Quick Start Guide
Running the Personal Skills Assessment List Reports

Document Purpose
This document contains steps on how to run ACT® WorkKeys® Personal Skills Assessment List Reports from the Online Reports Portal, through Validus® Virtual Test Center (VTC). These reports contain rosters of examinee scores for soft skills assessed by the Fit and Talent tests.

Prerequisites
To perform this task, you (the test staff or site administrator) must:

- Read the ACT WorkKeys Online Portal User Guide before using this quick start guide
- Have your testing realm and login information as previously provided to you by ACT
- Be assigned the appropriate role(s) within Validus VTC per the Roles in Validus guide

Resources
We encourage you to visit the ACT WorkKeys Administration web page to select from a variety of helpful quick start guides and manuals, including the current ACT WorkKeys Online Portal User Guide.

Please reference the latest WorkKeys Online Technical Specifications web page to confirm that your computers (workstations) meet the minimum technical requirements. See the TAO User Guide for instructions on how to check for these requirements.

Procedure: Running the Report

1. While logged into Validus VTC, choose Reports Portal from the left-side navigation menu.
2. Sign in to the Reports Portal using the same User ID and password used to log in to Validus VTC.

   Result: With a successful login, you will see a WorkKeys Online Reports menu with a list of available reports for you to create (the Report List tab).

4. Select either the Talent or Fit Assessment List Report.
Result: The screen display changes to the Parameters selection pane and report viewing pane.

Note: The parameter selection fields will be the same whether you chose the Talent or Fit Assessment List Report.

5. In the Parameters selection pane, select criteria as applicable.

Note: **Realm**, **Start Date**, and **End Date** are the only fields you are required to populate in order to generate a report.
6. Select the **Apply** button.

**Result:** The report viewing pane will display the report in PDF format. See the example reports below.

**Note:** If there was no data that fit the parameters you chose, you will see the message “No Results Were Found for Selected Parameters”.

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**Note:** See the [ACT WorkKeys Online Portal User Guide](#) for instructions on exporting (downloading), saving, and printing reports.