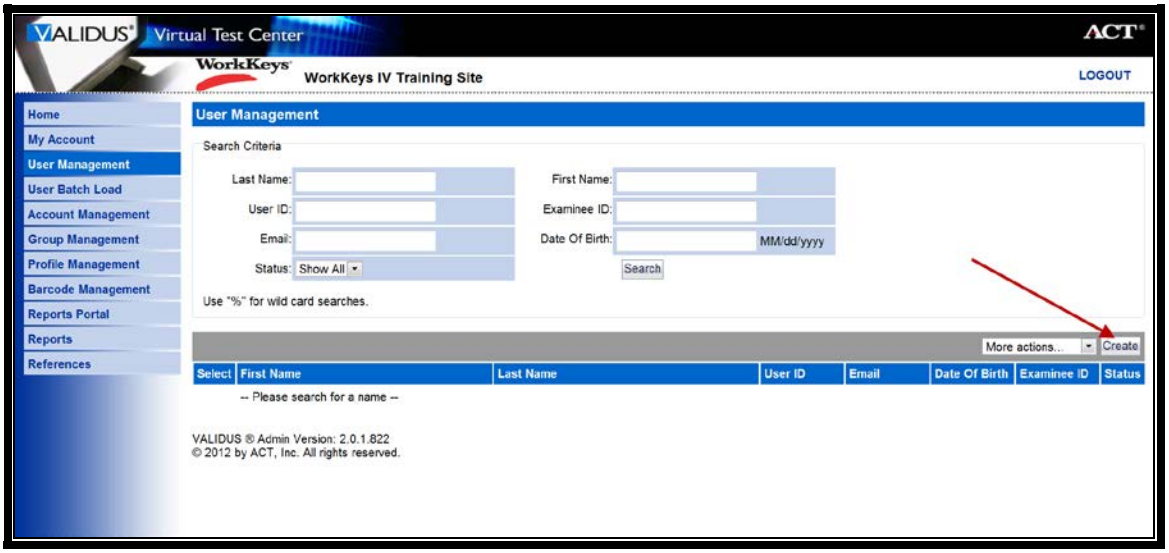
1. Log in to the Validus VTC system with your User ID and password. The URL will look similar to the ones shown below. If a login page with a realm drop-down menu appears, you will need to enter your URL again. Only space for a User ID and a password should appear.

   https://vtc.act.org/<your site's realm number> e.g., https://vtc.act.org/123456789

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.*

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



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.

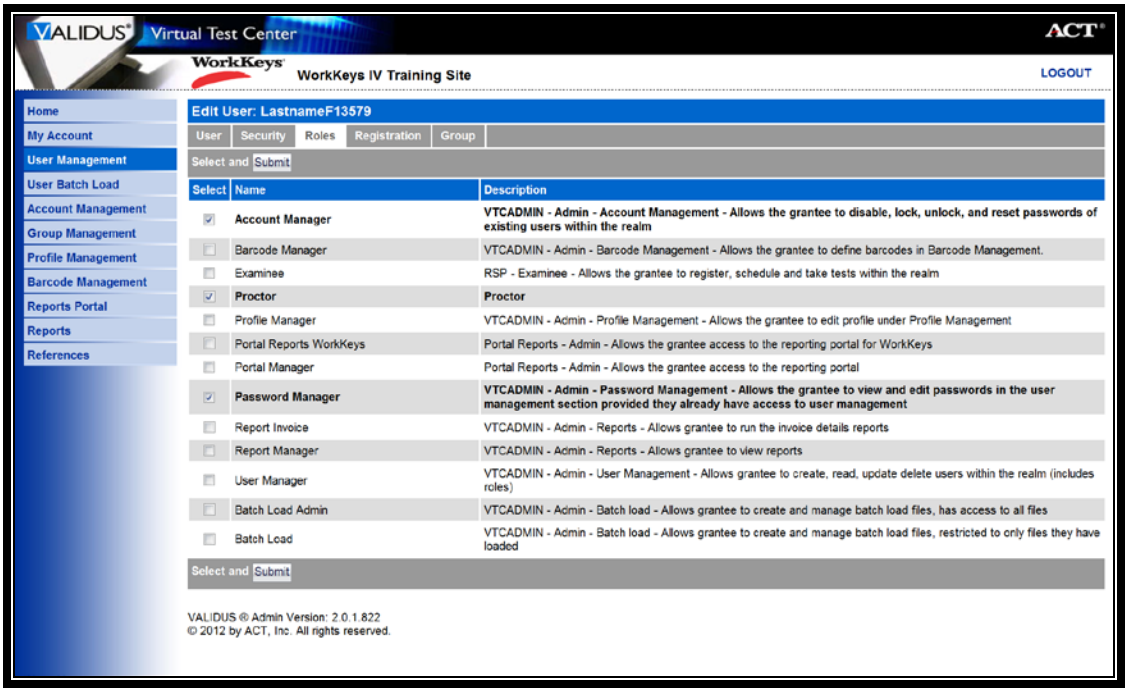
   f. Password (and Confirm Password)
      - The system can generate a password for the individual, but we recommend that you create one. The individual can change it if he/she desires.
      - The password **MUST** include letters and at least one number.
      - The password is case sensitive.
      - The password must be between 6 and 30 characters long.

