

Validus Role	What can you do with this role?	Who would typically use this role?
Account Manager	<ul style="list-style-type: none"> Lock and enable (if locked or disabled) a user's account Reset passwords of existing users within the realm 	<ul style="list-style-type: none"> Site Administrator Proctor
Barcode Manager	<ul style="list-style-type: none"> Enter barcode information from the header sheets for paper tests that are sent to ACT for scoring <i>Note: Test scores will be posted to the appropriate realm based on the barcode entered</i> 	<ul style="list-style-type: none"> Site Administrator
Batch Load	<ul style="list-style-type: none"> Create and manage only the batch load files they have uploaded 	<ul style="list-style-type: none"> Site Administrator
Batch Load Admin	<ul style="list-style-type: none"> Create and manage all batch load user files 	<ul style="list-style-type: none"> Site Administrator
Examinee	<ul style="list-style-type: none"> Take tests (launch) 	<ul style="list-style-type: none"> Examinee
Password Manager	<ul style="list-style-type: none"> View and edit passwords in the User Management section Important! Must have access to User Management, which is possible with the Proctor role 	<ul style="list-style-type: none"> Site Administrator Proctor
Portal Manager	<ul style="list-style-type: none"> Access the WorkKeys Reports Portal 	<ul style="list-style-type: none"> Site Administrator Finance/Billing Personnel
Portal Reports – Local Scanning	<ul style="list-style-type: none"> Access the WorkKeys Reports Portal, specifically for the <i>Local Scan Instant Score Report</i> 	<ul style="list-style-type: none"> Site Administrator Proctor
Portal Reports – WKO	<ul style="list-style-type: none"> Access the RegiSTAR Reporting in the WorkKeys Reports Portal 	<ul style="list-style-type: none"> Site Administrator
Portal Reports – WKO – Cert Data Export	<ul style="list-style-type: none"> Access a report that contains examinees' Career Readiness certificate details along with the ACT WorkKeys test scores that qualify the candidate for the specific certificate level 	<ul style="list-style-type: none"> Site Administrator
Portal Reports – WKO – Print Certificates	<ul style="list-style-type: none"> Access PDF of a singles examinee's ACT Career Readiness Certificates (front and back) 	<ul style="list-style-type: none"> Site Administrator
Portal Reports – WKO – Print Certificates by Testing Location	<ul style="list-style-type: none"> Access PDFs of multiple examinees' ACT Career Readiness Certificates (front and back) 	<ul style="list-style-type: none"> Site Administrator
Portal Reports – WKO – Test Data Export	<ul style="list-style-type: none"> Access a report that contains ACT WorkKeys test scores 	<ul style="list-style-type: none"> Site Administrator
Portal Reports WorkKeys	<ul style="list-style-type: none"> Access the WorkKeys Reports Portal 	<ul style="list-style-type: none"> Site Administrator Finance/Billing Personnel
Proctor	<ul style="list-style-type: none"> Access to TAO proctoring Authorize or release proctored tests Obtain an Instant Score Report 	<ul style="list-style-type: none"> Site Administrator Proctor

Validus Role	What can you do with this role?	Who would typically use this role?
Profile Manager	<ul style="list-style-type: none"> • Create and/or edit a profile under Profile Management 	<ul style="list-style-type: none"> • Site Administrator
Report Invoice	<ul style="list-style-type: none"> • Generate the ACT Invoice Details reports for their realm • Retrieve previous reports that they generated • Important! Must be assigned in conjunction with the Report Manager role 	<ul style="list-style-type: none"> • Finance/Billing Personnel
Report Invoice Admin	<ul style="list-style-type: none"> • Run <i>ACT Invoice Details</i> reports for their realm • Retrieve reports generated by others • Important! Must be assigned in conjunction with the Report Manager role 	<ul style="list-style-type: none"> • Finance/Billing Personnel
Report Invoice Remote	<ul style="list-style-type: none"> • Allows users generating <i>ACT Invoice Reports</i> from a different (remote) realm to include order details and examinee data from the assigning realm • Important! Must also be assigned the Report Manager and Report Invoice role in their own realm 	<ul style="list-style-type: none"> • Finance/Billing Personnel
Report Manager	<ul style="list-style-type: none"> • Access to the Reports menu to view reports • Important! Must be assigned in conjunction with one or more report type roles – or the User Manager role for Export Examinees – to view reports 	<ul style="list-style-type: none"> • Site Administrator • Finance/Billing Personnel
User Manager	<ul style="list-style-type: none"> • Create, view, update, and delete user records within the realm (includes roles) • Export user records from the Reports menu • Important! Must be assigned in conjunction with the Report Manager role • Add a test registration to a user's account 	<ul style="list-style-type: none"> • Site Administrator • Proctor