# Roles in Validus™

<table>
<thead>
<tr>
<th>Validus Role</th>
<th>What can you do with this role?</th>
<th>Who would typically use this role?</th>
</tr>
</thead>
</table>
| Account Manager       | • Lock and enable (if locked or disabled) a user’s account  
  • Reset passwords of existing users within the realm                                                                                                                                                                          | • Site Administrator  
  • Proctor                                                                                                                   |
| Barcode Manager       | • Enter barcode information from the header sheets for paper tests that are sent to ACT for scoring  
  • *Note: Test scores will be posted to the appropriate realm based on the barcode entered*                                                                                                                                        | • Site Administrator                                                                                                        |
| Batch Load            | • Create and manage only the batch load files they have uploaded                                                                                                                                                                   | • Site Administrator                                                                                                        |
| Batch Load Admin      | • Create and manage all batch load user files                                                                                                                                                                                   | • Site Administrator                                                                                                        |
| Examinee              | • Take tests (launch)                                                                                                                                                                                                                                                                    | • Examinee                                                                                                                |
| Password Manager      | • View and edit passwords in the User Management section  
  • *Important! Must have access to User Management, which is possible with the Proctor role*                                                                                                                                  | • Site Administrator  
  • Proctor                                                                                                                   |
| Portal Manager        | • Access the WorkKeys Reports Portal                                                                                                                                                                                                 | • Site Administrator  
  • Finance/Billing Personnel                                                                                                  |
| Portal Reports – Local Scanning | • Access the WorkKeys Reports Portal, specifically for the *Local Scan Instant Score Report*                                                                                                                                  | • Site Administrator  
  • Proctor                                                                                                                   |
| Portal Reports – WKO  | • Access the RegiSTAR Reporting in the WorkKeys Reports Portal                                                                                                                                                                  | • Site Administrator                                                                                                        |
| Portal Reports – WKO – Cert Data Export | • 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 | • Site Administrator                                                                                                        |
| Portal Reports – WKO – Print Certificates | • Access PDF of a single examinee’s ACT Career Readiness Certificate (front and back)                                                                                                                                     | • Site Administrator                                                                                                        |
| Portal Reports – WKO – Print Certificates by Testing Location | • Access PDFs of multiple examinees’ ACT Career Readiness Certificate (front and back)                                                                                                                                     | • Site Administrator                                                                                                        |
| Portal Reports – WKO – Test Data Export | • Access a report that contains ACT WorkKeys test scores                                                                                                                                                                        | • Site Administrator                                                                                                        |
| Portal Reports WorkKeys | • Access the WorkKeys Reports Portal                                                                                                                                                                                                 | • Site Administrator  
  • Finance/Billing Personnel                                                                                                  |
| Proctor               | • Access to TAO proctoring  
  • Authorize or release proctored tests  
  • Obtain an Instant Score Report                                                                                                                                                                                               | • Site Administrator  
  • Proctor                                                                                                                   |
## Roles in Validus™

<table>
<thead>
<tr>
<th>Validus Role</th>
<th>What can you do with this role?</th>
<th>Who would typically use this role?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile Manager</td>
<td>• Create and/or edit a profile under Profile Management</td>
<td>• Site Administrator</td>
</tr>
</tbody>
</table>
| Report Invoice        | • 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                                                                                                                                 | • Finance/Billing Personnel                                                                         |
| Report Invoice Admin  | • Run ACT Invoice Details reports for their realm  
• Retrieve reports generated by others  
• **Important!** Must be assigned in conjunction with the Report Manager role                                                                                                                                 | • Finance/Billing Personnel                                                                         |
| Report Invoice Remote | • Allows users generating ACT Invoice Reports 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                                                                 | • Finance/Billing Personnel                                                                         |
| Report Manager        | • 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                                                                 | • Site Administrator  
• Finance/Billing Personnel                                                                            |
| User Manager          | • 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                                                                                                                                 | • Site Administrator  
• Proctor                                                                                              |