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

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

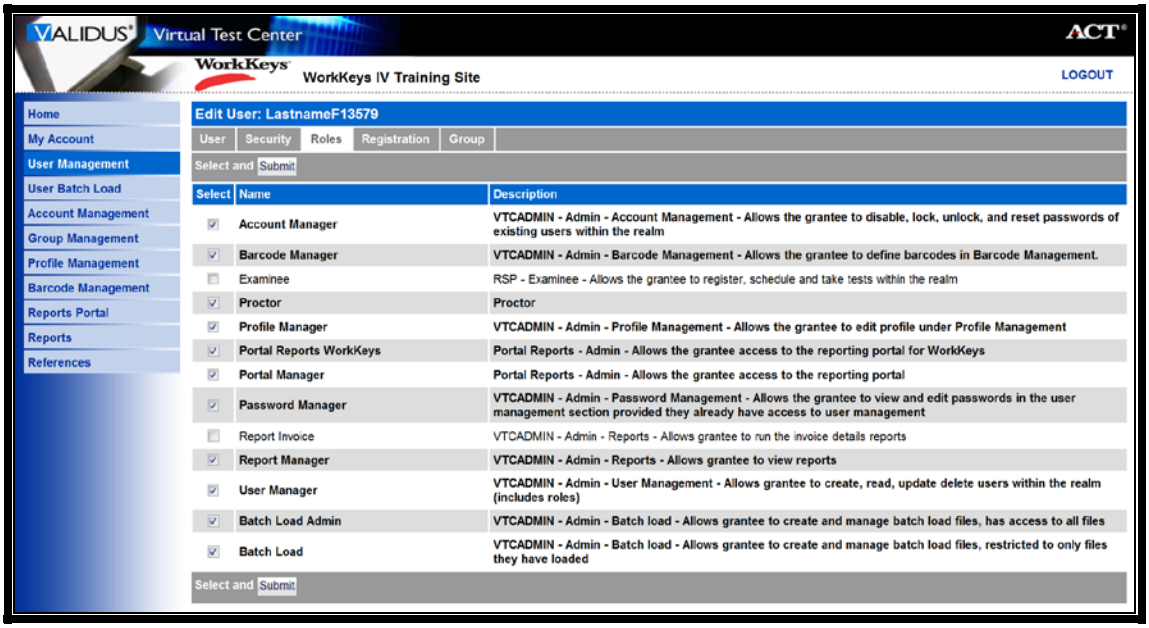
6. The "Roles" page appears.

- 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:
    - Account Manager
    - Proctor
    - Password Manager

