

Deleting an Account

Document Purpose

This document contains information used by a test coordinator to delete an examinee's ACT WorkKeys account in Validus.

Resources

We encourage you to visit the [ACT WorkKeys Administration](#) page on www.act.org for many resources available to you. The current [ACT WorkKeys Administration Manual for Online Testing](#) is posted on this page along with the following ACT WorkKeys Quick Start Guides:

- [Administering a Test to a Single Examinee](#)
- [Authorizing a Test for a Group of Examinees](#)
- [Creating a Group](#)
- [Adding Examinees to a Group during Account Creation](#)
- [Creating Accounts and Test Registrations Using Batch Load](#)
- [Group Registration for One or More Tests](#)

Also, please reference the latest [WorkKeys Online Technical Specifications](#) to confirm that your computers (workstations) meet the minimum technical requirements. See the [TAO User Guide](#) for instructions on how to check for these on your computers.

Procedure: Deleting an Account

Follow the steps below to delete a WorkKeys online account.

1. Open a web browser on your computer and **enter the url for your testing realm**, which will look similar to the example shown below. This can be found in the email you received with realm information.

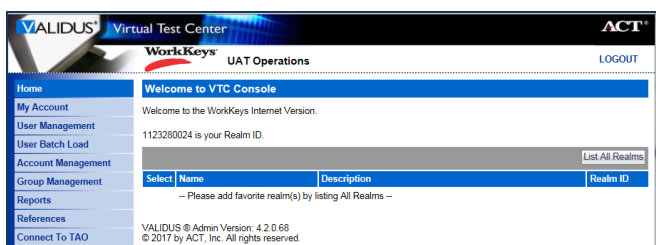
<https://vtc.act.org/123456789>

(The number after the last slash represents your site's realm number.)



2. Enter your proctor **User ID** and **Password** and then select the **Login** button.

Results: If the correct realm url and login credentials were used, your realm's Home page should appear on screen.



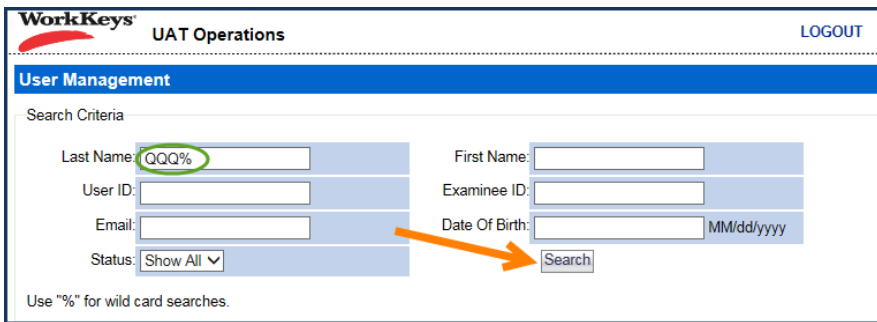
- On the left side of the page, select **User Management**.

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

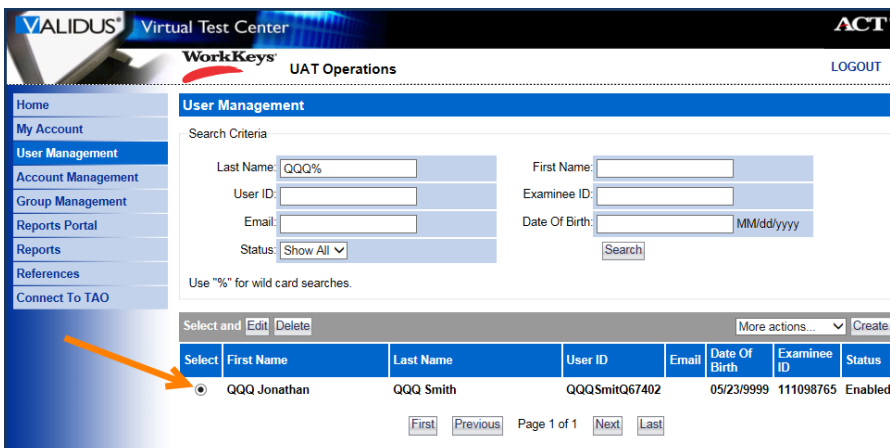


- Enter the examinee's last name and first name.

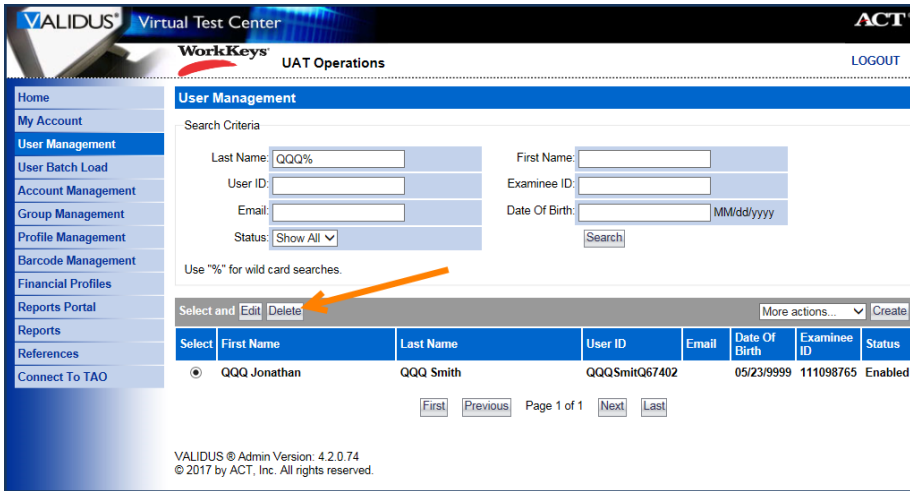
Note: If you prefer, you can enter the first few letters of the examinee's name with a wildcard character (%) representing the remaining letters. This will bring up all names that begin with those letters.



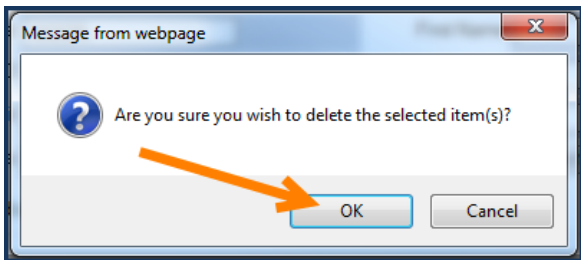
- Select the **Search** button.
- Select the radio button to the left of the examinee's name. If there is more than one name shown, make sure you select the correct account.



7. Select **Delete**.



8. You will see a pop-up window with a question about deleting the selected item(s). To delete the examinee, select **OK**. (If you do not want to delete this account, use the **Cancel** button.)



9. The account has now been deleted. If you are finished, select **Logout** in the top right-hand corner of the page.