

Looking Up a Password

Document Purpose

This document contains information used by test coordinators and proctors to look up an examinee's password to their account for ACT® WorkKeys® online testing.

Resources

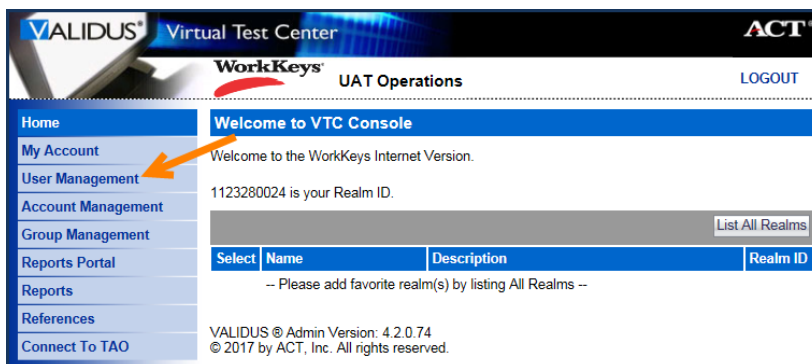
We encourage you to visit the [ACT WorkKeys Administration](#) page on act.org for many resources available to you. The current [ACT WorkKeys Administration Manual for Online Testing](#) is posted on this page.

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

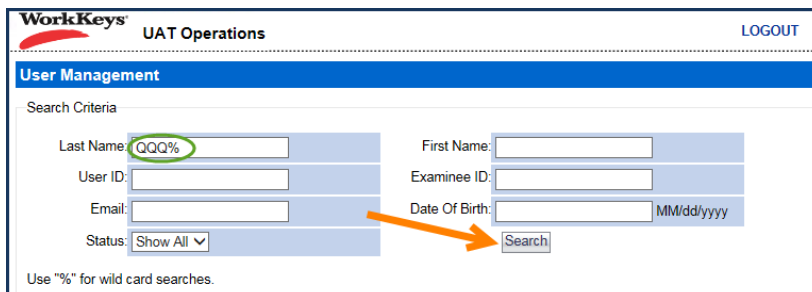
Follow the steps below to look up an examinee's password in Validus VTC.

1. At the proctor's computer, you need to be logged into Validus VTC for the correct testing realm. From the Home page select the **User Management** navigation menu on the left side of the page.



2. Enter the examinee's last name and first name. Select the **Search** button.

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.



3. 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 record.

VALIDUS Virtual Test Center ACT
WorkKeys UAT Operations LOGOUT

Home My Account User Management Account Management Group Management Reports Portal Reports References Connect To TAO

User Management

Search Criteria

Last Name: QQQ% First Name:

User ID: Examinee ID:

Email: Date Of Birth: MM/dd/yyyy

Status: Show All

Use "%" for wild card searches.

Select and

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
<input checked="" type="radio"/>	QQQ Jonathan	QQQ Smith	QQQSmitQ67402		05/23/9999	111098765	Enabled

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4. Select the **Edit** button.

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User ID: Examinee ID:

Email: Date Of Birth: MM/dd/yyyy

Status: Show All

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Select and

Select	First Name	Last Name	User ID	Email	Date Of Birth	Examinee ID	Status
<input checked="" type="radio"/>	QQQ Jonathan	QQQ Smith	QQQSmitQ67402		05/23/9999	111098765	Enabled

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5. Select the **Security** tab. Enter *your* User ID and Password.

WorkKeys UAT Operations

Edit User: QQQSmitQ67402

User Security Roles Registration Group

Personal Information

* First Name: QQQ Jonathan

Middle Name:

* Last Name: QQQ Smith



WorkKeys UAT Operations

Edit User: QQQSmitQ67402

User Security Roles Registration Group

Please enter your Login information

User ID: UAT_Stewart

Password:

Result: You will now see the examinee's password.

Edit User: QQQSmitQ67402				
User	Security	Roles	Registration	Group
Login Information				
User ID:	QQQSmitQ67402			
Person ID:	1127784286			
Encryption Key:	MTEyNzc4NDI4NjpkdW5lJlJwMTc6OFc4MUEwM2E6			
Password:	<input type="text" value="MHALL6"/>			<input type="button" value="Generate"/>
Confirm Password:	<input type="text" value="MHALL6"/>			
* = Required				
		<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>	

6. Select the **Cancel** button when you are finished.