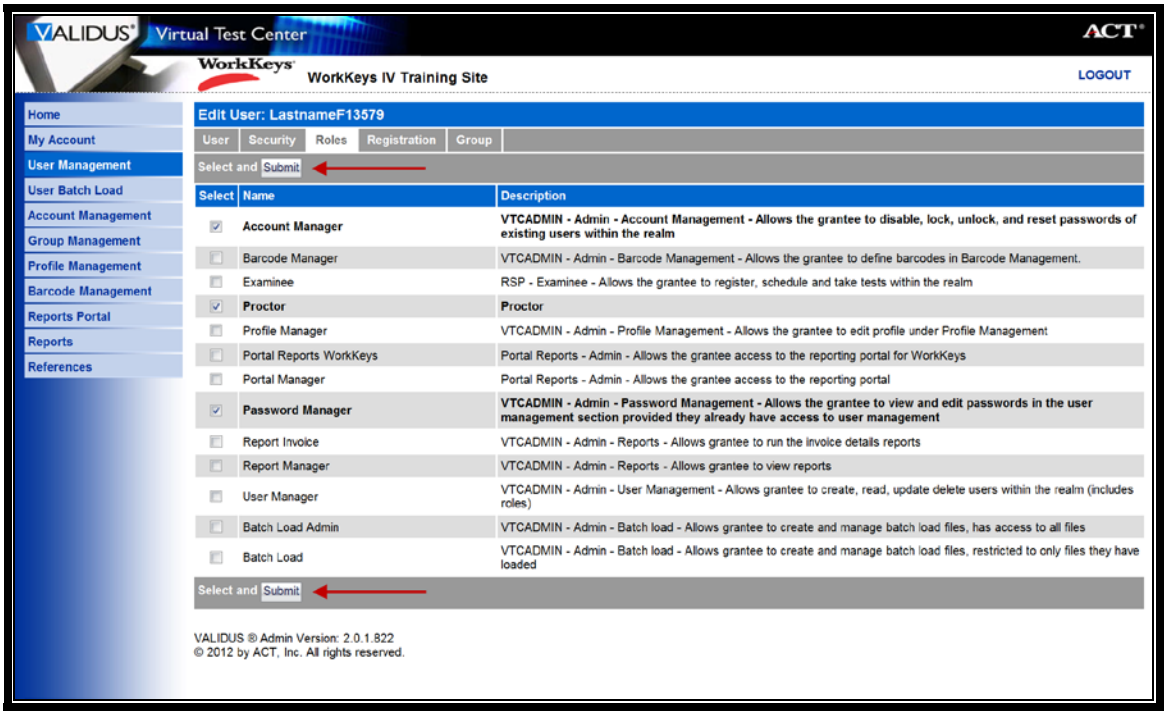
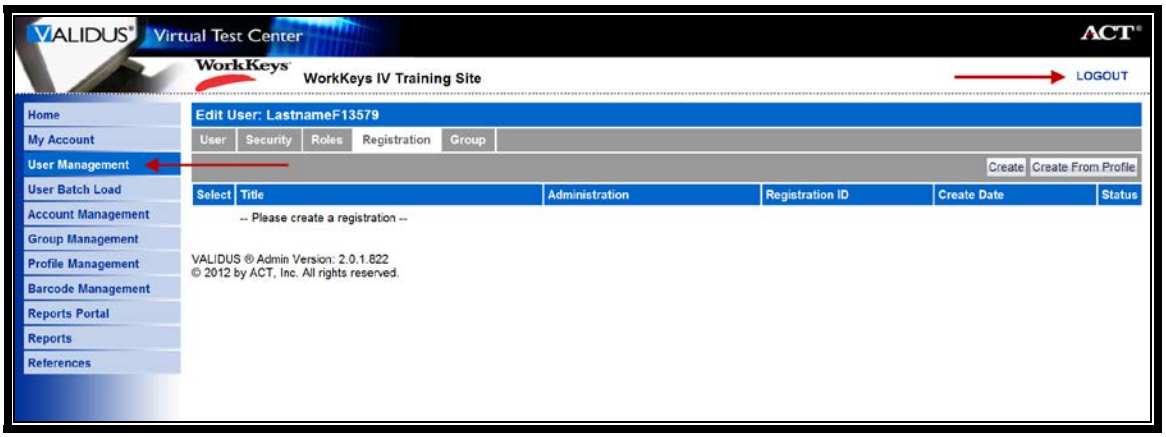


- If you are setting up an **additional site administrator**, you will want to give the individual the same roles that you have. You will likely have the roles listed below. Click in the box next to each of these roles (or whichever roles you want your additional site administrator to have):
    - Account Manager
    - Barcode Manager
    - Proctor
    - Profile Manager
    - Portal Reports WorkKeys
    - Portal Manager
    - Password Manager
    - Report Manager
    - User Manager
    - Batch Load Admin
    - 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.



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.