

Validus™ Role	What you can do with this role?	Who would typically use this role?
Account Manager	<ul style="list-style-type: none"> o Lock and enable (if locked or disabled) a user's account o Reset passwords of existing users within the realm 	<ul style="list-style-type: none"> o Site Administrator o Proctor
Barcode Manager	<ul style="list-style-type: none"> o Enter barcode information from the header sheets for paper tests that are sent to ACT for scoring <p><i>Note: Test scores will be posted to the appropriate realm based on the barcode entered</i></p>	<ul style="list-style-type: none"> o Site Administrator
Examinee	<ul style="list-style-type: none"> o Take tests (launch) 	<ul style="list-style-type: none"> o Examinee
Proctor	<ul style="list-style-type: none"> o Access to TAO proctoring o Authorize or release proctored tests o Obtain an Instant Score Report 	<ul style="list-style-type: none"> o Site Administrator o Proctor
Profile Manager	<ul style="list-style-type: none"> o Create and/or edit a profile under Profile Management 	<ul style="list-style-type: none"> o Site Administrator
Portal Reports WorkKeys	<ul style="list-style-type: none"> o Access the WorkKeys Reports Portal 	<ul style="list-style-type: none"> o Site Administrator o Finance/Billing Personnel
Portal Manager	<ul style="list-style-type: none"> o Access the WorkKeys Reports Portal 	<ul style="list-style-type: none"> o Site Administrator o Finance/Billing Personnel
Password Manager	<ul style="list-style-type: none"> o View and edit passwords in the User Management section <p>Important! Must have access to User Management, which is possible with the Proctor role</p>	<ul style="list-style-type: none"> o Site Administrator o Proctor
Portal Reports – Local Scanning	<ul style="list-style-type: none"> o Access the WorkKeys Reports Portal, specifically for the <i>Local Scan Instant Score Report</i> 	<ul style="list-style-type: none"> o Site Administrator o Proctor
Report Invoice Admin	<ul style="list-style-type: none"> o Run <i>ACT Invoice Details</i> reports for their realm o Retrieve reports generated by others <p>Important! Must be assigned in conjunction with the Report Manager role</p>	<ul style="list-style-type: none"> o Finance/Billing Personnel
Report Invoice Remote	<ul style="list-style-type: none"> o Allows users generating <i>ACT Invoice Reports</i> from a different (remote) realm to include order details and examinee data from the assigning realm <p>Important! Must also be assigned the Report Manager and Report Invoice role in their own realm</p>	<ul style="list-style-type: none"> o Finance/Billing Personnel
Report Invoice	<ul style="list-style-type: none"> o Generate the ACT Invoice Details reports for their realm o Retrieve previous reports that they generated <p>Important! Must be assigned in conjunction with the Report Manager role</p>	<ul style="list-style-type: none"> o Finance/Billing Personnel
Report Manager	<ul style="list-style-type: none"> o Access to the Reports menu to view reports <p>Important! Must be assigned in conjunction with one or more report type roles – or the User Manager role for Export Examinees – to view reports</p>	<ul style="list-style-type: none"> o Site Administrator o Finance/Billing Personnel
User Manager	<ul style="list-style-type: none"> o Create, view, update, and delete user records within the realm (includes roles) o Export user records from the Reports menu <p>Important! Must be assigned in conjunction with the Report Manager role</p> <ul style="list-style-type: none"> o Add a test registration to a user's account 	<ul style="list-style-type: none"> o Site Administrator o Proctor
Batch Load Admin	<ul style="list-style-type: none"> o Create and manage all batch load user files 	<ul style="list-style-type: none"> o Site Administrator
Batch Load	<ul style="list-style-type: none"> o Create and manage only the batch load files they have uploaded 	<ul style="list-style-type: none"> o Site Administrator